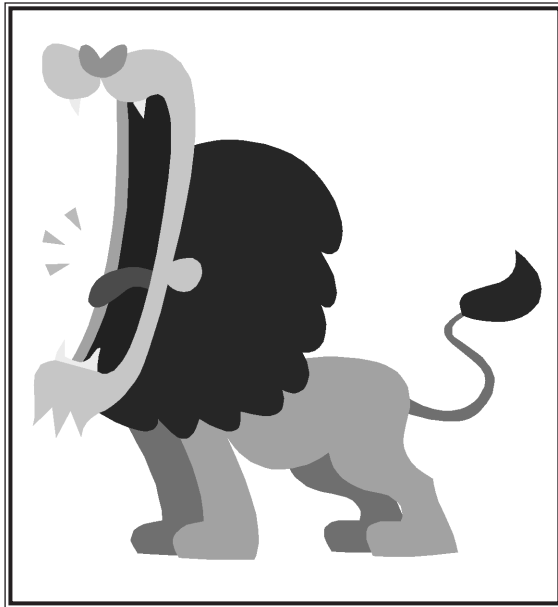


Lyon Elementary

"Lyon.....Here We Roar!"



**Parent - Student
Handbook
2017 - 2018**

<http://lyonelementary.stpsb.org>

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Jeanine H. Barnes
Principal

Elmer E. Lyon Elementary

1615 North Florida Street
Covington, Louisiana 70433
Phone (985) 892-0869
Fax (985) 892-7971

"Lyon..... Here We Roar!"



Rita Pittman
Assistant Principal

Dear Parents and Guardians:

On behalf of Lyon Elementary School 's faculty and staff, I welcome you to our school. I look forward to establishing new relationships, building upon old ones, and providing opportunities for the kind of school/parent partnership necessary in helping your child achieve optimal success.

I ask your support in our efforts to make this a successful and smooth school year for your child. By reviewing the procedures in this handbook, you can help us ensure the safest and best educational environment possible for your child. You can find basic information on just about anything you may need to know about the school. Of course, if you have any questions or if there is something that is not addressed in this handbook feel free to call the front office. We want your input and ideas!

It is our goal that your child learn to his/her best potential in a trusting, warm, and safe environment. You are our partner in this process so it is important to know how you are doing. The faculty and staff of Lyon Elementary are here and will always be available for you and your child.

Again, welcome to Lyon Elementary School, a great place to learn and play.

Sincerely,

Jeanine H. Barnes, Principal

INTRODUCTION

Lyon Elementary School was established in 1964 consisting of one classroom wing, a cafeteria, and a gymnasium. The enrollment was approximately 250 students in first through sixth grades.

During the 1991-92 school year, an 18 classroom wing, a new library, and expansions in the cafeteria were built to accommodate the increase in enrollment. In 1997 a wing with 12 classrooms and additional bathrooms were added. In January 2005, a new six classroom wing was completed. Soon after a new administration building opened. During the fall of 2016, second and third graders moved into a newly constructed two story 16 classroom wing with state of the art lighting, technology, tinted windows and shades, and all new furniture and shelving. At that time the modular wing was torn down, and a large playground was constructed in its place.

The school has an average enrollment of over 630 Pre-K through 3rd grade students and approximately 90+ staff members. Each classroom has wireless Internet capabilities and is equipped with at least four updated student computers, docu-cameras, smart boards and/or digital interactive projectors, laptops for learning stations, and other various engaging technology. The school currently houses two computer labs, one for whole class learning and the other for small groups and interventions.

The school is completely gated with access to classrooms only through the administrative building entrance. Cameras are located around and throughout the school including the parking lots and driveways, as well as in common student areas such as the hallways, breezeways, and playgrounds.

Lyon Elementary addresses the needs of all students by differentiating the instruction and providing specific student learning interventions. The SOAR (Student Opportunity for Advancement in Reading) program uses the assistance from over 150 community members, volunteers, business leaders, and retirees, to target second and third grade average readers. Using research-based programs and strategies, above average and below average learners are provided enrichment or intensive support in small groups with certified teachers.

Lyon Elementary was accredited by AdvancEd through district accreditation in 2015.

MISSION STATEMENT

The mission of Lyon Elementary School is to ensure that all students will be encouraged, empowered, and motivated to want to become life-long learners. The staff at Lyon Elementary School is committed to working collaboratively with students, parents, and community stakeholders to promote excellence in education through challenging and dynamic instruction that will develop intellectual, social, emotional, and physical growth in a positive and supportive environment. We find success in each one, some way, every day.

BELIEFS

WE BELIEVE students, school personnel, guardians, and the community must commit to quality education and forge a partnership for success. This means accepting a responsibility to embrace the concept of interdependence. The interdependence must maximize the person to person, face to face relationship

WE BELIEVE the love of learning is a lifelong and all encompassing process and all in the partnership have the ability and obligation to nurture this love at the children's most receptive moments in their lives.

WE BELIEVE students must have pride in themselves and their work. They must

be provided opportunities equal to any child in our nation. Our facilities, finances, supplies, and leadership need to reflect this belief.

WE BELIEVE behavioral expectations need to be reasonably evolved, clearly stated, and quickly and consistently enforced. Our school must provide a safe and secure environment that is conducive to successful teaching and learning.

WE BELIEVE in the innate dignity and worth of all who share in our educational partnership. This worth and dignity is embraced, fostered, and evidenced in our relations with each other.

WE BELIEVE students must demonstrate a desire to be part of this educational partnership by being receptive to a love of learning and display pride in themselves and in their work. Students must accept behavioral expectations, respect the worth and dignity of self and others, and contribute to a safe and secure environment.

WE BELIEVE school personnel have immense power to create a personal relationship with students, themselves, and the community and are the primary force in advocating and securing all these beliefs.

