

# Highland Early Learning Center

## Kindergarten

### Student/Parent Handbook

### 2025-2026



School Vision: Highland Early Learning Center is a community school where ALL children feel loved, respected, and encouraged to be the best that they can be.

School Mission: We are Believers. We are Achievers. We are Leaders.

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## WELCOME

Welcome to Highland Early Learning Center! Our students, staff and families work together to create an environment where children are intellectually challenged in ways appropriate to their individual strengths, needs and experiences. Our goal is to create a learning community that is committed to engaging and challenging every student in every classroom every day.

## FOREWORD

This handbook had been published to provide stakeholders—students, parents, teachers, and other staff members—with a brief general source of information dealing with customs, practices, regulations, and activities of the school. It is hoped that after carefully reading this handbook, the students and their parents will have a clearer focus of its aims and endeavors. The administration and faculty stand ready to assist you in making this a happy, productive, and beneficial school year.

If you have any questions or concerns as the school year unfolds, please call or come by to discuss these with us. We want to work with you to help your child to be the best that he/she can be. This handbook outlines our school and parish policies and programs. **Please realize that situations may arise throughout the year not specifically described in this handbook as we cannot anticipate every possible problem/issue.** As a result, policies may be created throughout the year as the need arises. Thank you in advance for a great school year!

## School Philosophy

We believe that all children are leaders who can achieve at high levels. We believe that all children should be provided with the opportunity to develop to their fullest potential in a positive and active learning environment. We believe that knowledge and implementation of effective teaching methods are essential in providing learning experiences that are meaningful and in developing students to be independent learners. We believe in a collaborative working and learning environment, one in which there is a high regard for learning and mutual respect among staff, administration, students and parents.

## School Theme

A Rainbow of Successful Possibilities!

## Kindergarten Theme

Groovin Together

## **School Objectives**

The faculty/staff at Highland Early Learning Center strive to:

- ❖ create a positive, active and challenging learning environment.
- ❖ provide instruction that enables all children to develop to their fullest potential.
- ❖ provide positive and constructive teacher-student, teacher-parent, school-community relationships.
- ❖ model and develop respect for self, others, authority and property.
- ❖ develop strong leaders and future citizens
- ❖ communicate and maintain high expectations.

## **NOTICE OF USE OF PERSONAL HEALTH INFORMATION (HIPAA)**

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully.

We understand that information we collect about your child/children and their health is personal. Keeping health information of your child/children private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the district's Privacy Officer your concerns about how their health information is shared. The law says: We must keep their health information from others who do not need it.

You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request. Please reference the district student handbook for further information regarding HIPAA.

## **School Policies**

### **REGISTRATION**

Kindergarten students must register through the district site or pick up a registration packet from East Elementary School's office or the administrative assistant's office at Highland. The required documents will be listed as part of the registration packet. Your registration packet must be completed with ALL required documents before your child(ren) can be registered.

### **Change of Address or Phone Number**

Parents are asked to inform the school office **in writing** of any change in address or phone numbers so that we have accurate, up-to-date information for all students. **All** parents must give at minimum two (2) working phone numbers (home, work, cell phone, etc.) where they can be reached during the school day in the event of an emergency.

## **SCHOOL DAY**

### **DROP OFF PROCEDURES**

Car riders and walkers are not to arrive at school before 7:30 AM.

Students who eat breakfast at school need to be at school no later than 7:50 AM. This will allow them time to eat breakfast and get to class before the first bell rings at 8:00 AM.

All students must be dropped off at the bus stop area. NO EXCEPTIONS

**Do not allow students to get out of the vehicle until the car stops in front of a duty teacher.**

Parents are not allowed to park in the parking lot and walk their child.

Arriving at school on time is important to a child's success in school. The school day begins promptly at 8:00 AM. Parents will receive notification through the parish's automated J-CALL when their child is absent from school, arrives late, and/or leaves early.

If your child arrives after 8:00 AM, you must come to the office to sign him/her in for the day. Your child is tardy when there is no longer a duty teacher out front to accept your child. Children should be fed breakfast at home if they arrive later than 7:50 AM.

Teachers will not be responsible for the tests and/or classwork that children miss as a result of arriving late and may receive a "0" for the tests/classwork without a doctor's excuse. **Students who are tardy for school may not be allowed to make up any missed work.**

**Excessive check-ins and/or early check-outs will be reported for truancy.**

### **PICK UP PROCEDURES**

All students must be picked up at the bus stop area. NO EXCEPTIONS.  
Car riders will be dismissed at 3:20 PM.

Parents are not allowed to come to the office to pick up their students after 2:30 PM. They must get into the car line and remain in the car. Drivers and their passengers must remain in their vehicles and in the line to pick up students. The police will be called for anyone who gets out of a vehicle to remove a student from the pickup point.

Every person who picks up a student in the car pick up line must show the car rider's tag. Tags can be purchased for \$5 at registration or from your child's teacher. Anyone who does not have a tag will be pulled over and sent to the office to verify that they are on the student's check out card. **The student WILL NOT be allowed to leave with any person who is not on the check out card. NO EXCEPTIONS!!**

### **CHECKING OUT EARLY**

Remaining at school for the entire day is important to a child's success in school. The school day ends at 3:20 PM.

#### **Students are not to be checked out of school after 2:30 PM.**

Every person who picks up a student MUST be on the student's check out card. If you need to check out your child early and are unable to pick up your child yourself, please make sure to send someone who is on the check out card.

Teachers will not be responsible for providing the tests and/or classwork that children miss as a result of leaving early and may receive a "0" for the tests/classwork without a doctor's excuse.

