LEBLANC ELEMENTARY SCHOOL



2022-2023
PARENT/STUDENT HANDBOOK

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Assistant Principal: Jessica Broussard
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Assistant Principal: Shelanne Richard
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Address: 4511 E. LA Hwy. 338
Abbeville, LA 70510
Phone: 337-937-8110
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Our Vision

Our vision is to be named a *School of Academic Excellence* by the year 2027, ensuring that all students leave LeBlanc Elementary confident and ready for sixth grade.

Our Mission

LeBlanc Elementary School is committed to challenging ALL students every day to achieve high standards and become global leaders.

Our Values

The Faculty and Staff of LeBlanc Elementary

· will ensure that student learning is the chief priority of the school.

· will hold each student to a high standard of academic achievement and growth.

· will provide students with a variety of instructional approaches to support their learning.

· will honor diversity and support each individual's unique cultural, physical, social, emotional, and intellectual needs.

· will promote leadership for all students.

· will foster positive relationships and mutual respect among and between students and staff.

· are committed to sustained improvement in order to enable students to become confident, self-directed, lifelong learners, who are college and career ready.

· will engage all stakeholders in our community to advance our school's mission and achieve our vision.

Our Slogan

Global Leaders, Rooted in Tradition

LEBLANC ELEMENTARY SCHOOL
4511 E LA Hwy 338
Abbeville, LA 70510

GENERAL INFORMATION

OFFICE:

Principal …….....	Rachelle Brown
Assistant Principal ……	Jessica Broussard
Assistant Principal ……	Shelanne Richard
Counselor ……..	Emily Allen
Secretary ……	Mary Delcambre
Bookkeeper ……	Vickie Conner

TELEPHONE NUMBERS:

Office …….	937-8110
Counselor's Office …….	937-8427
Cafeteria …….	937-6926
Fax ……..	937-8761

LENGTH OF SCHOOL DAY:

Office Hours ……..	7:30 a.m. – 3:30 p.m.
Student Hours ……	8:05 a.m. – 3:17 p.m.

BELL SCHEDULE:

School Begins ……	8:05 a.m.
Dismissal ……	3:17 p.m.

OFFICE/SCHOOL POLICIES

FRONT OFFICE POLICIES

- Only emergency calls will be delivered to teachers during class time. All other messages will be e-mailed to them or placed in the teacher's mailbox. Teachers will respond within 24 hours on school days.
- All parents and visitors **must** report to the office upon arrival on campus to state their reason for the visit and receive a visitor's pass.
- All school business should be conducted during the office hours only, not after school hours.
- If a parent needs to speak with his/her child's teacher, the parent must call to set up an appointment time. Parent meetings shall be conducted during non-instructional time, and/or before or after school.

EMERGENCY INFORMATION

The school must have a way to contact the parents or nearest relative of each child in case of an emergency. Please check to see that your child's teacher and the office have the correct information. Parents are to keep the office and teachers informed of current addresses and phone numbers in case of an emergency.

VISITORS

The safety of our students is a number one priority. All visitors must report to and sign in at the office upon arrival and receive a visitor pass. This will be in effect from 7:40 am – 3:17 pm. No exceptions, please. All conferences should be **scheduled** by the teacher and/or parent before or after school, during recess, or during other non-instructional time. Instructional time will not be interrupted to meet with the teacher.

MOVING OUT OF THE SCHOOL ZONE

Any student (family) moving out of the LeBlanc Elementary School zone during the year, must notify the teacher and school office before transferring to another school. On the last day of attendance, the student or parent must return all books; pay all outstanding debts and complete a withdrawal form for admittance to the new school.

ADDRESS AND TELEPHONE CHANGES

For accurate records and emergency purposes, parents are asked to keep the school informed of any change of address or telephone number throughout the year. Parents going out of town should inform the teacher of a change in contact person(s) or telephone number should an emergency arise.