WE BELIEVE the guardians of the children must reinforce the love of learning, reflect pride in their children and their work, acknowledge the worth and dignity of their children and others in the partnership, and accept their role in the discipline of behavior and learning.

WE BELIEVE the community must manifest its interdependence within the educational partnership through its stewardship of the school. They must demand and provide the best environment for successful learning. The community must also strive to model for the students the rewards of quality education.

ENTRANCE REQUIREMENTS

I. Age

As a prerequisite to enrollment in any first grade of a public school, each child shall meet the following criteria:

- A. The child shall have attended at least a half-day public or private kindergarten for a full year.
- B. If the child has not attended kindergarten, an academic readiness screening is administered. Placement in first grade is dependent upon developmental readiness for first grade.
- C. A child's age should be 6 before October 1, 2017 for entrance to first grade. Entrance to kindergarten is one year younger.

II. Birth Certificate

All students upon entering Louisiana schools for the first time will need to present an official birth certificate. This certificate verifies the student's age and the number on the certificate remains a permanent part of their record throughout their years in school.

III. Health Requirements

By state law, it is compulsory for all students through the age of fifteen to have a complete immunization record. State law requires the school to exclude any student who does not have the mandatory immunizations. The parish mandates that a child not attend school without a completed health card.

IV. Social Security Number

School board requires that all new students entering our school system have a social security number.

V. Proof of Residence

All students shall attend school within the school boundaries in which they live. Please refer to www.stpsb.org for acceptable residency documents.

VI. Missing Registration Documentation

Please refer to www.stpsb.org for procedures to follow if any of the above documents are missing prior to registration. Or one may call 985-892-2276 and ask for Student Services.

SCHOOL HOURS

Lyon Elementary School hours are 8:35 to 3:31. We ask parents or guardians who bring their children to school in the morning to drop them off in the car line in front of the school after 8:05, where they will be received by the duty teacher. All children who will be picked up after school are also to be picked up in front of the school no later than 4:01. Any student who arrives before 8:05 will be charged \$3.00, or is left at school after 4:01 will be charged a fee of \$7.00.

HALF-DAY BELL SCHEDULE

8:35	School Begins
12:31	Dismissal

There is no aftercare or Boys-n-Girls club dismissal. Students should be picked up in carline or ride a bus home. Please write a note to the teacher indicating how your child will go home on these days.

BEFORE/AFTER SCHOOL CARE

Lyon Elementary offers before and after school care to assist our working parents/guardians as well as provide an educational and recreational time for our students. Before school care is available daily from 7:05 - 8:05. After school care is available daily from 3:40 to 6 **PM except** on the afternoons of half days when the teachers are required to work on records.

The cost of Before School Care is \$3.00 per day per child.

The Cost of After School Care is:

\$7.00 per day per child, regardless of the time attending.

A penalty will be assessed for any child(ren) remaining after 6:00 PM of \$2.00 each minute. **There can be no exceptions. After Care Phone # is 985-892-0345.**

BUSES

Children who ride buses to and from school are assigned to specific routes based on home address which is overseen by the St. Tammany Parish School Board Department of Transportation. We know sometimes events arise that may cause you to request an alternative bus ride home for your child, but in order to maintain your child's safety and to ensure his uneventful return home from school, communication should be made with that particular bus driver and a note should be sent to the administration for approval. A follow-up phone call will be made to the bus driver to ensure proper communication.

CARLINE

Each student who is picked up in carline after school will be issued two pieces of cardstock with the same number on each one. One card should be placed on your rearview mirror. (An extra one is provided for you to place in another vehicle if you wish.) A carline duty teacher will be able to see two or three cards at a glance in the

circle drive and will radio the duty teacher under the breezeway with those numbers. That teacher will then call out the numbers to the students who will be lined up. Children will be escorted to the car by a duty teacher. It is important that you remember to keep the card in your vehicle at all times. It will also be necessary to train the students to learn their numbers.

If you pick up your child after school (carline), please be reminded that you are not allowed to drive on campus between 3:00 and 3:40. This time is allocated for the buses to come on and off the campus safely and in a timely manner. You are asked to remain in the carline on Florida Street during this time. Please do not park your car on or off campus and walk to the school to get your child. Remaining in carline ensures the safety of your child and all others.

In addition, Magee Street off Colins Boulevard is closed to traffic between 7:00 a.m. and 9:00 a.m. and between 2:00 p.m. and 4:00 pm except for buses and employees who have school employee tags. All others will be directed to turn left on to Florida Street.

Parents should remain in their cars when dropping students off in the morning. Teachers will open car doors to assist your child. We ask that children exit and enter the cars on the passenger side for safety reasons. If your child is unable to buckle his/her own seatbelt, please pull forward to one of the parking spots adjacent to the cafeteria where you may park and assist in buckling. Please also remember that the law mandates “hand free zones” in school drop-off and pick-up areas. Please refrain from holding your cell phone while in these areas.

TRANSPORTATION CHANGES

We understand that occasionally a change in your schedule warrants a change in your child's usual daily transportation home, and we want to assist you in making sure this change occurs while maintaining consistency in your child's instructional day with little to no interruption. In order to minimize any confusion for your young child, we ask that you send a note to his teacher via his take-home binder, and the teacher will see to it that he is dismissed at the proper time to the appropriate dismissal line. If however, an emergency arises and you must change your child's transportation home during the day, please fax a written statement indicating this change before 2:30 p.m., and we will be able to guarantee your request. Our fax number is 985-892-7971.

Please note if your child will be riding home with another child, a note must be submitted to the front office for approval as well as notifying the bus driver in advance. A bus driver can refuse to transport a child without verbal communication with the parent.

