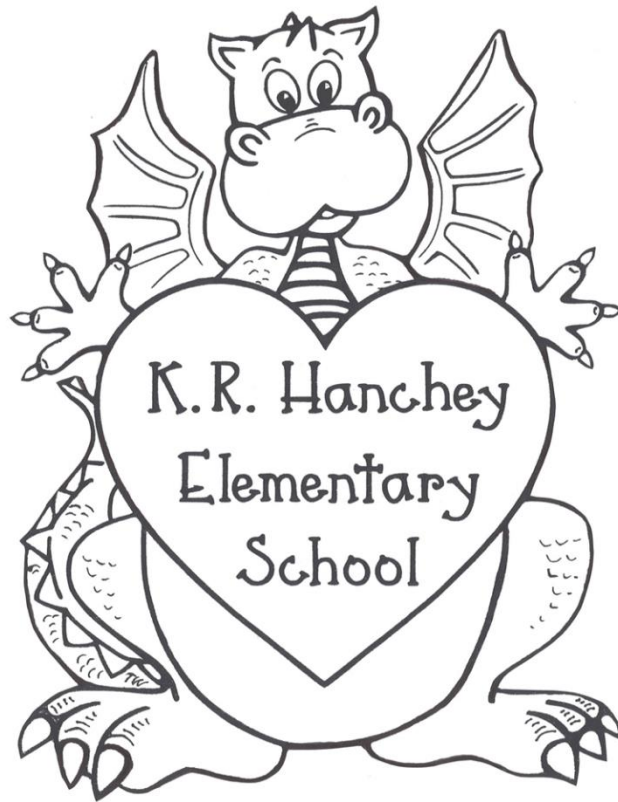


# K.R. HANCHEY ELEMENTARY



The Future Begins Here!

STUDENT  
HANDBOOK

# 2017-2018

## K.R. Hanchey Elementary School Handbook

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# Principal's Message

## Teresa Parmley

Welcome to K.R. Hanchey Elementary. I would like to extend a warm welcome to the 2017-2018 school year. The staff and I are looking forward to working with you and your child this year. We will strive to provide an exciting and rewarding educational program for the students.

We hope this year will be successful and rewarding for your child. The emphasis of our school is on the child as an individual. School is a major source of your child's learning, but learning at home is also important to your child's development. You are your child's most important teacher and a valuable partner with his/her teacher and school.

At KRH you will discover a positive caring environment where children are safe and enjoy coming to school. Our belief is that every child deserves the best education possible; one that prepares them for the future.

We encourage open communication between parents, students, and the KRH faculty and staff. We sincerely hope that in working together we can provide the positive educational environment your child needs in becoming a well-rounded individual.

If you have any questions/concerns during the school year, please call the school (463-4479) to schedule a conference.

Please sign and return the three necessary documents included in this handbook, located on pages 9, 10, & 11.

Again, we are excited to have you and your child at our school!

# **GENERAL SCHOOL INFORMATION**

## **K.R.H. Phone Numbers**

**Main Office. . . . . 463-4479**

Extensions:

Secretary-10600

Attendance-10608

Bookkeeper-10605

Cafeteria-10651

Counselor-10606

Nurse-10615

## **GENERAL INFORMATION**

**School begins at 7:45 a.m. and ends at 2:50 p.m.**

### **Class Fees**

\$20.00 for all grades

### **Partners in Education**

K.R. Hanchey Elementary is fortunate to have several partners in education: Barksdale Federal Credit Union, Beauregard Physical Therapy, City of DeRidder-Mayor's Office, Dumont Capital Partners and First Federal Bank. These organizations donate their time, talent, and resources and are greatly appreciated.

### **School Board Members**

Our current school board members are Cassie Henry, Kathy Bruner, Wesley Taylor, and David Vidrine. We appreciate everything they do for our students.

### **INSTRUCTIONAL PRACTICES**

Teachers at K.R. Hanchey Elementary utilize research-based teaching methods and strategies with a focus on differentiated instruction in order to meet the needs of all students. Data drives daily lessons as teachers instruct each student at their level of learning and then challenging them to grow and excel. Students make use of computer technology such as Waterford, Successmaker, and Accelerated Reader. In the classroom, teachers use interactive lessons on the promethean board, manipulatives, flip charts, etc. to maintain student interest and engagement. Student learning is important at KRH.