STUDENT INSURANCE

Low-rate group insurance shall be made available to all students. The School Board does not assume liability for students who do not carry insurance, nor does it assume liability for accidents to students who carry the insurance beyond the policy coverage.

LUNCH/BREAKFAST PROGRAM

Only Type A lunches/breakfasts with milk as prescribed by state and federal guidelines will be served in the cafeteria. Breakfast and lunch meals are available to all students, school staff, and visitors at prices established by the Vermilion Parish School Board. All menus are planned in accordance with the Healthy, Hunger-Free Kids Act of 2010 which meets the nutritional requirements for age-appropriate caloric need, and limited fat and sodium.

For more information, call Child Nutrition Services at (337) 898-5802 or the school cafeteria manager at 937- 6926.

Lunchroom regulations are as follows:

a. We **do not** encourage students to bring lunch from home unless recommended by a physician.
b. If a lunch is brought from home, it must be eaten in the cafeteria.
c. Milk, water and fruit juices (**not soft drinks**) are the only beverages which can be consumed with the lunch. Milk may be purchased in the cafeteria at a cost of $0.50.
d. Candy is **not** permitted with the lunch.
e. Students are expected to observe acceptable table manners and PBIS guidelines at all times.
f. Loud talking and unacceptable behavior will not be tolerated walking to and from the cafeteria or while eating in the cafeteria.

MEDICATION/HEALTH POLICIES

Medication of any kind should NEVER be sent in a child's lunch or book bag.

When special circumstances exist for a health problem that can be expected to be of a long duration and to assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, the following policy will be adhered to.

A. Any student who is required to take medication during the regular school day must comply with school regulations to include the following:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent of guardian of the student requesting that the school comply with the physician's orders.
3. A parent or adult must bring the medication to school in a container appropriately labeled by the pharmacy or physician. (original container)
4. Meet with school nurse to complete medication forms.

B. Opportunities must be provided for communication with the student, parent, and physician regarding the efficiency of the medication administered during school hours.

ILLNESSES AND ACCIDENTS AT SCHOOL

All emergency numbers need to be kept current.

Students who are vomiting, have diarrhea (2 or more watery stools) or running fever of 100° F (orally) or higher will be sent home from school. Students are not readmitted to school until they are symptom free for 24 hours from the onset of symptoms. Any student who becomes ill at home must not attend school until the student is free from fever, diarrhea or vomiting for 24 hours.

If a student is injured at school, he/she is to report to the teacher on duty, his teacher, or the secretary. If necessary, first aid is administered. Parents are contacted, informed of the accident and given the opportunity to check the injury or pick up the child. In a dire emergency, if parents or persons designated by parents cannot be contacted, every attempt will be made to secure medical services for your child.

LICE POLICY

Any student found by appropriate school personnel (designated by the principal) to have positive evidence of head lice shall be excluded from school until he/she has been treated. All students sent home for evidence of head lice shall only return to school with a written note from a parent stating that they have received treatment and shall be examined by appropriate school personnel upon return. School nurses will be available to assist with chronic cases. Any student excluded from school for lice infestation shall have an excused absence for a limited time, not to exceed 3 (three) school days and shall be allowed to make up tests on that basis. The principal may extend this time limit if circumstances warrant.

STUDENT ACTIVITIES

Field Trips – Field trips at LeBlanc Elementary are an extension of classroom learning. Each grade level takes an educational field trip as deemed appropriate for the grade level if funds are available. Parent permission and emergency contact information must be provided before a child can go on a field trip. **Any field trip costs must be paid in full by the deadline indicated on the field trip form**. Only students in the participating classrooms will be allowed to attend the field trip. Students are expected to follow all school rules and be on their best behavior when on school sponsored field trips. In the event a parent is asked to chaperone a school field trip, the parent is not allowed to bring younger siblings or other children. Chaperones are invited to provide assistance to the teachers and monitor students.