PROPER REPORTING

Students who have difficulties with other students while riding in the bus should report the problem to the driver IMMEDIATELY. If the problem cannot be resolved by the driver, then it should be reported to the principal of the school the student attends.

SEATING

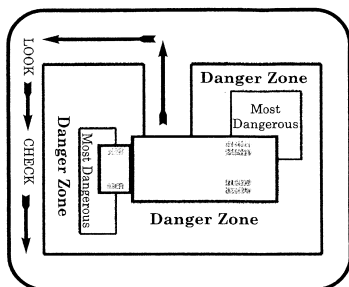
The driver is responsible for seating arrangements. Factors such as safety, fairness, physical disability, age, and conduct are major considerations.

ALTERNATE STOP REQUEST AND GUEST (VISITOR) RIDERS

Students must be picked up and returned to their designated assigned bus stops only. Permission for exceptions may be granted on a space available basis. The parent/guardian must request in writing to the bus driver and/or the principal for

approved permission for their child to get on/off at a bus stop other than the child's assigned bus stop. The written request must include the name, address and phone number of the adult who will be accepting responsibility for the child.

NOTICE: Video cameras on the school bus are used as an aid to monitor student and driver behavior.



**St. Tammany Parish School Board
Transportation Department
68391 James Street
Mandeville, LA 70471
985.898.3373
Fax 985.898.3378
www.stpsb.org**

**STAY AWAY FROM THE BUS DANGER
ZONES AND PASSING CARS AND TRUCKS**

SCHOOL SUPPLY FEE

The school supply fee is \$10.00. This money will be spent to purchase workbooks, art supplies, and many other consumable instructional materials. Please make checks payable to Lyon Elementary School. You may utilize the new webpay system that can be accessed on the St. Tammany Parish School Board website. We ask that anytime you send cash in to pay for fees, field trips, or other items, please submit the exact amount as it can be difficult to dispense change.

LUNCH PROGRAM

The cost of a school prepared lunch is \$1.20. The cost of reduced price lunch is \$.40 per day.

The cafeteria uses a computer program to track student breakfast and lunch accounts. Please make all food service payments on line at www.mypaymentsplus.com, or you have the option of sending in a check with your child's name and student number. Please make checks payable to Lyon Elementary School Cafeteria.

All children who choose to bring their lunch may purchase milk for \$.25 or may bring a thermos bottle or boxed or foil bagged container. Food from fast-food restaurants and canned or bottles drinks may not be brought into the cafeteria.

The cafeteria manager will notify you when your child's account becomes low. **Please be sure your child's cafeteria account is properly taken care of as**

payment for all meals eaten must be made.

Parents are invited to join their child for lunch at anytime. The cost of the lunch is \$3.45. Please check in through the front office.

Free and Reduced Lunch Application forms can be found on-line at www.stpsb.org, or one can be sent home if requested. Applications must be submitted annually and as soon as possible. Please read and complete the form correctly to avoid unnecessary delays. Any accumulated food service fees must be paid if the application is delayed.

Student accounts with consistent negative balances will not be eligible for Friday PTA SnackShack purchases or monthly PTA smoothie purchases until balances are paid.

BREAKFAST PROGRAM

We are very proud that we are able to offer a breakfast program at Lyon Elementary. We feel that we are meeting a need of hundreds of our children through this program. Breakfast will be served from **8:05 a.m.** until **8:30 a.m.** each day.

All students who currently have an **approved** application for a free or reduced price lunch on file at Lyon Elementary will have the **same** classification for the breakfast program. The cost of the breakfast program will be:

Paying student \$.70 per day
Reduced price \$.30 per day

UNIFORM

The uniform consists of:

- Navy or Tan-Khaki pants, shorts, jumper, skirt, or skort.
- Navy, White, or Red **collared** polo type shirt-with or without school approved logo.
- Navy or Red sweater or sweatshirt-with or without school approved logo.
- Navy Blue t-shirts-with or without school approved logo.
- Comfortable tennis shoes or closed toe shoes.

Spirit T-shirts may be worn on Fridays or other designated days/events. Parents will be notified if child is not dressed in proper uniform. Please refer to the St. Tammany Parish School Board Discipline Handbook for guidelines and policies that address hairstyles and other items related to personal grooming.

BOOKBAGS

Rolling bookbags will not be allowed at Lyon Elementary as they often impede foot traffic in classrooms and on buses. Cubbies are utilized in each of the classroom where books and supplies are housed. No child should be taking home heavy bookbags. Thank you for your cooperation.

PERSONAL PROPERTY

Please put your child's name on all of the school supplies that he/she may bring to school. **Also, please label all coats, sweaters, hats, etc. in order that we may keep lost items to a minimum. Any item not labeled is subject to be given to charity.** TOYS AND ELECTRONIC DEVICES ARE NOT ALLOWED AT SCHOOL.

ATTENDANCE

Since absences are interruptions in your child's learning, it is important that your child attend school daily. Currently the law regarding student attendance has changed. The exact wording of this new law can be found on the St. Tammany

School Board website or the Louisiana Department of Education website. Basically it states that elementary children are allowed only ten (10) unexcused absences per school year. In addition, if your child is absent due to illness or extenuating circumstances, a note from you can excuse those days but please note an excuse from the doctor can exempt those days. The total number of days unexcused in one school year cannot exceed ten. Exceptions to the law will have to be appealed to the STPSB Office of Student Services. According to district policy, should a student have more than ten (10) unexcused absences, he/she must make up these absences either before school, after school, or on Saturdays. This is called Seat Time. Failure to attend Seat Time could result in your child being assigned to the same grade for the following school year.

Because we want to encourage consistent student attendance and assist you as your partner in your child's education, we can refer your child to the Youth Service Bureau following the fifth absence from school. The YSB will support you and help you with the resources you may need to ensure your child's school attendance.