## GENERAL INFORMATION (Continued)

1. Make sure your child arrives between 7:20 a.m. and 7:40 a.m. (**Morning arrivals no earlier than 7:20 a.m.**) **Children should arrive by 7:30 or before to eat breakfast.** Students dropped off later than 7:40 a.m. will miss important instructional time. **Children who arrive at school after 7:45 a.m. must be accompanied into the office and signed in by the parent. They will be given a tardy slip to give to their teachers. The names of children with excessive tardies will be turned over to the Office of the District Attorney.**
2. Encourage your child to attend school unless he/she is ill. Always provide a written excuse to the teacher (a doctor's excuse if your child went to a doctor or dentist) upon return to school after an absence.
3. All visitors must report to the office to receive a visitor's pass or to check out a student.
4. If a call is necessary please call (337) 463-4479 and a message will be given to your child's teacher.
5. Check your child's communication folder every day. Discuss these papers with your child and review his/her work. Be sure to sign and complete study books.
6. Let the teacher know if a problem arises that may affect your child's learning experiences.
7. Please **LABEL** all coats, sweaters, hats, etc. with your child's name. Many children have identical clothing. If something is turned into the office, it can be returned to your child.
8. Please send any supplies or money requested for supplies, etc. as promptly as possible.
9. Please notify the school immediately when addresses and phone numbers change, or when employment telephones are different. **Please furnish the school with 3 good emergency numbers of relatives or friends to act in your behalf in the event of an emergency. It is crucial that we have current information on all parent/guardians to locate them immediately.**
10. Birthday invitations will only be passed out if the entire class receives an invitation.

# Safety Statement

**K.R. Hanchey Elementary takes pride in ensuring your child's safety while on our campus. We understand that some situations are beyond our control, but in every situation we are committed to protecting your children that you entrust to us.**

Please read the following information to learn about our safety measures and how you can better help us to provide for the safety of all students. If you have any concern about the safety of the KRH campus, please contact the school.

<b>How does KRH ensure your child's safety?</b>	<b>New Safety Measures</b>
<p>Exterior doors are locked and the only entrance is through the front door.</p> <p>Faculty/Staff wear ID badges.</p> <p>Campus visitors are required to obtain a pass when they come on campus.</p> <p>All students and staff practice emergency code procedures monthly:</p> <ul style="list-style-type: none"><li>A. Red - Exit building</li><li>B. Blue – Move to designated area</li><li>C. Green – Immediate Lockdown</li></ul>	<p>Playground completely enclosed by a fence.</p> <p>Two-way radio system for administrators/office.</p> <p>Exterior and interior security cameras</p> <p>Beauregard Parish Sheriff and/or DeRidder City Police Security Officer present daily.</p>

## Crisis Management Plan

In times of an emergency K.R. Hanchey Elementary School operates under the Beauregard Parish Crisis Management Plan. This is a detailed plan that lists steps for Administration, Counselors, Faculty, and Staff to ensure the safety of our students. If needed, the community would be informed of steps to take through the use of SCHOOL REACH, a phone system that enables Administration to get necessary information out in just a matter of minutes. **(It is extremely important that a good working phone number be on file for SCHOOL REACH.)**

## Emergency Procedures

Each month our school practices emergency drills with the students in preparation for a fire, hurricane/tornado, or sniper on campus. Faculty and staff then discuss ways to improve our procedures to ensure maximum safety is achieved. The safety of our students - your children – is our Number 1 concern.

<p><b>I. Minor Concerns</b></p> <p>A. If a minor concern is reported to KRH, the school system will determine its legitimacy and impact on students.</p> <p>B. KRH will contact parents using SCHOOL REACH as needed.</p> <p><b>II. Weather Concerns</b></p> <p>A. During a weather event, KRH and Beauregard Parish Central Office are in contact with local officials to determine severity.</p> <p>B. Teachers are directed to keep students safe in the building by following the appropriate emergency drill for the weather. Students will not be released until the All Clear is given from Central Office.</p> <p>C. The Central Office informs KRH in the event that students need to be released from school.</p> <p>D. KRH will contact parents as needed through SCHOOL REACH. Parents may also get information from KPLC TV, the parish website <a href="http://www.beau.k12.la.us">www.beau.k12.la.us</a>, or the radio station FM 99.5</p>	<p><b>III. Severe Concerns</b></p> <p>A. KRH is informed of severe concerns by Central Office/Authorities.</p> <p style="padding-left: 20px;">a. KRH takes appropriate safety actions</p> <p style="padding-left: 20px;">b. KRH contacts parents after all safety actions are taken</p> <p>B. KRH makes a determination that there is a severe concern</p> <p style="padding-left: 20px;">a. KRH takes appropriate safety action</p> <p style="padding-left: 20px;">b. KRH informs authorities</p> <p style="padding-left: 20px;">c. KRH informs Central Office</p> <p style="padding-left: 20px;">d. KRH contacts parents after all safety actions are taken</p>
<p>In case of an emergency at school, it is imperative for the safety of your children that you: Do NOT call the school. Phone lines are needed for communications between KRH and authorities.</p> <p>Do NOT ENTER THE SCHOOL CAMPUS. Entrance to school must remain open so the authorities can enter the campus.</p> <p>Please check KPLC-TV, the parish website <a href="http://www.beau.k12.la.us">www.beau.k12.la.us</a>, or the radio station FM 99.5 for information.</p>	



## Check-Out Procedures

It is crucial that all students leave the campus with an appropriate adult. Please help KRH provide for the safety of your child by following our check-out procedure.