Class Parties – Two holiday parties per year during class time will be allowed. Treats must be individually wrapped and must not contain nuts. Sorry, **no homemade treats**. Other holidays may be observed in a small way, for example, exchange of candy or cards with a lollipop or candy. This will not be done during core instructional time. The teacher will distribute treats when the time is appropriate. Refreshments or treats that do not require special attention may be sent to school in honor of a student's birthday or at other times only with the permission of the teacher.

Fundraisers – Fundraisers are a necessary means of providing funds to our school for the purposes of maintaining copying machines, teacher supplies, furniture/equipment, technology, and many other student and teacher needs not budgeted for in the operations of the school. Participation in fundraisers is always optional.

EMERGENCY SCHOOL CLOSINGS

In the event of an emergency, when advance warning is possible, the Superintendent will decide if closing the school is warranted. Parents are asked to stay tuned to the local radio and television stations and the school's social media pages for any announcements and updates regarding closures. LeBlanc Elementary and the Vermilion Parish School system may utilize an automated alert call out system when there is an emergency. A message will be issued to all home and parent cell phone numbers that have been reported on the Parent/Student Information Office Cards. **It is important that you accurately complete the information card and turn it in immediately and keep the school informed of any changes of contact information.**

FIREARM-FREE ZONE

The 1992 Legislature passed Act 197 that defines a Firearm - Free Zone as an area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus. The law provides that students or non-students carrying a firearm in a Firearm - Free Zone is unlawful, and is the intentional possession of any firearm on ones' person, on a school campus, or within 1,000 feet of any school campus or on a school bus.

FIRE DRILLS/TORNADO DRILLS/LOCK DOWN DRILLS

In order to prepare students to react in a safe and orderly manner in an emergency, scheduled and unscheduled drills are held regularly throughout the school year in accordance with the law.

TRANSPORTATION

Bus Discipline/Vermilion Parish Policy

1. The bus driver together with the principal shall assume full responsibility for the discipline of students riding the bus. Any disciplinary problems shall be reported by the driver to the principal of the school. It is the responsibility of the principal to determine necessary punishment for students violating regulations.

2. The principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent who shall conduct a hearing on the merits of the bus suspension.

3. A pupil damaging a school bus may be subject to suspension from school. Any pupil who has damaged school bus property will be required to pay for damages.

4. Parents should notify the school with a **written note** when their child will ride

another bus or go home with another child. The note is to be presented to the teacher when the child gets to school in the morning for approval by the principal.

5. Students are expected to be on their best behavior at the bus stop and to follow all bus rules while riding the bus.

6. Students must be **on time at designated stops** and must stay off the roadway at all times while waiting for the bus.

7. Students must cross the road in front of the bus, **never in the rear**.

8. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of the windows.

9. Students are to **remain seated at all times**. If the driver assigns a student to a particular seat, he is to remain in that seat until directed otherwise.

10. Loud talking will not be tolerated. Conversation in normal tones is permissible.

11. Obtain permission from the driver before opening windows when it is cold or raining.

12. The emergency door is to be used only in case of an accident or emergency.

13. Use or possession of items not permissible at school (tobacco, matches, cigarettes, lighters, alcohol, drugs, weapons, etc.) are also **not** allowed on the bus.

14. Bus drivers are permitted to make reasonable rules for the safe and proper operation of the bus.

Any violation of the above rules and regulations concerning the bus or general school rules may be reason for disciplinary action, suspension, or expulsion.

BUS PERMISSION

Short Term: Parental request for a child to ride a different bus other than the one to which they are normally assigned for a short period of time must be approved by the principal. Parents must first contact the bus driver to get permission. Permission can be denied if the bus is full, or if the pick-up/drop-off does not meet parish rules and regulation guidelines. A written request approved by the principal must be presented to the bus driver before the child boards for an afternoon. Bus drivers will be given a copy of this request.