In addition, we want to help motivate your children to come to school on a daily basis. Children who have perfect attendance each month will be rewarded with certificates, coupons for prizes, and other treats. Recognition for these children will be supported by the school's PTA and the Positive Behavior Support program.

Certainly if your child is ill we do not encourage school attendance. Please find below a list of guidelines to be used as simple and effective precautions against the transmission of disease and/or infection as well as decrease the risk of exposure for all students and school personnel.

MEDICAL TIPS

- Students are encouraged to remain home and have no fever for 24 hours.
- If your child is **vomiting or has diarrhea** before school, please keep him/her home that day.
- All persistent **rashes** should be seen by a doctor for proper diagnosis in order to determine the communicability of the rash. **Nurses cannot diagnose the various rashes.**
- If your child has a **discolored (yellow to green) nasal discharge**, this may indicate an infection, thus your child may need to see a physician.
- All students with **Head Lice** are to be checked back into school through the School Nurse Office. Doctor's notes or Health Unit slips are not acceptable.
- All **ringworms must be covered** while at school. Ringworm in the scalp must be seen by a doctor.
- Report **all communicable diseases** to the school - i.e. Chickenpox (Varicella), Fifth's disease, etc.
- All Chickenpox (Varicella) sores should be completely dry before the student returns to school.
- If your child is going to be absent from school for a few days due to illness or an extenuating circumstance, it may be wise to make arrangements with the teacher to pick up your child's missed work. You may also call the office staff on the second day of the absence to arrange to have your child's work sent to the office for pick-up that afternoon if you believe your child will be out the next day.

TARDIES

Students should arrive to school on time. The bell rings at 8:35 A. M.(A tardy bell will ring at 8:40 A.M.) each day and the children enter their classrooms within a couple of minutes. Immediately the children are counted present, and their teachers

begin classroom instruction. If a child is late for school, it disrupts the teacher and the other students. In addition it creates more paperwork in the front office, and the teacher has to go back and change her records. Because it is our job to help you adequately prepare our young people for the real world, we will expect promptness. If a child is habitually late for school, the administration will attempt to contact you to discuss the situation. Should the problem continue, his or her name will be turned over to the Office of Student Services, and the unexcused excessive tardies will have the same penalties as unexcused absences. Refer to Attendance policy (pg.9) about Seat time.

MEDICATION

It is school board policy that medications, prescribed or over the counter, are not to be given at school. Students should not have any drugs in their possession on the school bus or grounds. However, there is a policy to assure school attendance for students who must use medication for a long term illness. You will need to get your physician to fill out a form. There is also a form for you to sign giving permission for the school to administer the medication. Medication must be in a pharmacy labeled container with complete and current directions identical to the doctor's order form. **All medication must always be brought to school by the parent, guardian, or a designated adult.**

EMERGENCY PLAN

Lyon Elementary has identified an Emergency Crisis Team and has developed a plan in the event an unfortunate incident or natural disaster should occur. The team will begin immediately coordinating activities to secure the safety and well-being of all students and staff members. If a situation presents a need for emergency crews, it will be most important that Magee and Florida Streets stay clear of traffic. In order to better prepare for any of these incidents, the students will practice fire, lockdown, evacuation, and reverse evacuations. In the case of an actual event at the school or one that affects the entire school system, you will be notified first by the STPSB text messaging system. Please sign up for this simple and very convenient form of communication on the STPSB website. Other forms for notifying you of an emergency will be through the caller message system and of course, the school board's website At <http://www.stpsb.org>. The most up-to-date and thorough information can be viewed using the STPPS App on your iphone or Android cell. Search for *St. Tammany Public Schools* in the app store.



CHECK OUTS

Children must be signed out in the office by their parents or legal guardian if they need to leave school early for appointments, commitments, or emergencies. If someone other than a parent is to pick up the child, they should be listed on the emergency card. **No child may be checked out after 3:00 P.M.** Please keep checkouts to a minimum as this interrupts your child's instructional minutes.

An additional note: We do our best to learn and remember each one of your faces. But because we don't always know everyone, we ask that you present a driver's license or another form of picture i.d. when checking your child out. Due to Badge Pass, each visitor to the school campus must present a driver's license to be scanned by the Badge Pass system.

GUIDANCE

Guidance services for students are presented in the form of self-awareness. Prevention activities include classroom guidance lessons about making friends, getting along with others, communication and assertiveness skills to teach students about bullying, teasing and inappropriateness of many comments and gestures. Prevention also includes classes in child abuse, sexual abuse, and drug abuse. Intervention activities include group counseling, parent conferences, and assessment. Individual counseling is used in crisis intervention situations, and information about community resources can be made available.

PHYSICAL EDUCATION

All students at Lyon Elementary are to participate in physical education daily. The physical education specialists will teach the class once a week, while the classroom teacher will teach the class the other four days. Students are expected to wear clothing and shoes that allow for free and safe movement. Dresses and skirts without shorts, oversized clothes, sandals, and boots are limiting.

The students are also expected to participate on a level that is challenging and secure to them. Personal and medical restrictions need to be written and sent directly to the teacher and to the school office.

VISITORS AND PARENTS

Always BRING IDENTIFICATION

We welcome parents and visitors to our school. However, we require that **all visitors and parents report to the office first**, present identification, and receive a “visitor’s pass.” This is necessary to provide maximum security for our students and to provide uninterrupted instructional time in the classroom. One question we are asked quite often is “May I bring this snack, jacket, sweater, book, etc. to my child’s classroom?” Please understand that the teachers must protect instructional time as outlined in Bulletin 741. Unless it is absolutely necessary, we ask that you drop off the item in the front office. The secretaries will guarantee that your child will receive the item. Occasionally you may wish to be in your child’s classroom either as a visitor or as a volunteer. We welcome you at any time to take part in your child’s day; however, in order to minimize interruptions and maximize instructional time, we ask that you make arrangements with the teacher at least 24 hours in advance. Simply tell the secretaries at the front office that the teacher is expecting you, and she will call down to the classroom to inform the teacher of your arrival. Further, in order to ensure student safety and confidentiality, parents will be allowed access to classrooms only after following this protocol.

