

Legion Park Elementary School
25-26 Student-Parent Informational Guide

Principal: Roneka Coleman, RonekaColeman@tpsd.org

Assistant Principal: Carl Heims, carlheims@tpsd.org

Student Take-In: 8:10AM

Office Hours to assist Parents/Guardians: 8:30AM - 3:10 PM

School Instructional hours for Students: 8:30AM - 3:40 PM

Arriving to School

- Students must arrive on campus starting at 8:10 am and can not wait in front of the school.
- Students can arrive on campus between the hours of 8:10 AM and 8:30 AM
 - Via bus transportation
 - As a walker (*please wait until duty staff approves you to walk across*)
 - Via car transportation in the car rider line (*for the safety of staff and students, parents parking and walking across the parking lots during arrival time is not allowed*)
- Students must enter their classrooms before 8:30 AM to not be marked as tardy.
- A colored tag will be placed on all students' backpacks to determine mode of transportation. Please DO NOT remove these tags. We have implemented this safety measure to ensure students go home correctly.

Arrival Via the Car Rider line

- Please form a single line on the right side of Williams Ave. right before the entrance to the school driveway.
 - Duty personnel will direct cars when to enter the driveway; note that buses and cars will unload in the same area.
 - Please do not release students without school personnel present.

Dismissal from School

- All students should be off campus and safely loaded in their assigned mode of transportation before 4:00 pm. We do not have after care so please make sure arrangements are made to pick up your student on time.

(Bus Riders)

- Bus dismissal starts at 3:40 p.m.
- Buses will be dismissed according to how they arrive.

(Car Riders)

- Students will be dismissed according to the assigned car rider line number. They will then proceed to the car rider areas and stand at their designated spots.
- If students do not arrive on time, parents will be asked to pull up then get back line. We will not be able to walk students across the parking lot and load in a car.
- The car rider line will close promptly at 4:00 p.m. Please make sure that you arrive on time to pick up your student; aftercare is not provided at our school.
- We kindly ask all car rider line parents to adhere to the following guidelines:
 - Do not block home driveways when waiting in the car rider line
 - Do not litter neighborhood yards when waiting in the car rider line.

(Walkers)

- **Walkers are not students who parents park and walk up to the school.** Walkers must live within two miles of the school.
- Walkers will be dismissed last to ensure their safety.
- Students will not be released to walk on inclement weather days; a parent/guardian (or person on the student's demographic form) must pick up your child from campus in the car rider line.

Emergency Dismissal

- In severe inclement weather or other states of emergency, the Terrebonne Parish School Board may find it necessary to dismiss school early.
- The students will be sent home by way of their customarily assigned mode of transportation when possible.
- The school must have your preferred phone number so the JCampus phone system can contact you.

Changing How a Student Goes Home:

- ***Change of transportation request must be received by the teacher or secretary no later than 2:00 pm to be honored. No exceptions!***
- Please send a note to the teacher stating that the child is going home a different way. Example: Instead of a bus rider, they will be car riders. We recommend also emailing the teacher to inform him/her if the student does not give the note to the teacher. Please have the note written in your handwriting, sign it, and put a phone number to contact us.
- During the day, you must come to school and show your ID. Once this is done, the secretary will inform your child and the teacher.
- If you cannot come to school, you must email the secretary a copy of your ID and a note stating how you want your child to go home.

- Please remember that the person who picks up your child must be on the checkout form as a contact for your child. Then, call to make sure that we have received the information. (985-303-4822).

Breakfast and Lunch

- Breakfast time 8:10 AM - 8:30 A.M.
- Students are allowed to bring their lunch to school. Please remember that a few students are severely allergic to peanut butter.
- Students are not allowed to bring candy, soft drinks, sunflower seeds, or items containing nuts.
- Please refrain from sending food from restaurants or fast food places. Also, please remember that we can not have soft drinks at our school.
- **Parents or visitors are not allowed to eat breakfast or lunch with their children unless the school administration grants special circumstances.**

Textbooks/Library Books

- Students will be provided with textbooks/computers and held responsible for caring for these books. Damages and losses must be paid in full by the end of the year.
- Students may check out books from the library and are responsible for their care. Damages and losses must be paid in full so that students can continue checking out books.

