

INDIAN BAYOU ELEMENTARY SCHOOL

Home of the Indians



2021-2022

Student/ Parent Handbook

Tara Frick, Principal
tara.frick@vpsb.net

STUDENT AND PARENT HANDBOOK

2020-2021

OFFICE INFORMATION

Principal	Tara Frick
Counselor	Crystal Wisser
Secretary	Honey LeDoux
School Address	1603 LA Hwy 700 Rayne, LA 70578
School Web-page	http://ibes.vpsb.net
School Phone	337-334-4070
School Fax	337-334-4237
Office Hours	7:45 a.m.- 3:30 p.m.
Student Hours	7:45 a.m.- 3:25 p.m.
Instructional Hours	8:15 a.m.- 3:25 p.m.

OFFICE POLICIES

- Due to safety concerns, **ALL parents and visitors must report to the office** upon arrival on campus and sign-in, state the reason for the visit, receive permission, and receive a visitor's pass.
- If a parent needs to speak with his/her child's teacher, the parent must call to set up an appointment with the teacher. Parent meetings shall only be conducted during non-instructional time.
- All school business should be conducted during the office hours from 7:45 a.m. - 3:30 p.m.
- Only emergency calls will be delivered to teachers during class time. All other messages will be emailed to them, and they will return your call during their planning period or after school.

FACULTY AND STAFF MEMBERS

Principal	Tara Frick
Librarian	Pam Gyles
Counselor/Intervention/ Administrative Assistant	Crystal Wisser
Secretary	Honey LeDoux
PreK	Michelle Broussard
Kindergarten	Amie Taylor
Kindergarten	Alaina Meaux
1st grade	Molly Bourque
1 st grade	Aimee Patin
2 nd grade	Jayla Tidwell
2 nd grade	Tia Parker
3 rd grade	Mary Hernandez
3 rd grade	Tillie Richard
4 th grade ELA and Social Studies	Stephanie Sarver
4 th grade Math, Science & Social Studies	Jena Gaspard
5 th grade ELA & Social Studies	Mitchell Schexnyder
5 th grade Math and Science	Holly LeBlanc
Music/Band	Jalen Gray
Resource & Inclusion	Allyson Marceaux
P.E/Reading Interventionist	Carmen Touchet
Reading Interventionist	Sheila Trahan
Speech Therapist	Nicole Pellerin
Para-professional- Special Education	Heather Willis
Para-professional—Pre-K	Bianca Short
Cafeteria Manager	Christine Fabre
Cafeteria Technician	
Cafeteria Technician	Rhonda Romero
Cafeteria Technician	Sheila Leblanc
Head Custodian	Von Thibeaux
Custodian	Calvin Thibeaux
Bus Driver	Rachel Boudreaux
Bus Driver	Tanya Primeaux
Bus Driver	Patricia Suire
School Nurse	Kayla Romero

Mission Statement of Indian Bayou Elementary

We are **IBES!** **I**ndividuals leading and learning together while **B**elieving in **E**ach other and our **S**tudents!

GENERAL SCHOOL RULES

1. All students are expected to obey all VPSB rules and policies at all times. Please refer to the front of this book or contact IBES if you have any questions about any VPSB policy.
2. Students are expected to be kind and respectful toward all teachers, school personnel and fellow students at all times.
3. **Disobedience, disrespect, profanity, dishonesty, disorderly conduct, disregard for authority, hitting, name calling, bullying, and classroom disruptions will not be tolerated ANYWHERE including classroom, halls, playground, or bus.**