An additional note: We are not able to distribute balloons or flowers to students for special occasions. Nor are these items acceptable for presentation at special events. Also, when there is a grade specific presentation, play, or ceremony, siblings within the school must remain in their respective classrooms in order that they do not miss instructional time.

If you are attending a special presentation at school, allow extra time for checking in at the front office as each person’s driver’s license must be cleared before a visitor pass can be distributed. Remember...Always bring in your license or ID when entering the office.

CONFERENCES

It is very important for the teacher and the parent to work together for the benefit of the child. Lyon Elementary encourages parent-teacher working relationships. If a conference with a teacher is desired, simply call the school office

(892-0869) to set up an appointment. Conference times are usually 8:00 a.m. (before school) or 3:45 p.m. (after school.)

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Lyon Elementary School believes that school should be a safe, positive, and orderly environment that is conducive to learning. Positive Behavior Intervention Support is a system that is used in all St. Tammany Parish Public Schools. The purpose of PBIS is to establish a plan for defining, teaching, and supporting appropriate student behaviors in order to create a learning environment in which appropriate behavior is the norm. We begin creating this positive environment by teaching all of our students the following school-wide expectations.

A STUDENT WHO ROARS IS...

R..... Responsible

O..... Organized

A..... Always Safe

R..... Respectful

These expectations may look different in various areas of the school: the hallways, the cafeteria, the playground, and the bus/car lines. And of course, every classroom and classroom teacher will also incorporate these four expectations into the classroom management plan. Each classroom and area within the school will have posted rules for the expectations and the children will be taught and re-taught these rules and behaviors through a variety of ways. Students who consistently follow the school wide expectations will be rewarded with: **LYON Bucks-used to purchase items at the monthly Roar Store**; **Super Star Recess**, a special recess with names drawn for super star t-shirts, car magnets, and other prizes; **Character Counts**- The school's morning L.Y.O.N. broadcasts focus on exemplary character traits for students to role play, learn about, and emulate; and the **Terrific Kids Program**-special monthly breakfast sponsored by the Kiwanis of Greater Covington to recognize one student from each class that displays outstanding citizenship. In addition to the school wide incentives, each classroom teacher will also use a variety of incentives in the classroom to encourage students to follow the expectations. You will receive a letter at the beginning of the school year from the classroom teacher explaining his/her classroom management plan.

Through a team effort by the parent, faculty, staff, and student our PBIS program will create a positive learning environment at Lyon Elementary.

Students who have difficulty following our school wide expectations will receive interventions/consequences designed to encourage appropriate behavior. These interventions/consequences may include any of the following: student conference, reteaching the expectation, time out in the classroom or with a buddy teacher, time out on the playground, loss of class privilege, student contract seating change, phone call to parent, note to parent, referral to the counselor, or complete a reflection period or restorative practices. **When the interventions listed above are not effective, a student may be referred to the office and an administrator will contact the parent about other consequences or interventions. In the case of severe or habitual behaviors that interfere with the safety or learning environment, further action may be taken by an administrator as outlined in the St. Tammany Parish Public School System District Handbook for Students and Parents.**

BUS EXPECTATIONS

Roar Expectations apply to the school bus and bus stop. Each student who rides a bus will receive a brochure from the driver called “**Safe Procedures for School Bus Riders**” at the beginning of the year that must be filled out completely and signed by the parent/guardian in order for a student to be allowed to ride a bus. *Please read all of the information carefully and discuss it with your child.* Students waiting for and riding on a bus are to follow the same expectations taught at school. If a student does not follow the safety procedures as outlined in the brochure, the bus driver may complete a Bus Behavior Report to submit to a school administrator. When a student receives a bus referral, the following consequences may be given:

- First incident - student conference/loss of recess/parent contact
- Second incident - loss of recess/parent contact/warn of bus suspension
- Third incident - suspension from the bus/parent contact
- Fourth incident - suspension from the bus/parent conference/possible permanent removal from the bus

A student may be suspended from the bus on the first incident if the behavior is severe or injurious to other riders.

INTERIM REPORTS

When necessary, Interim Reports are sent home at mid-nine week intervals. Interim (progress) Reports are indicative of an academic or functional weakness in regard to the subject addressed. These reports are to be signed and returned to school. Please consult the teacher if further explanation of the identified problem is desired.

REPORT CARDS

Report cards are issued at the end of each nine week period. Check the school calendar for the dates ending the nine week periods. A list of fees owed will be distributed prior to the final report card being issued. The final report is mailed home. Please make sure your mailing address is current. Call the front office if you have any questions.

PROMOTION AND RETENTION

Please refer to the Pupil Progression Plan as outlined in the STPPS handbook.

WITHDRAWAL OF STUDENT

Students who are leaving Lyon Elementary to attend another school during the year must go through the proper clearance procedures in the office. All fines and fees must be paid and all textbooks/library books must be returned before records will be transferred.

TEXTBOOKS/LIBRARY BOOKS

Students are responsible for textbooks and library books issued to them. If a book is damaged or lost the student will be assessed the cost of the book. If a student has an overdue library book, he or she may not check out any additional books until the book is returned. Students will be notified of overdue or lost books. Parents and Guardians will be notified at least once each nine weeks period.

FIELD TRIPS

Field trips are educational experiences. However, no child will be allowed to attend a field trip with his/her class without a permission slip signed by their parents.