- Report to the front office to make a check-out request to the secretary.
- Complete the check-out form and be prepared to show ID.
- Wait for your child to report to the office.
- No ONE is allowed to check a child out that is not listed on the green card in the office.  
(Never take a student from the school without following the above procedure.)

### **MORNING DROP-OFF**

Please DO NOT release your child from your vehicle until a staff member opens the door of the vehicle. (7:20 AM)

Have your child ready to exit the car when you pull into the driveway. (Backpack, lunchbox, etc. ready when the door is opened for them.)

### **AFTERNOON PICK-UP**

It is mandatory for you to have a school issued name sign to pick up your child. If you do not have a sign, you will need to park in the main parking lot and sign your child out through the office.

**CARS:** Please have your child's name sign hanging from the rearview mirror so that it is clearly visible for staff members. Do not remove the name sign until your child is safely inside the vehicle.

**Walk-UP:** Please form a line behind the sign and the students will be called as soon as the first buses leave.

Requests for changes in afternoon transportation CANNOT be made after 1:00 PM. We also do not take requests over the phone. Please plan early and send a note with your child so that we can keep your child safe!

# **PBIS**

## **Positive Behavior Intervention Support**

PBIS is a research-based program that began some 20 years ago and is now mandated across the state of Louisiana. The goal of the program is to develop effective interventions for the prevention of unacceptable behaviors. This is done through a variety of ways: proactive instructional approaches to teach and improve social behaviors, using collected data to inform decisions, and working collaboratively in an effort to create a school/classroom setting conducive to learning.

At K.R. Hanchey Elementary School we utilize PBIS to encourage our students to follow school rules by making certain that they understand what is expected of them. We do this through direct instruction and modeling at the beginning of the year and then reviewing the rules periodically. Our student expectations are recited every morning following the Pledge of Allegiance and are posted throughout the school. We have many rewards in place to reward those following the rules and to encourage all others. Our reward system includes immediate rewards as well as more substantial, scheduled rewards. All students are encouraged to strive for excellence and will be rewarded for making smart choices. Teachers are involved in identifying areas that need improvement and then work as a team to implement changes so that an effective learning environment is established. Our mission is that all students become successful, fulfilled, productive citizens.

## **K.R. HANCHEY ELEMENTARY**

### **OUR STUDENTS SHOW.....**

**Kindness**

**Respect/Responsibility**

**And**

**Have an "I can" Attitude!**

The following three  
pages should be  
removed, signed, and  
returned to your child's  
teacher by  
September 1, 2017.

## FOREWORD/SIGNATURE PAGE

This handbook has been compiled with the hope that the students of K.R. Hanchey Elementary School and their parents will use it as a source of information regarding school policies, curricula, and organization.

The information contained within this handbook is subject to change based on federal, state and parish directives or laws, and also subject to administrative decisions deemed necessary and appropriate for the well-being of the students at K.R. Hanchey Elementary School.

The reader will find that the handbook contains valuable information, general regulations, and other vital facts concerning K.R. Hanchey Elementary School. In the event that the information needed is not contained in the handbook, the parent is encouraged to consult with the child's teacher or the administration.

Students are expected to be on time and prepared for the work of the day. Parents are responsible for students, seeing that students are prompt and ready with paper, pencils, workbooks, and any other materials required for functioning in a classroom setting.

No assumption should be made by students, parents, or staff, that publications or any other source of communication or information constitutes a public forum.

During the year, students may be asked to respond to surveys so needs can be assessed and programs maintained or altered based upon information gathered. Under the *No Child Left Behind Act of 2001*, parents have the right to refuse permission for their child to participate in specified surveys. Parents also have the right to view education records, and instructional material; seek to amend records, to designate directory information, and to request professional qualification information about their child's teacher. Please notify the principal if you would like to take any of these actions. Also, note that Beauregard Parish releases education records to other schools that have requested records and in which the student seeks or intends to enroll as required by law.

This handbook is reviewed annually by the Parish Disciplinary Committee, composed of members of the student government association. Parents and a representative group from the faculty and the administration.

**\*\*\*This page is to be signed in the area provided by the student and his/her parent or guardian. Parents are requested to go over designated policies with their children.**

**(Example: safety, discipline, attendance, etc.)**

**This page is to be returned to the homeroom teacher by September 1, 2017. It will be filed for future reference in the classroom.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**"The Beauregard Parish School Board is an Equal Opportunity Agency dedicated to policy that no person in this district shall on the basis of race, color, creed, religion, sex, age, handicap, or national origin be denied the benefits of or be subject to discrimination in any educational program or activity.**

## Beauregard Parish Parent/Guardian/Student Statement of Compliance

I \_\_\_\_\_ agree to the following:  
(print name of student)

1. I will attend school daily, except when absent for reasons due to illness or other excused absence.
2. I will arrive at school on time each day.
3. I will demonstrate significant effort toward completing all required homework assignments.
4. I will follow school rules.