4. Students are expected to be prepared for class every day. Repeated failure to be prepared may result in the loss of privileges such as recess time or the PBIS award.
5. Students are expected to respect ALL school property including the building, the desks, textbooks, and library books and will be expected to pay for any losses or damages.
6. Toys and electronic devices are not allowed at school or on the bus. Students are not to bring ANY kind of toy or ANY TYPE OF ELECTRONIC DEVICE. Toys brought to school will be taken away and returned to the parent on the first offense. Students may be subject to additional disciplinary consequences on the second and all subsequent occurrences. For electronic devices, we will follow the Vermilion Parish School Board policy found in the first section of this book.
7. Students are not permitted to bring any of the following to school or onto the bus: pocket knives or other sharp items, real or toy guns, fire crackers, ANY type of drug, drug paraphernalia, tobacco products, lighters, matches, pets, or any item that could harm or frighten students.
8. Any student known to instigate or participate in fights at school or on the bus is subject to suspension from school and/or the bus and other disciplinary measures. As per Vermilion Parish School Board policy, students 10 years old and older MAY be arrested, handcuffed, and charges filed if the student fights on campus or at a bus stop or at any school related function. If a student is having difficulty, he should seek advice from his teacher, counselor, principal, or parent before getting into trouble.
9. Gum is not permitted on the school grounds or on the bus.
10. No students are allowed in the hallways during recess on a clear day, except to use the restroom/water fountain. Students must not play or congregate in the restrooms. Students should use the restroom/get water before going to the playground.
11. No students are permitted in classrooms without the direct supervision of the teacher.
12. Students cannot leave the campus during the school day unless picked up by a parent or someone authorized by the parent on the student information sheet. All students who leave the campus must be checked out in the office. Parents wishing to check students out MUST report to the office to sign them out. If parent/guardian sends someone not on student information card, then you must notify the office about that person, in advance.
13. Due to safety concerns, students must wear tennis shoes to participate in PE. Student should wear tennis shoes to school on the day the student is scheduled to take PE. Students may not remove their shoes during recess or physical education.
14. Students may not bring valuable belongings to school. We cannot be responsible for their loss.
15. Students are allowed to use the telephone only when absolutely necessary (such as illness or an accident), not for homework or lunch or some other forgotten item. Calling parents to request permission to go to another student's home after school will not be permitted. Permission must be granted by the parent in writing before school in the morning and the student must have the note signed by the Principal prior to leaving school that day.
16. Students are not allowed to be dropped off any earlier than 7:45 in the morning because there are no teachers on duty. Upon arrival at school, students will report to the gym immediately. Breakfast begins at 7:45.
17. If a student misbehaves repeatedly, or if he/she commits a serious enough offense, either the principal or a teacher will contact the parent/guardian.
18. If your child's behavior warrants a minor infraction and/ or a referral to the office, he/she will be removed from the PBIS list for that 9 weeks, and from the PBIS end-of-year event.

ACADEMIC HONORS

1. Honor Roll and Principal's List—letter grades (instead of grade point average) will be used to determine academic honors.
 - a. Honor Roll—will include students who have earned all A's and B's on their report card.
 - b. Principal's list – will include students who have earned all A's on their report card.

ADDRESS OR TELEPHONE NUMBER CHANGES

State law requires that we be able to reach parents/guardians at all times. For accurate records and emergency purposes, we ask that you inform school of ALL address or phone # changes during the year. We must be able to reach you in case of an emergency.

ATTENDANCE

1. **Attendance at school EVERY DAY is vital for the academic success of your child. Please make every effort to ensure your child's attendance at school.** IBES will follow the VPSB Attendance Policy which is found in the front part of this Student/Parent Handbook.
2. An elementary student can miss no more than 12 school days per year to be eligible for promotion. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances approved by the principal
3. Excuses must be written by a parent/guardian or physician and returned to Mrs. Honey in the office within 3 days of the student's return to school. After 5 parent excuses, the parent will meet with the principal or her designee to discuss attendance issues and may be referred to TASC or FINS.
4. **Tardiness to school:** Students who arrive at school after 8:10 a.m. are tardy and therefore **MUST** be signed in at the office by the person bringing him.
5. **Excessive unexcused and/or unwarranted absences or tardies or early sign-outs shall be reported to the Vermilion Parish TASC force and the Vermilion Parish Supervisor of Child Welfare and Attendance. We will comply with VPSB and state policies regarding this.**
6. **Perfect Attendance**—to receive this award at the end of the year, a student will be present at school or a school sanctioned event (such as 4-H demonstration or livestock show) **EVERY MINUTE** of **EVERY DAY** for the entire year. No tardies or early sign-outs are permitted for Perfect Attendance.

BAND

Students in 5th grade band will receive letter grades based on tests and class participation. Students who join band may not drop out of band after the last school day in September.

CHEATING

1. Grades K-2
 - a. 1st time – verbal warning and student retakes test, parent is informed of incident
 - b. 2nd time – zero on test, no retake of test, letter goes home to parent for signature
2. Grades 3-5
 - a. 1st time—zero on test, retake the test, both grades will be averaged together, detention, parent is informed of incident
 - b. 2nd time—zero on test, no retake, detention or ISS, parent contact.
3. Any more incidents will result in further disciplinary action.
4. This will include all students involved, whether you are giving or receiving answers and/or allowing another student to copy, etc. Both will be disciplined in the same manner.
1. This policy will be enforced for all assignments including AR tests.
 - **NOTE:** Students cheating on an A.R. test will not be allowed to attend the next A.R. party or function. A.R. points for the book/test involved will be removed from the student's record.