Personal Property

- Students are responsible for the care and security of personal items.
- Please label all jackets and coats with your child's first and last name.
- Please label all school supplies.
- All lost and found items will go into the boxes near the office.
- Students are not allowed to bring toys or electronics to school.
- According to TPSD policy, CELL PHONES are not allowed to be used by students while on campus.

Medication at School

- The school can only dispense medication with the written directive of the student's physician. No medication can be dispensed at the school until the "Administration of Medication Form" has been properly processed and returned to the school nurse.

- Students may **NOT** carry cough drops, aspirin, Motrin, medicated chapsticks, etc.
- If your child takes medicine before coming to school, please make sure they don't place it in their pockets.

Accidents

- Parents/guardians will be notified in the event of a serious accident. We must always have updated telephone numbers on file.
- An accident report will be filled out.
- If a minor accident occurs, first aid, such as washing the area and applying a bandage, will occur.

Toileting Accidents

- Students sometimes have bathroom accidents.
- Our first action will be to provide students with clean (used condition) uniforms from our student supply closet.
- Parents will be contacted to come to school with fresh clothing if your child's size is unavailable. A private bathroom will be provided for your child to change and clean up.
- If your child borrows items of clothing to wear, please wash them and return them to school as soon as you can.
- Staff members will not clean up bowel accidents, and you will be required to come to school to investigate this matter if your child needs assistance. (Early Intervention and medical need students are the exception.)

Attendance (Absences and Excuses)

- Regular attendance is essential for a quality education.
- LA Revised Statutes 17:233 & 17:221 provide that:
 - A student shall be considered habitually absent or tardy after the 5th unexcused absence or 5th unexcused check-in or check-out within any school semester. A student's parent or legal guardian shall enforce the student's attendance at the school to which the student is assigned. Any student who is a juvenile and habitually absent from school shall be reported to the family or juvenile court of the parish or city as a truant child, and this is to be dealt with in such manner as the court may determine.
 - The days absent for elementary and secondary school students shall include excused absences, unexcused absences, and suspensions/expulsion.
 - Parent notes are not considered for excused absences.
- Our attendance team will monitor student absences accordingly and adhere to district policy.

Early Check-out

- Students may not be checked out after **3:10 p.m.** as buses will start to arrive so that we can prepare for dismissal.
- The person checking out your child must be listed on the Student Checkout Form for your child and must be age 18 or older.
- **ID is required for checking out your child; no exceptions. Parents are urged to make dental, medical, and other appointments after school hours or, if during the day, staggered so that the student does not always miss the same class.**

Tardies

- A student is considered tardy when he/she has not entered the classroom before the 8:30 AM bell rings.
- If a student arrives after the 8:30 AM bell, his/her parent must report to the office to sign in and pick up a pass for class. If this process is not followed, you will be called to come to campus and follow the proper check-in procedure.
- Breakfast is not served after the tardy bell rings.

Celebrations

- Individual birthday celebrations will not be held at the school. Baked goods, cakes, cupcakes, treats, etc., cannot be randomly sent or dropped off at school. Arrangements or balloons cannot be sent to your child on campus.
- The school will issue a birthday certificate and pencil to students celebrating the month during our monthly grade level assembly.

Distance Learning/Homework

- Students are encouraged to complete the assignments given to them by their teachers.
- We encourage children to learn to complete this independently, with you checking it when it is finished. This will help build independence in their learning.

Progress Reports

- Teachers will send Progress Reports in the middle of nine weeks. However, you may keep up with their grades daily in JCampus through the Parent Portal, which can be found online at the Student Progress Center. **You can get your child's PSN number in the front office when you show your pictured ID.** The PSN number is also the last five digits of your child's social security number. You can also sign up for Parent Portal if you have a kindergarten or first-grade student. Parent Portal will also help you keep track of your child's attendance, discipline, and Standardized Test scores like LEAP.