\_\_\_\_\_  
(student signature – grade 1 and above)

I \_\_\_\_\_ parent/guardian of  
(print name of parent/guardian)

\_\_\_\_\_ do agree to  
(print name of student)

1. ensure that my child attends school daily, except for reasons due to illness or other excused absences.
2. ensure that my child arrives at school on time each day.
3. ensure that my child completes all required homework assignments.
4. attend all required parent-teacher or parent-principal conferences.

\_\_\_\_\_  
(signature of parent/guardian)

\_\_\_\_\_  
(date)

\_\_\_\_\_ **K. R. Hanchey Elementary**  
(school)

**BEAUREGARD PARISH SCHOOL BOARD  
'Acceptable Use' Parent/Student Contract  
For Telecommunication Services**

**Responsibility Contract**

Acceptable Use of Telecommunication Services

The Board of Education recognized the educational value of using telecommunication services for communication and information access and encourages the use of such sources to enhance student learning.

**Responsibility Contract**

As a student, I understand and will abide by the District's rules, regulations, and the Computer and INTERNET Use policy (IFBGA) as well as specific site guidelines for the use of the Beauregard Parish School System's electronic information services. I further understand that any violation of these rules, regulations, and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and District or school disciplinary action and/or other appropriate legal action may be taken.

As a parent/guardian of this student, I have read the District's rules and regulations and any specific site guidelines for use of the Beauregard Parish School System's electronic information services. I understand that these services are designed for educational purposes and the Beauregard Parish School System has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible for the district to restrict access to all controversial materials, and I will not hold them responsible for materials acquired by my child with these services.

I hereby give permission for my child to access the electronic information services provided by the Beauregard Parish School System.

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

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

\_\_\_\_\_  
Student's Name (Please Print)

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

**Rules and Regulations**

1. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. Student monitored email will only be issued for distance learning and other district approved educational opportunities. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate educational content shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.

4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, cyberbullying or terrorizing, and apply to all forms of electronic communications.
6. Indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, cyberbullying or terrorizing language shall be forbidden and apply to all forms of electronic communications.
7. No activities shall be allowed which may damage or interrupt equipment or any networking system.
8. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
9. No user is permitted to upload, or create, a computer virus on the Internet or any networking system. Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
10. A user shall not seek, attempt, or setup access to unauthorized networks, including but not limited to non district or school system Wifis, Hotspots, or tethering devices.
11. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
12. Invading the privacy of another user, or using his/her account, shall not be tolerated.
13. Posting personal messages without the author's consent shall be forbidden.
14. Sending or posting anonymous messages shall be forbidden.
15. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.
16. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
17. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
18. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
19. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
20. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
21. Discipline shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

**Note: Parent/Guardian: The student must have this form signed in order to participate in computer lab and internet activities.**

## SCHOOL EMPLOYEE/STUDENT CONTACT

The need may arise for teachers, coaches, band directors and other sponsors to contact your child (for school business only) from their personal telecommunication devices. If, for any reason, you would like to disallow all such contact, **you must inform the school office in writing.**

Note: Electronic communication, regardless of content made through a social network (My Space, Facebook, etc.), is not allowed.

## STUDENT DIRECTORY INFORMATION

According to Beauregard Parish Policy File: JR:

“...directory information includes the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph.”

Information classified as directory information may, according to law, be disclosed from a student’s record without written consent of the parent/guardian or eligible student. This information is released in a variety of ways. It could be in the local news in the form of a photograph of a classroom activity or in a Banner Roll/Honor Roll list. It could be the student’s photographs, heights and weights in the athletic program distributed at a football game. It could even be in the student’s yearbook or annual, where all students’ pictures and names are listed with their classmates. The parent/guardian or eligible student (one who is 18 years of age or older) has the right to refuse the release of this information.

If you DO NOT want directory information to be released for your child, **please notify the school principal in writing** within two (2) weeks after the start of the school year begins or, for students who enter after the beginning of the school year, within two (2) weeks of enrolling at the school.

## STUDENT SURVEYS

Periodically students are asked to respond ANONYMOUSLY to surveys which enable the school system to assess needs and provide programs to meet those needs. In many cases, funding requested for projects must be documented by needs ascertained in these surveys. Under the provisions of the *Protection of Pupil Rights* amendment to the *Educate America Act*, parents have the right to refuse permission for their child to participate in these surveys. **Please notify the principal in writing** if you do not wish your child to participate in surveys designed to gather information about students’ attitudes, behaviors, relationships, and needs.