CHILD NUTRITION

1. All students attending IBES will receive FREE breakfast and lunch daily.
2. In accordance with the VPSB Wellness Policy, all children in grades Pre-K – 5th grades shall be required to eat lunch during meal times as set forth by the school.
3. Children not wishing to eat lunch at school must bring a lunch with them. All lunches brought from home should include healthy choices of food items and **may not include carbonated beverages or other fruit beverages that are not 100% fruit or vegetable juice.** Water, 100% fruit or vegetable juice or milk purchased from the cafeteria are acceptable beverages for lunch.

DISCIPLINE POLICY

1. *"Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, on the street, road, or school bus going to or returning from the school or during intermission or recess. SCHOOL PRINCIPALS MAY SUSPEND FROM SCHOOL ANY STUDENT FOR GOOD CAUSE."* (La. R.S., 17:416). **The school will follow the Discipline Code as established by the Vermilion Parish School Board.** The school promotes student self-discipline and student accountability. The following regulations are intended to encourage behaviors which are conducive to learning.
 - a. Disciplinary consequences from an office referral may include individual conferences, parent conferences, and referrals to the counselor, alternative projects, community service, detention, in-school suspension, out-of-school suspension, and expulsion. The consequence used will be determined by the administration based upon the individual situation, **following the VPSB guidelines.**
 - b. The following procedure will be followed for students who commit offenses that can result in an In School Suspension (ISS):
 - 1) The number of days in ISS will be determined by the severity of the offense.
 - 2) Students will be assigned to ISS no more than four times.
 - 3) The fifth and all other occurrences may result in an Out of School Suspension.
 - c. Four Out-of-School (OSS) suspensions may result in a recommendation for expulsion to the VPSB. Students serving OSS cannot attend any extra-curricular activities during the period of the suspension.
 - d. **The school administration reserves the right to make changes to this discipline policy as deemed necessary.**
2. **SUSPENSIONS/EXPULSIONS**--The school will follow the Discipline Code as established by the Vermilion Parish School Board.
 - a. **In School Suspension (ISS)**
 - 1) Time will be spent, during regular school hours, in an assigned area with supervision. Work missed or its equivalent may be made up for full credit. The student's teachers will be notified of the suspension and the student will receive assignments for completion. **The completed make-up work is due at the end of the day's suspension period.**
 - 2) **STUDENTS MUST FOLLOW ALL SCHOOL RULES AND COMPLETE ALL ASSIGNED WORK DURING THE ASSIGNED DAY OF ISS. FAILURE TO FOLLOW SCHOOL RULES OR TO COMPLETE ASSIGNED WORK WILL RESULT IN FURTHER DISCIPLINARY MEASURES.**
 - b. **OUT-OF-SCHOOL SUSPENSION (OSS)**
 - 1) Disciplinary action whereby a student is separated from school attendance for a period of up to ten (10) days and which does not constitute an expulsion. The student is not to participate in any school activity or function during the time of this suspension.
 - 2) While serving OSS, the student is expected to complete all assignments and turn them in the DAY HE/SHE RETURNS from OSS. Parents may pick up work at school so the student can complete assignments while out of school. If the student misses a test while serving OSS, he/she will be expected to take it up IMMEDIATELY upon his return (same day).

DRESS CODE--Refer to the dress code section of the Vermilion Parish Student/Parent Handbook for guidelines for student uniforms. In addition to the VPSB guidelines listed in the front of this book, please note:

1. **Tennis shoes are required for PE.** No boots or slip on shoes allowed.
2. **Reward Days:** On jean days or out-of-uniform days, **distressed jeans with holes in them are not allowed.** Uniform or appropriate shorts (at least fingertip length) are the only shorts allowed, unless otherwise indicated by the principal. No pajamas or slippers or costumes are allowed (unless authorized by the principal). You must wear tennis shoes or a closed toe shoe on out-of-uniform dress days. **No leggings or jeggings are allowed on out of uniform days, unless authorized by the principal. Tights may be worn under dresses only and MUST be SOLID white, navy, red, or black. The principal reserves the right to call parents to bring a change of clothes if she deems your child's clothing as inappropriate at any time.**

FIELD TRIPS

Students are expected to follow all school rules and be on their best behavior when on all school sponsored field trips. Students receiving an office referral prior to a field trip may not be allowed to participate in the field trip, at the discretion of the principal. Students not attending the field trip will stay with a teacher and will complete work assigned by the child's teacher. Upon return of the class, the student will return to his or her classroom. **If student behavior is a concern, the principal may require that a parent**

attend a field trip with their child. If a parent is unable to go on the field trip, the student may not attend either, again at the discretion of the principal.