Discipline

- Please refer to the district handbook sent home with your child. The teachers and administrators handle all discipline on campus.
- Also, our school-specific MTSS/Discipline information will be sent home at the beginning of the school year.

Money

- We will accept cash, checks, or money orders for everything. However, if we begin to receive NSF checks, we may stop accepting them.
- Receipts will be issued for your reference. If you are still waiting to receive a receipt, always follow up with the teacher or our school secretary.

Graded Papers

- All graded papers will be sent home on Tuesdays. Please review, sign, and send them back to school promptly.

Who To Contact

- Always contact the **Teacher first** when you have questions about grades or situations in the classroom. The teacher is with your child all day and can better answer questions than administration.
- Contact the **Assistant Principal**:
 - If you have any concerns that the teacher has not addressed.
 - discipline concerns for grades K-6th
 - Transportation problems with your student
- Contact the District **Transportation department** directly when you have a transportation issue that does not concern students.
 - Late buses
 - Buses not dropping off on time
 - Not receiving notifications about a bus not running
- Contact the **Counselor** to help you and your family with other needs
- Contact the **Office** when updating information in the computer system, ask questions about registration (enroll or unenroll), or change how a student goes home. Please do not rely on the teacher to get the information to the front office if there is a change. Sometimes, we have a substitute on campus, which might take time to handle.
 - If you have questions about financial obligations, school fundraisers, or scheduling a meeting with the principal, contact the secretary directly.

- Contact the **Principal** when you are not satisfied after going through the other channels or for one of the other reasons listed below:
 - Academic concerns for grades K-6th
 - Unresolved issues or questions with school personnel
 - Facility issues
 - Overall school feedback

Student Dress Code

- Students are expected to follow the district dress code policy found in the District Handbook.
- Dress-down days are given throughout the year for particular reasons. If a student participates in dress down day, they must follow the policy found at the end of this document.
- Spirit attire will go on sale in August. Unless otherwise noted, it can be worn with uniform bottoms any day of the week.

School-Based Dress Down Day Guidelines

- Sometimes, a student may earn a dress-down day pass during the year (this will vary from a jean-only pass to a full dress-down).

Clothing fit	Clothes must be tight enough. For example, no mid-drifts must show, and undergarments must not be exposed.
Style	Clothing should be free from holes, frayed edges, or tears. They should not be see-through
Content	No clothing should contain anything that would be offensive to any population of students. Clothing may not promote anything LPSS discipline policy prohibits (tobacco, alcohol, drugs, violence, skulls).
Shirts	Shirts must have sleeves - no muscle shirts or spaghetti straps
Shorts/Shirts	Slacks and shorts must fit at the waist, and skirts, shorts, and jumpers must be no shorter than 4” above the knee.
Shoes	Closed-toe and closed-back shoes must be worn at all times. Shoes must be appropriate for PE.

Please note that if your child comes to school wearing clothing that does not follow the guidelines, you will be called to bring them different attire.

Legion Park Student-Parent Handbook Acknowledgement

Please detach and send this sheet back to your child's teacher which will be placed on file in the office.

I have read and understand the policies stated in the Legion Park Elementary School informational guide. If changes are to be made, the administration will make changes, and parents will be notified by memo to be sent home with students.

Parent Signature: _____

Student's Name: _____

Date: _____

After reading this handbook, I have the following questions:

Parent's Email Contact: _____

25-26 LPE Checkout Form

Please complete this form and return to school as soon as possible which will allow adults (age 18 or older) to check out students. **All adults must present a valid ID EVERY VISIT to check out students.** Adults not listed on the form will not be allowed to check out students. Please note that parents/guardians do not need to list themselves below if you are already listed on the demographic sheet.

Student name: _____

Grade: _____

Adult name	Relationship	Phone number

Approval granted by: _____

Relationship to the child (circle one): mother father legal guardian

Phone number: _____