Children will NOT be allowed to call home for permission. **Parents chaperoning are not allowed to bring other children on the trip. All students who are attending a field trip must depart from and return to the school with their class.** In order to meet field trip or exhibit registration guidelines that include accurate student count, adult count, lunch accommodations, etc., permission slips and trip fees need to be submitted by the deadline indicated on the registration/permission form. If you are experiencing hardships or there are extenuating circumstances, please call the front office and ask to speak with an administrator who may be able to assist you with an extension request. If there are extenuating circumstances, please call the office **before the deadline** to speak with the assistant principal. Refunds can not be given. Should you have a question regarding a refund, please contact an administrator. **It is also a new parish policy that all chaperones sign a field trip agreement contract to be kept on file with the school. Chaperones must remain with the entire class and the teacher for the duration of the field trip.**

Occasionally it may be necessary for a teacher, along with the parent and an administrator, to implement an individual behavior plan for a child within a given time period **prior to** the scheduled field trip. It could also be necessary for the parent to accompany the child on the field trip.

PARTIES AND PROGRAMS

Lyon Elementary School occasionally allows classroom parties and celebrations. Parents are invited to volunteer and assist. **Please consider providing only store bought items, preferably with ingredients listed, to ensure student safety and protect students who have specific food allergies.**

Programs are held throughout the school year. Parents must check in at the front office before going to the gym or cafeteria. Photos and videos may be taken by moving to the side of the audience instead of standing and blocking the audience's view. Students should return to their classroom with their teacher following all programs. Parents are invited to visit for a few minutes before instruction begins again.

PARENT/ TEACHER ASSOCIATION

The PTA welcomes you to Elmer E. Lyon. The purpose of our PTA is to promote a good VOLUNTEER PROGRAM and to help provide the many EXTRAS that make our school EXCELLENT!

Parents and grandparents are encouraged to become a member of the PTA. A membership drive is conducted during the first month of school; however, memberships and donations are accepted at anytime throughout the school year. Dues are set at \$5.00 per adult or \$8.00 per family.

The VOLUNTEER PROGRAM is essential to the success of Elmer E. Lyon Elementary. Again, parents and relatives are encouraged to become INVOLVED IN THEIR CHILD'S EDUCATION by completing a volunteer sign-up sheet, so that they may share their many talents and experiences with all the children attending Elmer E. Lyon Elementary.

We, the officers and faculty, are enthused about our PTA. Won't you join in our enthusiasm to make Elmer E. Lyon Elementary ROAR!

PARENT/GUARDIAN COMMUNICATION

There are many important things parents can do to maintain good communication with their child's teacher and school. Parent involvement is one of the strongest factors that will positively affect your child's success at school. Please take time to review the information sent home and sign and return appropriate papers

in a timely fashion.

1. Each student will have a take-home binder. These folders will be sent home daily and should be returned to school daily.
2. Every Monday teachers update their websites and send home important information and/or homework assignments for the coming week.
3. Every Thursday teachers send home the Cub Roar Signature Page. These envelopes contain weekly conduct reports, graded papers, and school and community information.
4. Emergency Cards MUST be updated in the event of an emergency.

HOW PARENTS CAN HELP

1. Make sure your child is at school daily and promptly by 8:35 A.M.
2. Read your child's binder nightly and check for notes, conduct reports, homework assignments, permission slips, newsletters.
3. Review your child's assignments, test papers, and projects with them when appropriate.
4. Join the school 's Parent/Teacher Association and volunteer in some way either in the classroom or at home.
5. Call the school whenever you have any concern or question whatsoever.

ST. TAMMANY PARISH PUBLIC SCHOOLS ANNOUNCES ACT 171 EFFECTIVE JULY, 1989

Enacted July, 1989

ACT 171

Senate Bill No. 8

The Comprehensive Action Against Alcohol, Drugs, and Substance Abuse in Schools. AN AN ACT

To enact Part VIII of Chapter 1 Of Title 17' of the Louisiana Revised Statutes of 1950, to enact RS. 40:981.3, and to repeal RS. 17:13, 262. and 263, relative to alcohol, drug, and substance abuse in or around educational facilities; to provide for a comprehensive program attacking alcohol, drug, and substance abuse in and around schools: to define and provide for zones within which the commission of certain criminal activities shall result, upon conviction, in increased penalties; to bar certain defenses: to provide for posting notice of such zones; to provide for criminal penalties for altering, defacing or removing notices of such zones; to provide for mandatory alcohol, and substance abuse programs in elementary and secondary schools; to provide for mandatory alcohol, drug, and substance abuse programs in elementary and secondary schools; to provide for alcohol, drug, and substance abuse counseling in every school and school system in the state: provide for mandatory counseling of students identified as having alcohol, drug, or substance abuse problems; to provide for the duties of local school systems; the State Department of Education, and the State Board of Elementary and Secondary Education: and to provide for related matters.

§ 402. Findings and purpose

A. The Legislature finds that the use and abuse of alcohol, drugs, and other substances among the children of school age in this state is a problem of serious concern and destructive societal impact and that the incidence of alcohol, drug, and substance abuse among the young is high. Substance abuse leads to serious consequences and impairs one's ability to perform normally and productively in his educational and social environment. The legislature also finds that dependence on alcohol, drug, or other substances is an illness that can be prevented, identified, and treated. The legislature further finds that substantial alleviation of these problems may result from the development and implementation of comprehensive education programs and counseling in the public school systems of this state, combined with an enhanced law enforcement effort in the area of schools.

B. The purpose of this Part is to create a comprehensive program of alcohol, drug, and substance abuse prevention

and education, which brings together the education system and the criminal justice system to educate, prevent, and punish such abuses, culminating in a drug free zone in and around the public schools in the state. The existence of such zones should enhance the whole community by bringing a clear-minded student into an environment more conducive to learning.