GRADING SCALE

IBES teachers will follow the Louisiana statewide grading scale for grades K-12:

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

HOMEWORK

1. Homework is a worthwhile activity aimed at giving a child practice on skills taught in the classroom. Failure to practice skills regularly often results in poor academic performance.
2. All students are expected to complete assigned work to the best of their ability. Failure to do so may affect the rate of a child's progress and/or his grade. Consequences, as well as, rewards will be given at the discretion of the teacher for homework completion.
3. Homework and study should be done in an area free of distractions.
- 4. Requests For Homework for Absent Students:**
 - a. Students absent one day: Parents should check the teacher's page on the school web site to find out what homework has been assigned.
 - b.** For students who are absent 2 or more consecutive days: Parents should call the school **by 9:00 a.m.** to give the teacher ample time to get the assignment together without taking away valuable instructional time. Homework will be ready for pickup in the office **daily at 2:30 p.m.** Parents for whom this time is inconvenient are encouraged to allow the work to be sent home with a relative or a neighboring student at the end of the school day.

ILLNESSES AND ACCIDENTS AT SCHOOL

Any student too sick to be in the classroom is sent home. A student who vomits, has diarrhea or fever at school must be picked up and may not return to school for 24 hours. The parent or guardian is called from the office to pick up the student. This requires that all emergency numbers be kept current. If a student is injured at school, he/she is to report to the teacher on duty, his teacher, or the secretary. If necessary, first aid is administered. Parents are contacted, informed of the accident, and given the opportunity to check the injury and/or pick up the child. In a dire emergency, if parents or persons designated by parents cannot be contacted, every attempt will be made to secure medical services for your child.

MAKE-UP WORK

1. A student will be allowed to make up work if absent for the following reasons: personal illness, illness or death in the immediate family, professional, medical, or dental appointments, and excused absences due to lice infestation.
2. The policy for make-up tests and make-up assignments for students with excused absences and students who were not in class because of a school activity will be as follows:
 - a. When a student is absent from school on the day that a test is administered and/or the day that an assignment is due, the student will take the test and/or turn in the assignment (an assignment should be turned in first thing in the morning) the day he/she returns to school.
 - b. When a student misses more than one day of school, the student will be allowed a corresponding number of days to make up tests and/or class work. For example, if the student is absent for two days, the student will have two days from the day he/she returns to school to make up the test and or work. However, assignments that were due during the student's absence should be turned in the first thing in the morning on the first day that the student returns to school.
 - c. Extended time for make-up tests and/or assignments will be given at the discretion of the teacher and principal.
 - d. Upon his/her return to school after an absence, the student is responsible for contacting his teacher regarding all work and tests missed.
- 3. Work not made up within the allotted time will result in a grade of "0."**

Marking Clothing and Personal Items

STUDENTS' POSSESSIONS SHOULD BE LABELED WITH THEIR NAME. ALL students in ALL grades should write their name in book bags and clothing such as sweaters, coats, jackets, rain wear, gloves, and caps.

MEDICATION

1. Students are not permitted to **bring** any type of medication to school, nor can they **take** any medication while at school unless a Medical Administration form has been completed by the parent and physician and signed by the school nurse prior to the parent bringing the medication to school. Please refer to the section regarding medication in the Vermilion Parish Student/Parent Handbook. Seemingly harmless, over the counter medication such as cough drops, medicated Chap Stick, and antibiotic creams are **not permitted**.
2. **Hand sanitizer** is NOT allowed at school. Teachers have it in their classrooms for student use.
3. If a student must have medication for a short period of time, a parent may come to school at the prescribed time to personally administer the medication to the child. The parent must check in at the office. The child will be called to the office to take the medication.

MOVING OUT OF THE SCHOOL ZONE

A family moving out of the Indian Bayou Elementary School zone during the year must notify the office before departing. On the last day of attendance, the student or parent must return all books, pay all outstanding debts, and pick up a withdrawal form to take with them to the new school.

PARENT PICK UP AFTER SCHOOL

If you choose to pick up your child from school, please inform your child in the morning and send a note to the teacher if he/she normally rides the bus but is to be a car rider for that day. If you have an emergency and you are not able to send a note, please call the office by 3:00 so we can inform the teacher of the change.

PARTIES

1. Classroom parties will only be allowed before the Christmas and Easter breaks. The date and time for the parties will be set by the principal. Other holidays may be observed in a small way at the discretion of the teacher and by permission of the principal.
2. Birthday celebrations will only be allowed for pre-K and K. Their birthday will be their assigned snack day. The parent will be permitted to send a "birthday" snack on that day. Snacks must be delivered directly to the office or sent with the child in the morning. Please write your child's name and the teacher's name on the snacks before dropping off at the office. Only PK (not K) parents are allowed to visit the classroom for this snack time.