Long Term: Parental requests for long term change in a child's method of transportation must be approved by the principal. The bus driver must be contacted first and then an Alternate Route Form signed by the parents should be brought to the school's office for verification and to obtain the principal's approval. If the bus driver's route is overcrowded, these special privileges will not be approved. Parents are to understand that if new students move to the driver's regular

route, these special privileges may be revoked. The parent will have to find other means to meet these transportation needs.
If your child is to return home in a different manner than usual, you **must** send a note to the homeroom teacher prior to the change. The school office **will not** relay a message to the child regarding a change in transportation, unless it is an emergency and approved by the principal.

CHILDREN RIDING IN CARS

Parents who drive students to school must utilize the North Road entrance of the campus for drop off/pick up. Drop off time begins at 7:40 in the morning at the first bell and will be open until 8:00 a.m. In the afternoon, the parent pick-up line should not form before 2:45 p.m. Parents waiting for their children at dismissal time are asked to remain in their cars for the safety of all students.

Parents are reminded that **notes must be sent to the teacher** if children will be picked up by another designated person, or if the student will be riding a bus. **If your child is to return home in a different manner than usual**, you **must** send a note to the homeroom teacher prior to the change. The school office **will not** relay a message to the child regarding a change in transportation, unless it is an emergency and approved by the principal. These policies and procedures are in place for the safety of all students.

ATTENDANCE

An elementary student can miss no more than twelve (12) days per year to be eligible for promotion. It is of utmost importance that your child attends school every day. The school day begins at 8:05 am. Students are expected to be on time and attend class every day that school is in session. Arriving late to school disrupts the opening routine of the day. Should a student arrive after 8:05 they must be signed in at the office by the person bringing them to school.

Parents/guardians must provide a dated and signed note for any absence, within five school days, otherwise the student may not be allowed to make up the work. Habitual tardiness and absenteeism will be reported to the Supervisor of Child Welfare and Attendance and/or Vermilion TASC. **ACT 745 of 2008 of the Louisiana Legislature provides that the parent or guardian of any child who is absent or tardy (unexcused) more than five times in a school semester may be prosecuted in a court of law.**

Parents are encouraged to check the school calendar when making travel plans and schedule trips accordingly to avoid missing school. Appointments during the school day are strongly discouraged. If it is absolutely necessary for a student to leave early for an appointment, parents should notify the teacher in writing and the student must be signed out/in the office.

PARISH ATTENDANCE POLICY

Please refer to the district attendance policy by utilizing the following link: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2619/VPSD/2289007/_VPSB_Student___Parent_Handbook_2022-2023__Adopted_7_21_22_.pdf pages 8-10.

ARRIVAL AT SCHOOL

Students are not to report to school until 7:40 a.m. as the duty teachers do not begin duty until that time. Upon arrival at school, students will receive breakfast and report to their classroom.

LEAVING SCHOOL EARLY

Your child should not be picked-up early other than for emergencies or medical reasons. If the student is picked up during the school day, only the parent or someone authorized by the parent is allowed to pick up a student. **This person must be listed on the child's emergency card in the office and must be prepared to show an I.D.** All students must be checked out in the office before leaving campus. For the safety of all students, parents who come for their children at school are urged to observe traffic regulations. If children need to be picked up early for an appointment, we ask that this be done **by 3:00 p.m.** to avoid confusion at dismissal.

Every effort should be made to schedule any appointments after school hours as student attendance has a direct impact on student learning.A student must receive 380 instructional minutes each day. By picking up your child early, your child does not receive this important instructional time. In general, students should be in attendance daily until 3:17 p.m. Leaving school early should be minimal.