## BEAUREGARD PARISH SCHOOL BOARD

### 5-Day School Calendar 2017 - 2018

<b>STAFF DEVELOPMENT DAY</b>	Wednesday, August 9, 2017 Thursday, August 10, 2017 Friday, August 11, 2017 Monday, August 14, 2017
Students Report to School	Tuesday, August 15, 2017
<b>LABOR DAY HOLIDAY</b>	Monday, September 4, 2017
Progress Reports Issued	Tuesday, September 12, 2017
<b>FAIR DAY HOLIDAY</b>	Friday, October 6, 2017
End of First Quarter	Thursday, October 12, 2017
<b>PARENT CONFERENCE K-5 / Report Cards Issued</b>	Friday, October 20, 2017
<b>VETERANS DAY HOLIDAY</b>	Friday, November 10, 2017
Progress Reports Issued	Wednesday, November 15, 2017
<b>THANKSGIVING HOLIDAYS</b> Dismiss Friday, November 17, 2017 Return Monday, November 27, 2017	Monday, November 20, 2017 through Friday, November 24, 2017
End of 1st Semester	Wednesday, December 20, 2017
<b>CHRISTMAS/WINTER BREAK</b> Dismiss Wednesday, December 20, 2017 Students Return Monday, January 8, 2018	Thursday, December 21, 2017 through Friday, January 5, 2018
<b>STAFF DEVELOPMENT DAY</b>	Friday, January 5, 2018
<b>PARENT CONFERENCE K-12 /Report Cards Issued</b>	Friday, January 12, 2018
<b>MARTIN LUTHER KING, JR. HOLIDAY</b>	Monday, January 15, 2018
Progress Reports Issued	Wednesday, February 7, 2018
<b>MARDI GRAS HOLIDAY</b> Dismiss Friday, February 9, 2018 Students Return Thursday, February 15, 2018	Monday, February 12, 2018 through Wednesday, February 14, 2018
<b>STAFF DEVELOPMENT DAY</b>	Wednesday, February 14, 2018
End of Third Quarter	Wednesday, March 14, 2018
Report Cards Issued	Friday, March 23, 2018
<b>EASTER/SPRING BREAK HOLIDAY</b> Dismiss Thursday, March 29, 2018 Return Monday, April 9, 2018	Friday, March 30, 2018 through Friday, April 6, 2018
Progress Reports Issued	Monday, April 23, 2018
Last Day for Seniors	Friday, May 11, 2018
Last Day for Students	Thursday, May 24, 2018
Last Day for Teachers (Report Cards Mailed)	Friday, May 25, 2018

**STAFF DEVELOPMENT DAYS** are Non-Student Days  
**PARENT CONFERENCE DAYS** are Non-Student Days for the grades listed

Approved: March 9, 2017



## **K.R. HANCHEY ELEMENTARY**

K. R. Hanchey was originally DeRidder Elementary located on East First Street. Due to an increase in population, the Beauregard Parish School Board voted to erect a new school. K. R. Hanchey Elementary School was built in 1980. The school was named for K.R. Hanchey, Sr. who held the record for the longest tenure as Superintendent of Schools in Louisiana and who had given exemplary leadership. A new addition was added to the school in 2012.

Mrs. Nelda Lambert served as principal from 1980-1997. Mrs. Donna Miller followed as principal from 1997-2004. Ms. Annette Johnson was principal from 2004-2007. Mrs. Elizabeth Maricle became principal in 2007-2013. Mrs. Teresa Parmley followed as principal in 2013-present.

# **K.R. HANCHEY ELEMENTARY**

## **VISION AND MISSION STATEMENT**

### **Vision Statement**

We believe children are our future and the future begins here! The faculty and staff are dedicated to our students' success.

### **Mission Statement**

We will equip our students with the abilities, skills, and desires to become lifelong independent learners. This will be accomplished by creating a learning environment that is focused on the students, guided by teachers, and supported by parents and the community.

### **Curriculum**

- Teachers design curriculum to develop children's knowledge and skills in all developmental areas-physical, social, emotional, intellectual-and to help children learn how to learn-to establish a foundation of lifelong learning.
- Teachers plan, implement and evaluate a curriculum that gives special attention to different levels of ability, interests and learning styles which are expected, accepted and used in the planning process.

### **Parent-Teacher Relationship**

- Teachers view parents as partners in the educational process by listening to parents, seeking understanding of their goals for their children, and respecting cultural and family differences.
- Teachers communicate regularly with parents to build mutual understanding of their child's progress and learning experiences.

### **Social Development/Discipline**

- Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, setting clear limits, and redirecting children to more appropriate activities.
- Teachers provide many opportunities for children to develop social skills such as cooperating, helping, negotiating and talking with the person involved to solve interpersonal problems. Teachers facilitate the development of social skills at all times, as part of the curriculum.
- Teachers plan interactions and activities to develop children's self-esteem and positive feelings toward learning.

## ARRIVAL AND DISMISSAL

Children must arrive at school on time. All children must be in the **classroom** by 7:45 a.m. Please note the following schedule: (Breakfast in the lunchroom, if desired.)

Kindergarten:	7:20 a.m.-7:40a.m.
First Grade:	7:20 a.m.-7:40 a.m.
Pre-K	with class

Kindergarten and First Grade children eating breakfast in the school cafeteria should arrive at school by 7:30 a.m. No students should arrive before 7:20 a.m. for parent drop off. Children arriving on buses will attend breakfast as soon as they get to school.