§ 405. Drug free zone: notice; signs

A. A drug free zone is an area inclusive of any property used for school purposes by and school, within one thousand feet of any such property, and school buses. For purposes of this Section, "school" means any public or private elementary, secondary, or vocational-technical school in Louisiana and "school property" means all property used for school purposes, including but not limited to school playgrounds.

C.(1) The state superintendent of education, with the approval of the State Board of Elementary and Secondary Education, shall develop a method by which to mark drug free zones, including the use of signs or other markings suitable to the situation. Signs or other markings shall be located in a visible manner on or near each school and in each school bus indicating that such area is a drug free zone, that such zone extends to one thousand feet of school property, and that a felony violation of the Uniform Controlled Dangerous Substance Law will subject the offender to severe penalties under law.

C.(2) The Department of Public Safety and Corrections shall coordinate and provide rules for the establishment of toll free telephone numbers for use in submitting anonymous information regarding drug activity to local law enforcement agencies. Such telephone numbers shall be displayed on the drug free zone signs.

D.(1) It shall be unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a drug free zone as provided in this Section.

D.(2) Any violation of this Subsection shall be punishable by a fine of not more than one thousand dollars or by a jail sentence of not more than six months, or both.

§ 981.3. Violation of Controlled Dangerous Substances Law on or near school property.

A. Any person who violates a felony provision of R.S. 70:966 through R.S. 40:970 of the Uniform Controlled Dangerous Substances Law while on any property used for school purposes by any school, within one thousand feet of any such property, or while on a school bus shall, upon conviction, be punished in accordance with Subsection E.

B. Lack of knowledge that the prohibited act occurred on or within one thousand feet of school property shall not be a defense.

C. For purposes of this Section:

(1) "School" means any public or private elementary, secondary, or vocational-technical school in Louisiana.

(2) "School property" means all property used for school purposes, including but not limited to school playgrounds.

E.(1) On a first conviction, whoever violates a provision of this Section shall be punished by the imposition of the maximum fine and not less than one-half nor more than the maximum term of imprisonment authorized by the applicable provisions of R.S. 40:966 through R.S. 40:970, with the minimum mandatory term of imprisonment being served without benefit of parole, probation, or suspension of sentence, provided in no case shall the term of imprisonment be less than the minimum term provided in R.S. 40:966 through R.S. 40:970.

E.(2) On a second or subsequent conviction, whoever violates a provision of this Section shall be punished by the imposition of the maximum fine and maximum term of imprisonment authorized by the applicable provisions of R.S. 40:966 through R.S. 40:970, without benefit of parole, probation, or suspension of sentence. An offense shall be considered a second or subsequent offense, if, prior to the commission of such offense, the offender had at any time been convicted of any felony violation of this state, the United States, any other state, or any foreign country, relating to an act prohibited by the Uniform Controlled Dangerous Substances Law.

WEAPONS POLICY

Students found using, possessing and/or concealing a knife, the blade of which equals or exceeds two (2) inches in length, a firearm, a weapon which may discharge a projectile, or other dangerous instruments which may cause bodily harm shall be immediately suspended and recommended for expulsion. Police notification shall be made immediately. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school and recommended for expulsion. Upon the recommendation for the expulsion, a hearing shall be conducted by the Superintendent or his designee. Students in grade five or lower who have been found, in the hearing process, using, possessing and/or concealing a weapon, or look-alike weapon shall be disciplined in accordance with the decision made by the Superintendent or his designee. Any case involving a student in grade five or lower found in possession of a firearm on school property shall be referred to the School Board through a recommendation for action from the Superintendent. Students in grade six or higher who have been found, in the hearing process, using, possessing, and/or concealing a weapon, or look-alike weapon shall be expelled from the School System for a period of not less than 12 calendar months.

SEXUAL HARASSMENT

“The purpose of the St. Tammany Parish School Board is to provide public education for the school aged children of St. Tammany Parish, Louisiana. Sexual harassment is a violation of the law and School Board policy and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the School System who believe there are acts of harassment to be reported to the school principal or designee.

“The Board through the school principal shall promptly, thoroughly, and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law. Inappropriate behavior will be handled according to the school’s discipline procedures.

“Some acts of sexual harassment are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.”

Reporting of incidents need to be made to the Principal at your child’s school. A copy of the policy is available in every schools’ library.

CHILD SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and reporting.

All materials that will be used in the instruction may be previewed by contacting the school administration.

We would also like to encourage you to talk with your child about this topic as well as other general safety issues.

EDUCATION OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there;
- Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

LYON ELEMENTARY SCHOOL

SCHOOL/PARENT/FAMILY ENGAGEMENT COMPACT/POLICY

Lyon Elementary School administration, faculty, staff and parents/families of students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents/families, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/families will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2017 - 2018 .

School Responsibilities

Lyon Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

As outlined by STPPS Pupil Progression Plan, IDEA, Compass, HQ regulations, and LEAP 2025.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

These conferences are held at least once each semester and as needed for curriculum and/or behavior concerns as well as for any of the following: Student Assistance Team (SAT), T-1 Candidate Reviews, LEAP 2025 3rd grade Compact Parent Meetings, etc. Parents may elect to participate in a phone conference if that is more convenient for them.

- 3. Provide parents/families with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

Progress Reports, nine-week report cards, JPams weekly on-line reporting, Dibels Assessment Reports (BOY, MOY, EOY), IEP Progress Reports, IBP Reports, Graded assessments sent home weekly in Cub Roars on pre-determined scheduled days.

- 4. Provide parents/families reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Phone calls are returned within 24 hours; Emails are responded to within 24 hours except in cases of weekends and holidays. Notes are responded to daily. Consultations and Meetings are scheduled at parent convenience within one week of request.