UNIFORM POLICY/DRESS CODE

The Vermilion Parish School Board has set forth guidelines for Pre-K through grade 12 concerning mandatory uniforms, student dress and appearance. These guidelines will be adhered to. Clothing such as sweaters, coats, jackets, rainwear, and caps should be labeled with your child's full name. Refer to the VPSB policy handbook for details regarding Student Dress Code. **Friday is LeBlanc Elementary School spirit shirt day. Students may wear their LeBlanc spirit shirts with uniform shorts or pants on these days.** Any clothing or apparel that is unsafe, dangerous, and distracting to the educational process or a health hazard is unacceptable. ***Lost and found*** articles are placed in the office.. A student/parent must check with the school secretary to claim an item which has been lost. Any unclaimed articles will be donated to charity at the end of the school year. Please refer to the following link: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2619/VPSD/2289007/_VPSB_Student___Parent_Handbook_2022-2023__Adopted_7_21_22_.pdf pages 11-14.

ACADEMICS

HOME/SCHOOL COMMUNICATION

Parents are encouraged to take an active and ongoing interest in their child's progress and events at school. Weekly, a digital newsletter will be sent to all parents via text message. **Every Wednesday**, the Parent/School Communicator (yellow envelopes) will be sent home. Any school news, letters, forms, as well as student's weekly test papers will be contained in the

envelope. Parents/guardians are asked to look over the information, sign and return the envelope and test papers the next day.

PARENT-TEACHER CONFERENCES

- Pre-K and Kindergarten - Parents receive report cards at parent-teacher conferences that are held at scheduled times throughout the year.
- First Grade to Fifth Grade – Parent-teacher conferences are scheduled once per school year.
- All Grades - Conferences can be scheduled any time of year, when the need arises. Teachers are available for conferences before school, during their planning time, and after school. All conferences should be scheduled ahead of time. Instructional time will not be interrupted to meet with the teacher.

HOMEWORK

The Vermilion Parish School system believes that homework is an integral part of the curriculum and therefore serves the following valid purposes:

a. Provides essential practice in needed skills
b. Enhances development of independent study habits
c. Enriches and extends school experiences
d. Fosters contact with out-of-school learning resources
e. Promotes growth in student responsibility

Recognizing the importance of homework, teachers initiate assignments as extensions of classwork. Homework is begun under the supervision of the teacher and completed at home. With these concepts in mind, we have established the following policy:

1. Homework will only be given Monday through Thursday of each week.
2. Homework will not be given on weekends or holidays unless it is an extended assignment to encompass several days or weeks.
3. When homework is assigned, students are expected to complete the assignment. Failure to do so will affect the rate at which a child progresses.

REQUESTS FOR HOMEWORK

Parents of students who are absent are encouraged to request homework for the day/days missed. Parents should call the school in the morning by 10:00 am to give the teacher ample time to get assignments together. Homework will be ready for pickup in the school office after 2:00 pm. Work may also be sent home with a relative or neighbor at the end of the school day.

MAKE-UP WORK

A student will be allowed to make-up work for **excused** absences when absent for any of the following reasons.

a. Personal illness
b. Illness in the immediate family
c. Death in the family
d. Professional, medical, or dental appointments

e. Excused absences due to lice infestation **(only 3 days per occurrence allowed)**
f. Events or activities unrelated to the above which are sound educational or family value and for which **prior approval** of the principal has been obtained.

GRADING SCALE

The following uniform grading system for students enrolled in all grades K-12 for which letter grades are used will be in effect.

Percentage	Grade
100- 93	A
92 - 85	B
84 - 75	C
74 - 67	D
66 - 0	F

ACADEMIC AWARDS

Each 9-week marking period, students in first through fifth grade are recognized for achieving academic excellence. Students achieving academic excellence through the entire school year will be recognized at the Awards Day Ceremony.

9-Weeks Recognition

Principal's List - 4.0 Lowest Grade A
AB Honor Roll - 3.5-3.999 Lowest rade B
Honor Roll 3.0-3.999 Lowest Grade C

End of Year Awards Ceremonies

Students receive awards based on Cumulative GPA.
Principal's List - 4.0
AB Honor Roll - 3.5-3.999
Honor Roll 3.0-3.999

The Vermilion Parish Pupil Progression Plan is a document which contains guidelines for schools to follow in the areas of promotion, retention, remedial programs, grading, etc. This document is available at the school board office or on line at the Vermilion Parish School website for viewing. Pupil Progression Plan supersedes all other written documents.