**In order to foster independence in our students, parents are asked not to walk students to the classroom after the first two weeks of school. First grade peer leaders and teachers will be available if a student needs help getting to designated areas.**

To protect students, parents, and staff, we ask that all parents use the following procedures:

Pick-up students are sent to the cafeteria at 2:45 p.m. They should be picked up in the front pick-up/drop-off zone no later than 3:15 p.m. Please display your child's name card on your rearview mirror so that it may easily be seen by the teachers on duty. Official name cards will be issued by the front office. Copies of these signs are not official. The first two signs are at no charge but additional signs will cost \$1.00 each. If you do not have your official sign, you will need to park and come in to sign out your student in the front office. (Must be on green card.)

Parents with a sign who choose to park will walk to the front doors, form a line outside, and wait for your child to be called just like car line procedure. These children will not be dismissed until the first load of buses leave. This will be about 2:55, due to safety reasons.

Beauregard Parish School System places the highest priority on the safety of children. We will certainly take necessary steps to accommodate needs should an emergency arise; however, any situation that requires a change in the procedure due to an emergency will be handled through the principal.

# END OF DAY DISMISSAL

## CAR PICK-UP PROCEDURES

1. Students are released from the classroom for pick-up at 2:45p.m.
2. Students sit quietly in the cafeteria until his/her name is called.
3. When a parent's vehicle reaches the front door, with the K.R. Hanchey sign hanging from your rearview mirror. The student will be called.
4. Students then exit the building and walk to one of the three duty teachers in the designated loading zone at the south end of the driveway.
5. Parents proceed slowly and orderly to loading zone area to load the child safely.
6. Parents leave driveway area according to crossing guard's direction.

Parents can assist in making the end-of-day loading procedures run smoothly and quickly by doing three things that support the policy.

- **Pick up your child at the designated loading zone (drive to the front of school).**
- **Use the K.R. Hanchey student name sign provided by the school to ensure proper release for your child.**
- **Send a written note each time your child is to be released to another adult.**

### CHECK OUT PROCEDURES/CHANGE OF TRANSPORTATION

Anyone wanting to check a child out from school should report to the office and make the request to the front desk receptionist. The teacher will be contacted to release the student and to send him/her to the office for pick-up. The person checking the child out will be required to show ID and sign an office "check-out form" indicating the date, time and reason for checking the child out. For the safety of all students, persons should never take a child from any other location without following the above mentioned procedure. The absence resulting from checking a student out will be recorded on the student's attendance record and requires a parent's note or doctor's excuse to be excused.

Requests for changes in afternoon transportation cannot be made over the phone. Transportation changes cannot be made after 1:00 p.m. Please plan early and send a note with your child so that we can keep our children safe.

Thank you for helping us make a safe, secure and protective environment for your young child. Your cooperation and support are always helpful to our school's success.

# TRANSPORTATION

Transportation to and from school is provided for your child. He/she must follow bus rules and cooperate with the bus driver. Children who do not follow rules will have their parents notified as to infraction.

In order for you to understand the regulations covering the conduct of your child riding a Beauregard Parish school bus, regulations for students riding school buses are listed below. It is requested that you and your child read these regulations. We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their job or preventing other students from having safe transportation.

Your cooperation with us will make it possible to provide a safe and more efficient transportation program. Your ideas and suggestions to improve transportations are welcome.

## **Regulations for Students Riding School Buses:**

- Follow directions the first time they are given. Your safety depends on it.
- Keep all parts of your body and all objects inside the bus.
- Stay in your seat with your feet on the floor while the bus is in motion.
- No cursing, swearing, or loud talking.
- No pushing, shoving, or fighting.
- Sit in your assigned area.
- Do not lean out the window.
- Keep all harmful objects (drugs, tobacco, alcohol, weapons) off the bus.
- Does not litter, or write on, or damage the bus in any way.
- Do not swear, use rude gestures, or tease anyone on the bus.
- Be on time, the bus will not wait.

## **The following items are not allowed on the bus:**

Alcohol, drugs, food, gum, drinks, pets (cats, dogs, etc.) glass objects (except eye glasses), weapons (including knives), and objects too large to be held in your lap or placed under your seat.

If you bring your child to school or pick him/her up, please use the east (front drive) entrance.  
**No cars should ever be parked in the pick-up one or the bus zone.**

## ***CAFETERIA***

K.R. Hanchey Elementary provides two nutritious meals daily, breakfast and lunch. Questions regarding food service should be directed to Jennifer Granberry, Cafeteria Manager, at 463-4479, ext. 10652. Please encourage your child to eat in the cafeteria each day.

### **Breakfast**

Paid \$1.00

Reduced \$.30

Employees \$1.25

Visitors \$2.00

### **Lunch**

Paid \$1.50

Reduced \$.40

Employees \$2.75

Visitors \$3.75

Free and reduced lunch applications are available in the school office. Any money charged before a free/reduced application has been approved must be paid. If you turn in an application, please make sure that the cafeteria gets it.