POSITIVE BEHAVIORAL INTERVENTION SUPPORT – PBIS

1. IBES has adopted a PBIS plan. PBIS is a proactive systems approach to preventing and responding to classroom and school discipline problems. This process focuses on improving schools' positive behavior expectations for all students, not solely the children with behavioral and emotional challenges. Emphasis is directed toward developing and maintaining a safe learning environment where teachers can teach and students can learn.
2. All teachers will have a classroom plan that assigns consequences for minor behavior infractions. If a student commits a serious offense or repeatedly misbehaves or causes a class disruption, that student will receive an office referral and will be sent directly to the principal.
 - a. **Office referrals may result in one or more of the following: parent conference, detention, paddling, ISS, OSS, bus suspension or any other disciplinary action deemed necessary/appropriate by the principal.**

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, the school may be closed. **School closing, delayed starting time or early dismissal will be announced by a phone call from the school phone-out-system and over radio and television stations.** If no report is heard, it can be assumed that school will be in session. Please do not call the school or school personnel. Telephone lines must be kept open for emergencies.

SCHOOL PROPERTY AND SCHOOL GROUNDS

1. Students must develop a sense of pride in our school.
2. All students are expected to help to take care of their school building which includes furniture and equipment inside the building, as well as outside the building.
3. Students are expected to throw all trash into a nearby trash can.
4. Students are not allowed to write on books, desks, walls, or any part of the school. If they do so, they will be asked to clean the desk or wall, etc. If it is something that cannot be cleaned, the parents will have to pay for the damaged property.

SCHOOL SPONSORED EVENTS

Students attending school sponsored events occurring outside the normal school day (i.e. field trips, club activities, etc.) are subject to established behavior expectations and discipline policies. Students must attend school to attend any school sponsored event.

SEARCH AND SEIZURE

Indian Bayou Elementary School reserves the right to inspect and search lockers, storage areas, and student book sacks at any time for health and safety reasons. Please see the VPSB policy in the front of this book for search and seizure guidelines.

TRANSPORTATION—IT IS IMPERATIVE THAT STUDENTS BEHAVE ON THE BUS TO MAINTAIN A SAFE ENVIRONMENT!

1. Students are expected to follow the VPSB bus rules explained in the front of this book.
2. If students cause ANY disruption on the bus, the bus driver will write a referral and submit it to the principal who will then investigate the situation and make a determination regarding discipline.
3. To remain safe on the bus and not cause a problem for the driver, students must:
 - a. remain seated on the bus at all times, in the seat assigned by the bus driver
 - b. keep hands, feet, and unkind words to self (no horseplay, tickling, arguing, playing games, etc) and INSIDE the bus
 - c. use an “inside” voice on the bus (no yelling, screaming, arguing)
4. Students who cause problems while on the bus will be warned and parents will be notified. If students continue to misbehave on the bus, the principal may take further disciplinary action, including possible suspensions off the bus for a limited amount of time. Other disciplinary actions will be taken if the principal deems such as necessary.
5. To maintain discipline and safety on the bus, the principal will pull bus videos to determine if students are behaving on the bus. If students are misbehaving, they may be subject to consequences.
6. PLEASE STRESS TO YOUR CHILD THAT IT IS IMPERATIVE THAT THEY BEHAVE ON THE BUS AT ALL TIMES!!

Accounting Information

1. To prevent money from being lost, please send money to school in a sealed zip lock or envelope labeled with your child’s name/grade/ teacher’s name on it.
2. When turning in funds to school, please make note of all DUE DATES to turn in requested money/ items. Please adhere to the due dates listed on the school documents that are sent home. These due dates are put in place in order for the teacher/ office to have adequate time to prepare. Money/ items turned in after the due dates will be accepted at the discretion of the principal.
3. **SCHOOL DRESS DAYS: Please send an exact amount only for EACH child in your family, unless you are participating in the pre-pay option for out of uniform days.** Money is collected by class and recorded by class. Therefore, each child must have their own money when they report to school for dress days. Any additional money sent will be considered a donation. Students who do not have the money needed to dress out of uniform on designated days on **3 or more occasions** will lose the privilege to dress out of uniform on future such days at the discretion of the principal.

Indian Bayou Elementary is dedicated to serving the students and community of Indian Bayou. Please direct all inquiries to the office.