VERMILION PARISH PROMOTION/RETENTION POLICY

Please refer to the following link:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2619/AHS/2217998/2022-2023_PPP_Draft__1_.pdf

LEBLANC ELEMENTARY SCHOOL RULES AND PROCEDURES

It is the professional belief of the staff and administration at LeBlanc Elementary School that our discipline policies and school rules will assist in providing a safer, healthier, and happier learning environment for your child. Every teacher is authorized to hold students to a strict accountability for any disorderly conduct in school, on the playground, or on the bus. Students are expected to exercise due courtesy toward all teachers, school personnel, and fellow students at all times. Parents and teachers are expected to stress to students their responsibility with regard to school policies. The principal and teachers have the duty of enforcing these rules through a variety of disciplinary measures.

GENERAL STUDENT DISCIPLINE

Please refer to the following link to access the parish discipline matrix: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2619/AHS/2217998/2022-2023_PPP_Draft__1_.pdf pages 15-39.

GENERAL SCHOOL RULES

1. Students are expected to exercise due courtesy toward all teachers, school personnel and fellow students at all times. Impudence, profanity, dishonesty, disorderly conduct, and disregard for authority will not be tolerated.

2. Upon arriving at school (doors open at 7:40 am), students are to report to their classrooms after they pick up their breakfast.

3. Students are expected to respect all school property (including textbooks, and library books), and pay for any loss or damage of these items. Upon payment, another book will be issued or library books may be checked out.

4. Students are not to bring toys from home, such as balls (all kinds), bats, radios, water guns, trading cards, fidgets, or the like, unless requested by the teacher. Any toy that may be permitted to be brought to school (for special reasons as designated by the teacher) must be labeled and kept in the classroom. Also, students are not permitted to bring to school the following: pocket knives, or other sharp objects, real or toy guns, firecrackers, any type of drug, pets (unless cleared by the homeroom teacher), cell phones, iPods, mp3 players, or other electronic devices, including smart watches, or any item that would endanger students. These items are also not allowed on school buses.

5. **Gum is not permitted** on the school grounds or on the bus.

6. No students are allowed in the hallways or the office during recess on a clear day. Nor should they play or congregate in the restrooms. Students may be permitted time to use the restroom and drink water during class time before a recess in the case of an emergency, but recess/scheduled breaks is the time the facilities should be used.

7. Before school and at recesses, no students are permitted in the classrooms without the company of the teacher or the morning duty teacher.

8. Students are expected to be outdoors for all recesses on clear days. Students, who must remain indoors for health reasons, need a **note from the parent** to the teacher. **A prolonged stay indoors at recess periods will require a doctor's excuse**.

9. Students should not bring valuable personal belongings to school. The school cannot be responsible for their loss.

10. Students cannot leave the campus during the school day unless picked up by a parent or someone authorized by the parent as indicated on the student information card. All students who leave the campus **must be checked out in the office. Student check out should take place before 3:00 pm.**

11. Students will not be permitted to call the parent to be allowed to go to another student's home after school. Permission must be granted **in writing** and arrangements made **before school in the morning**.

12. Students who miss their bus in the afternoon must report to the office to call home.

13. If a student experiences difficulty with any other student or students, they are directed to seek immediate advice from their teacher, counselor, principal, or staff member **before** a verbal or physical conflict arises. The school always has responsible adults actively on duty, which will prevent the student from having to resort to a physical altercation or the doctrine of self-defense to protect himself/herself.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

LeBlanc Elementary is a **P**ositive **B**ehavior **I**nterventions and **S**upport **(PBIS)** model school. Our administration and staff take an instructional approach to school-wide discipline by utilizing various behavioral interventions to ensure the academic and social progress of all students.