Each student will be assigned a number that he/she must memorize and be able to recite when receiving meals. Lunch money should be submitted, when receiving meals, in a sealed envelope labeled as follows:

(Example)	Student's Name: Susie Smith	Amount: \$5.00
	Student's Lunch Number:	425
	Teacher's Name: Mrs. Doe	Room: 123

Please submit lunch money separately from payments for pictures, supply fee, etc. Please see that each envelope contains the correct amount of money required. We are unable to make change.

Also, payment for meals may be made on-line using the website listed here.

Go <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

If your child is absent, money already paid for that day will be credited to the next week.

## ***HEALTH AND MEDICATIONS***

All students are required to have a “Health Information” and “Green Card” completed and on file in the school. The “Health Information” Form is required by the State of Louisiana to be on file in the School Nurse’s office. The “Green Card” is to be on file in the school’s main office. Accurate information, including current telephone numbers and contacts, are vital to the safety and well-being of the student in the event of an emergency.

All students are required by State Law to have up-to-date immunization (shot) records on file. Students who are not in compliance may be excluded from school.

Students are not allowed to carry any medications/drugs (including over-the-counter medications) on their person. If a student needs to have medications at school, the following forms must be completed:

1) Physician’s Medication Order

2) Parent Request for Medication Administration. Additional forms may be required if the student has significant health issues including diabetes, food allergies, seizures, and/or requires medical procedures, etc.

The parent or guardian is required to bring the forms and medications to the School Nurse. Students may not deliver the medication(s) to the school. The forms may be obtained from the school office or the School Nurse. Any accommodations in the school setting must have a physician’s order.

Students who have contagious illnesses, a fever greater than 100.0, diarrhea, vomiting, or flu-like symptoms should remain at home. The student should be **symptom-free for 24 hours** before returning to school. Parent(s) or Guardian(s) must contact the School Nurse if their child has any health issues.

Parent(s)/Guardian(s) must contact the School Nurse if their child has health issues. (463-4479, ext. 10615).

## School Fees

Students are asked to pay a supply fee of \$20.00. These fees will be used for dry erase markers, Ziploc bags, baby wipes, Clorox wipes, etc. and any materials the teacher will need to use to teach the Common core curriculum activities.

## Parent Volunteers

Parents can be helpful at school and home in many ways such as making learning activities, helping plan parties, going on field trips, and listening to children read.

Please let you child's teacher or the office know if you would like to volunteer.

All volunteers must stop by the office to sign in and receive a volunteer badge.

## Name Tags

Each child should wear a name tag to school for the first two (2) weeks. This is absolutely necessary for getting the children to their buses. It is helpful to the principal and support personnel to learn names.

Each name tag should have the child's name, child's address, home phone number, bus number, and teacher's name.

## Book Bags

Any color book bag will be permitted. No rolling book bags are allowed.



## PARENT/TEACHER CONFERENCES

It is very important that parents and teachers communicate about the progress of the child. Conferences may be scheduled as needed. There will be two (2) formal conference days each year. No student will attend school on those days. When conference days are scheduled, you will be notified.

If you cannot attend a scheduled conference, please notify the teacher in advance if possible.

## HEALTH RECORDS/BIRTH CERTIFICATES SOCIAL SECURITY CARDS

All students, entering Louisiana school for the first time, shall present an: official Birth Certificate, an official Social Security Card and Record of Immunization.

## VISITORS TO THE SCHOOL

1. Parents of school children, school officials and other Beauregard Parish officials are always welcome.
2. Parents are requested to make an appointment to see a member of the faculty, staff or an administrator.
3. **All parents and other visitors must report to the main office to receive a visitor's pass.**
4. The school policy is to accept only those visitors who have legitimate business at the school. **Parents and other visitors must first verify who they are and their purpose for being in the school before going into any part of the school facility.**
5. Students may not bring students from other schools on the school campus during instructional time for the purpose of visiting.
6. Visitor passes will not be issued during school-wide examinations.  
**An administrator may refuse to issue a visitor's pass any time he/she feels it is in the best interest of the school to do so.**
7. Anyone appearing on the school campus who does not meet the criteria indicated above will be required to get written permission from the Superintendent's office in order to visit the school.
8. **Any person found on the school grounds without permission is trespassing and subject to arrest by law enforcement authorities.**



## Beauregard Parish School Board

### Student Uniform Dress Code Revised for 2017-2018

#### K. R. Hanchey Elementary Pre-K - 1<sup>st</sup> Grade

(Includes riding the bus to and from school)  
Uniforms may be purchased at any store but must follow this  
Beauregard Parish Student Uniform Dress Code

- ◆ Athletic bags are allowed if they are not carried from class to class and will be dropped off at a designated location before school starts and picked up at the end of the school day.
- ◆ Clothing that has been altered by cutting, ripping or fraying from the original state is not allowed.
- ◆ All clothing appropriately sized.
- ◆ Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.