5. Provide parents/families opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:

As per handbook guidelines, parents are allowed to volunteer and/or observe classroom activities within a 24 hour approved teacher notice. Parents may volunteer to participate in any whole class family activities without notice. Parents may chaperone field trips given only required permission slip notice and accompanying deadlines such as paid fees and lunch counts.

Parent/Family Responsibilities

We, as parents/families, will support our children’s learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Read with children or encourage them to read/look at books 30 minutes a day.*
- *Monitor the amount of screen-time the children engage in each day.*
- *Volunteering in my child’s classroom when able.*
- *Participating, as appropriate, in decisions relating to my child’s education.*
- *Promoting positive use of my child’s extracurricular time.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent/family representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- *Do our homework every day and ask for help when needed.*
- *Read at least 30 minutes every day outside of school time.*

- *Limit my screen-time to a few minutes each week day.*
- *Give to our parents or the adult who is responsible for our welfare all notices and information received by us from my school every day.*

Additional Required School Responsibilities

Lyon Elementary School will:

1. Involve parents/families in the planning, review, and improvement of the school's parent/family engagement policy, in an organized, ongoing, and timely way.
2. Involve parents/families in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents/families of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents/families to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents/families, and will offer a flexible number of additional Parent/Family engagement meetings, such as in the morning or evening, so that as many parents/families as possible are able to attend. The school will invite to this meeting all parents/families of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents/families of participating students in an understandable and uniform format, including alternative formats upon the request of parents/families with disabilities, and, to the extent practicable, in a language that parents/families can understand.
5. Provide to parents/families of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents/families, provide opportunities for regular meetings for parents/families to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, English language arts.

St. Tammany Parish School Board
Covington, LA

Title I
Parent/Family Engagement Plan

Lyon Elementary School
School

04/07/17
Date

All Title I funds are to be used to support school goals and objectives as addressed in its *School Improvement Plan*. **Title I activities must have an instructional component FOR PARENTS/FAMILIES.** Incentive activities (i.e. Honor Roll Breakfast) are **not** to be considered as one of the six (6) required activities and **cannot** be paid for with Title I funds.

SIP Page(s) listing the activities below: 8

Parent/Family Engagement Activity

Planned Date of Event

Title Title Meet and Greet/Curriculum Info 8/8/17

What will you teach parents/families to improve their student's academic performance??

Parents will receive information on maintaining communication with teacher and helping their child with new curriculum and CCSS.

Lyon Lagniappe (Math and ELA Family Night) 11/09/17

What will you teach parents/families to improve their student's academic performance? Students and parents will learn math, reading, and language strategies for better understanding of skills and concepts. Students will also perform by singing, acting, and prose readings. They will share their writings and art.

Dibels & Donuts 09/22/17

What will you teach parents/families to improve their student's academic performance? Parents will learn about the components of the 3x/yr assessment, their child's performance, and strategies to use at home to assist in improvement their reading skills.

Science Day 24 3/08/18

What will you teach parents/families to improve their student's academic performance?

Parents will learn about and participate with their children the real-life, hands-on applied science activities that correlate with Leap science standards.

What Happens After Kindergarten 24 3/28/18

What will you teach parents/families to improve their student's academic performance?

Parents are provided an overview of first grade standards, curriculum, and expectations. Presentation is followed by Q & A for summer preparation and reinforcement of mastered skills.

Parent Testing Forum 24 2/20/18

What will you teach parents/families to improve their student's academic performance?

An informational night and hands-on activities designed to teach the parents about the LEAP 2025 Test: all subjects, format, dates, scoring, expectations, performance levels.

Lyon Elementary School Required Signatures Page

Please read each of the items and complete the information below them. Sign and tear out this page from your handbook and send it back to school with your child. Title I laws require all signatures be kept on file. Thank You.

1. I have read and reviewed this handbook with my child _____, and understand the guidelines and procedures of the school.
(Child's name)

2. I have read and reviewed the District Title I Compact and Best Practices information provided to me under seperate cover.

3. I have read and reviewed the Lyon Elementary School Title I Parent/Family Engagement Policy.

4. I have read and reviewed the Lyon Elementary School Title I Parent/Family Engagement Plan for the 2017 - 2018 school year.

Date

Child's Teacher

Guardian's Signature

(Relationship to Child)

St. Tammany Parish School Board

School Calendar

2017 - 2018

Important Dates

Aug. 7-8	Teachers' Professional Development Days
Aug. 9	Teachers' Day
Aug. 10	School Opens
Sept. 4	Labor Day Holiday*
Oct. 6	Parish Fair Holiday*
Oct. 12	End of First Grading Period
Oct. 13	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
Nov. 20-24	Thanksgiving Holidays*
Nov. 29- Dec. 13	EOC Testing Window- Grades 8-12**
Dec.20	End of Second Grading Period End of First Semester 1/2 Day for Students 1/2 Day Record Keeping
Dec. 21-Jan. 2	Winter/Christmas Break*
Jan. 3	School Re-Opens
Jan. 15	Martin Luther King Holiday*
Feb. 12-16.....	Mardi Gras Holidays*
March 8	End of Third Grading Period
March 9	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
March 20	ACT Testing- Grade 11
March 30-April 6	Spring/Easter Break*
Apr. 9- May 4	State Testing Window- Grades 3-8**
Apr. 23- May 18	EOC Testing Window- Grades 8-12**
Apr. 30- May 4	State Testing- Grades 3-4
May 23	End of Fourth Grading Period End of Second Semester 1/2 Day for Students
May 24	Teachers' Day

The School Board requires an appropriate program for:
 Nov. 10Veterans' Day

School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed):

- Sept. 21Rosh Hashanah
- Sept. 30Yom Kippur

* In case of emergency, student make-up days will be taken from existing holidays in the above schedule.

** State testing will be scheduled during the testing window dates by each school. Contact individual schools for exact date