Our school- wide expectations are:

LeBlanc Lions R.O.A.R.

Respect Others
Observe Good Manners
Are Responsible & Safe
Reach Our Goals

School-wide Discipline Plan:

Each classroom teacher will implement a classroom discipline plan, which includes warnings, that precedes the school-wide Minor Infraction Form. Minor Infraction Form starts over each month.

Step 1: **1st Minor Infraction** sent home for parent signature
Parent is contacted by the teacher via phone.
*Consequences may include: Loss of privilege and/or restorative practices

Step 2: **2nd Minor Infraction** sent home for parent signature
In-Person Conference
*Consequences may include: Loss of privilege and/or restorative practices.

Step 3: **3rd Minor Infraction** will result in a **Major Office Referral - Accumulation of Minor Infractions**
Student is referred to administration for disciplinary action.
*Consequences will be determined by administration. Major Office Referrals become part of a child's permanent record. Administrative consequences include (but are not limited to):
Restorative Practices
Parent Conferences
Recess Detention
In School Suspension
Out-of-School Suspension

Title I and Family Engagement

School-Level Parental Engagement Policy

2023-2024

LeBlanc Elementary Parental Engagement Policy

Our Vision

Our vision is to be named a *School of Academic Excellence* by the year 2027, ensuring that all students leave LeBlanc Elementary confident and ready for sixth grade.

Our Mission

LeBlanc Elementary School is committed to challenging ALL students every day to achieve high standards and become global leaders.

Our Values

The Faculty and Staff of LeBlanc Elementary

· will ensure that student learning is the chief priority of the school.

· will hold each student to a high standard of academic achievement and growth.

· will provide students with a variety of instructional approaches to support their learning.

· will honor diversity and support each individual's unique cultural, physical, social, emotional, and intellectual needs.

· will promote leadership for all students.

· will foster positive relationships and mutual respect among and between students and staff.

· are committed to sustained improvement in order to enable students to become confident, self-directed, lifelong learners, who are college and career ready.

· will engage all stakeholders in our community to advance our school's mission and achieve our vision.

Our Slogan

Global Leaders, Rooted in Tradition

1. When will our school hold annual meetings? The meetings are to be at convenient times and for the purpose of keeping parents informed about their right to be involved in school planning as well as their child's education process.

- Open House, Parent Orientation Meetings held at the start of the school session for each grade level
- Scheduled Parent/Teacher Conference Days
- School Building Level Committee Meetings
- RTI Meetings: IAIP Meetings
- Other Meetings to be held as requested

2. How will we involve a diverse representative sampling of parents in an organized, ongoing way in the planning, review and improvement of Title I programs and all other programs beneficial to student support?

- Surveys; Questionnaires
- Meetings – School Improvement Team, PBIS Team, French Immersion Task Force, Parental Advisory Committee, LASIG District committee, PBIS committee

3. How will we offer meetings and training to help parents work with their children to improve their children's school achievement?

- Math and Reading Connection lesson demonstration
- First grade informational meeting
- Resources available through the school counselor
- Newsletter with Academic Tips
- Activities to include parental involvement and support of literacy to include: Read Across America, Book Fair Family Night, Summer Reading
- LeBlanc Elementary School website (https://les.vpsb.net)
- Vermilion Parish School Board website (http://www.vpsb.net)
- Parent Command Center website (https://vermilion.edgear.net/progress/)

4. How will we provide parents with our school performance profiles and assessment results including interpretation of the results?

- Letter to parents with results written in "parent friendly" language
- LEAP test results
- DIBELS/iReady profiles
- Benchmark Assessments
- Website information
- Brochures, pamphlets

5. How will we provide parents with a description of the curriculum and the forms of assessment used to measure student progress?