#### PLAIN SHIRTS AND BLOUSES - Solid Navy, Solid Royal Blue or Solid White

*Brand names, emblems, or logos, showing outwardly, must be small and non-distracting.*

##### Acceptable

- Plain Polo Style
  - Collared, two or three button knit
- Plain Oxford Cloth or Plain Dress Shirt
  - Style, Collared, Button-up
- Plain Turtlenecks (traditional/mock)
- School-Sponsored/School-Created
  - Spirit Shirts

##### Not Acceptable

- Baseball Jersey Style
- Sleeveless Shirts and Blouses
- Henley Shirts
- V-Neck Pullovers
- Crew Necks
- Hunting Style Shirts
- Shirts/ Blouses too short to remain tucked in
- Any Other Style

- ◆ Shirts and blouses shall be buttoned and long enough to remain tucked in at the waist.
- ◆ Solid plain white or school uniform colored short sleeved undershirt can be worn under acceptable uniform shirts.

#### COATS, JACKETS, VESTS, SWEATERS, PULLOVERS (With or Without Hoods)

##### Acceptable

- All worn with acceptable shirt/blouse
- Waist length to three quarter length
- Must be long sleeved (not including vest)
- Button, snap or zip from top to bottom
- Bottom must be banded or straight

##### Not Acceptable

- Hunting Style Vest
- Trench Coats, Dusters, etc.
- Any other style

## PANTS/TROUSERS-Solid Khaki/Navy Blue

- ◆ No Jean (Khaki or any other color), Parachute, Nylon or Stretch Materials such as Knit, Spandex, etc.
- ◆ Brand names, emblems, or logs showing outwardly, must be small and non-distracting.

### Acceptable

Traditional Style  
Plain or Pleated Front  
Hemmed  
Regular Ankle Length  
Capri Pants  
Cropped Pants

### Not Acceptable

Jeans (Any Color)/Jeggings (any color)  
Overalls or Carpenter  
Cargo or Wide Leg  
Hip Huggers  
Bell Bottoms/Flair Legs  
Any Other Styles

## WALKING SHORTS AND SKORTS, SKIRTS & JUMPERS – Solid Khaki/Navy Blue

- ◆ No Jean (Khaki or any other color), Parachute, Nylon or Stretch Materials such as Knit, Spandex, etc.
- ◆ Brand names, emblems, or logs showing outwardly, must be small and non-distracting.

### Acceptable

Knee Length or Longer  
Hemmed  
Slits knee length or below

### Not Acceptable

Overalls or Carpenter  
Cargo or Wide Leg  
Slits above the knee  
Cargo Style Pockets  
Any Other Styles

## BELT COLORS: Black, Navy, Brown, Khaki or White

Loops Require Belts (Traditional Style) at All Times Except for Pre-K and Kindergarten

## SHOES

Appropriate footwear with backs or straps (no skate shoes).

Must be worn at all times during the school day.

Shoes with laces shall be kept tied at all times.

### ACCEPTABLE

**Pre-K – 5<sup>th</sup> Grade - SOCKS OR STOCKINGS/HOSE MUST BE WORN AT ALL TIMES**

SOCKS – No Color Restrictions

STOCKINGS/HOSE/LEGGINGS – No Color Restrictions

**6<sup>th</sup> – 12<sup>th</sup> Grade – SOCKS OR STOCKINGS/HOSE ARE OPTIONAL**

SOCKS – No Color Restrictions

STOCKINGS/HOSE/LEGGINGS – Solid Navy, White, Black, or Sheer Skin Tone

## Pediculosis Policy (Head lice)

Any student suspected of having head lice will be excluded from school until satisfactory treatment has been given and if lice and/or nits are no longer present.

### **Procedure regarding head lice infestation.**

1. Discretion will be used when checking students at school and will be done in an area affording the greatest privacy to minimize embarrassment. Students having lice or eggs (nits) will be isolated from classmates until parent/guardian arrives to pick them up.
2. Any student found to have positive evidence of head lice will be excluded from school.  
Written instructions for treatment and cleaning of household items will be sent home with student. Personal items from school should be sent home with student.
3. The student will remain out of school until he/she has been adequately treated and lice and/or nits are no longer present.  
**All nits must be removed from the hair.**
4. Parents/guardians are required to accompany student in order to reenter school. Student may not enter if lice and/or nits are still present.
5. Designated personnel at school will be responsible for checking students to be sure hair is free of all nits and lice before admitting back to school.
6. The principal is responsible for assuring the child is checked before admitting back to school.
7. The number of days a student is absent due to lice infestation will be recorded and after frequent infestations and/or three (3) days missed, the principal will be responsible for notifying the Supervisor of Child Welfare and Attendance.

## Homework Assistance Services

Homework Louisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers **FREE** online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help with math, science, social studies or English from a **live tutor**. The services can be accessed from a Louisiana public library, from your home computer, or from your mobile device.