- Parish generated information sent home
- Information from the State Department of Education
- Parent meetings and workshops
- LeBlanc Elementary School website (https://les.vpsb.net)

6. How will we develop a home-school compact that involves the student, teacher, and parent? A plan to evaluate and revise must be included.

- Parish initiative through Parent/Student handbook (compact)
- Evaluations through questionnaires, personal interviews

7. When and how will we hold parent conferences? As set by the VPSB district calendar and throughout the year as requested by parents or teachers, before, during or after school.

8. How can we provide assistance to parents in interpreting and understanding the State Core Standards and benchmarks, the Louisiana Accountability System, and state and local assessments?

- Workshops, meetings
- Parent friendly brochures
- Vermilion Parish School website (http://www.vpsb.net)
- State Department of Education website (http://www.doe.state.la.us/lde/index.html)

9. How will we frequently report to parents about their child's progress?

- Weekly classroom assessment and student progress
- Mid-nine weeks progress reports
- Nine weeks Report Cards
- Response to Intervention results every nine weeks
- Special Education Individualized Education Plan progress reports every nine weeks
- Parent Command Center website (https://vermilion.edgear.net/progress/)
- Phone calls, teacher notes

10. How will we provide opportunities for parents to volunteer on an on-going basis in the school?

- Parent Volunteer Facebook Page provides opportunity for parents to sign up to volunteer for various events throughout the school year
- Parent volunteer online survey enabling parents to sign-up for helping in various areas
- Announcement/notices sent home
- Open door policy allowing volunteers throughout the year

11. Describe how resources and services are shared and coordinated among families, schools, and the community to ensure student learning and growth.

- Parent serve on LASIG District Committee
- PBIS School Committee parent representatives
- School Community Involvement Activities supporting student learning
- Workshops and Meetings targeting opportunities/activities for families in support of student learning and growth
- Guest speakers

12. How can we coordinate and integrate Family Involvement activities with the Pre-K program?

- Conferences held throughout the year
- Coordination of workshops and home visits with the Pre-Kindergarten Facilitator
- LA-4 information sent home to parents/guardians
- Materials available through the school counselor

13. How can we ensure, to the extent possible, that information related to school and parent programs are sent to the home of students in an understandable language and format?

- Materials sent home in the family's native language as requested
- Translations/Interpreters offered upon request
- ELL survey to identify families

14. Describe how parents are involved in the decisions regarding how funds are allotted for parental involvement activities.

- Parent survey to determine need
- Input from members of the PBIS Committee, which also includes parent participants

15. How do we ensure that our school climate is inviting and welcoming to ALL families?

- Positive and welcoming signs at the entrance of the school
- Warm and friendly greetings when entering the school
- Clean, attractive entrance highlighting student, faculty accomplishments
- Easily accessible parking

16. How do we identify and address barriers to family engagement?

- Surveys
- Evaluations following each activity

17. Describe how parents play an active role in school decisions, governance, and advocacy.

- Parent representation on school committees
- Open door policy for involvement
- Surveys

18. How do we recognize and value family members' participation and their diverse contribution to our school?

A. Open House/ Meet and Greet at the start of school
B. Bulletin Board display
C. School pride items such as refrigerator magnets, bumper stickers, key chains, etc.
D. Newsletter and/or newspaper spotlight
E. Volunteer Recognition
F. School Facebook Page

This parental engagement policy may be translated at the request of any non-English speaking parent.

Parents:
Felicia LeBlanc
Jana Jones

School Personnel:

Karla Dias	PBIS Chairperson
Hollie Armstrong	Teacher
Kailey Craft	Teacher
Nicole Frederick	Teacher
Claire Griffin	Teacher
Lisa Guidry	Teacher
_____	Teacher
Dawn Neil	Teacher
Rachael Martin	Behavior Interventionist
Rachelle Brown	Principal
Jessica Broussard	Assistant Principal
Shelanne Richard	Assistant Principal
Emily Allen	Guidance Counselor
Mandy Roy	Educational Diagnostician