**Students who check out early from school may not be allowed to make up any missed work without a doctor's excuse.**

### **CHANGES IN THE WAY A STUDENT GOES HOME**

Should a change need to be made in the way a student normally goes home, the parent or legal guardian of that child will be required to send a note to that child's teacher notifying him/her of such change. It is the responsibility of the student or parent to give the note to the teacher.

If a situation arises during the day warranting a change in the way a student goes home, the parent/legal guardian will be required to come to school and leave a written note stating the way the student is to go home that particular day.

If a signed note is not available, the child will be sent home in the same manner he/she normally is. We are not able to take the child's word on how he/she is to get home.

**It is in the best interest of the students that phone requests for changes in the way children go home are not accepted. Phone requests will be denied.**

## **BUS TRANSPORTATION**

All students in grades two and under must be accompanied to the bus. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives.

Drivers and monitors are strictly prohibited from abandoning other students on the bus to get a student to their door.

In the event a responsible party is not at the bus stop/home to accept these students, an attempt will be made to contact the parent by phone number on record and a suitable designated stop for the child will be agreed upon.

In the event that we are unable to contact a parent, the child will be brought to the school. After normal business hours, the child will be brought to the local police authority or to the St. Landry Parish Sheriff Department and reported to child protection services.

Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student.

Drivers will notify dispatch, every effort will be made to contact the parents.

Early Childhood and Special Education students with door stops must be met at their P.M. bus stop by a responsible party. If no one meets the student, he/she is considered “undeliverable”.

If the student has an emergency contact person on file (within the immediate vicinity of the student's home) that person will be asked to accept the student.

In the event that we are unable to contact a parent, the child will be brought to the school. After normal business hours, the child will be brought to the local police authority or to the St. Landry Parish Sheriff Department and reported to Child Protection Services.

Drivers will notify dispatch; every effort will be made to contact the parents.

Parents who repeatedly use the emergency address or cause students to be taken to school risk losing transportation privileges for their student

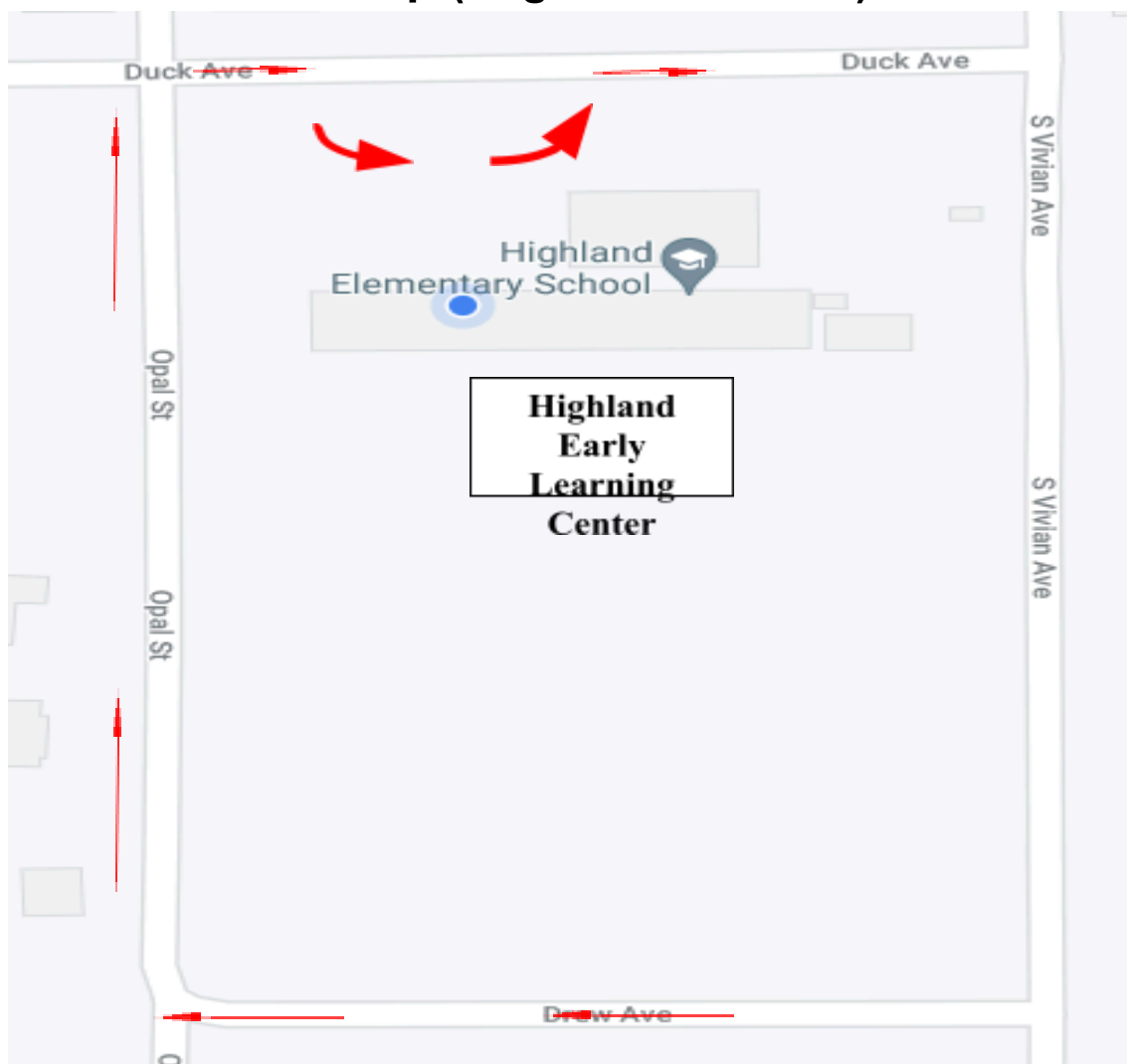
## **PERMISSION TO LEAVE SCHOOL**

Any student who is in school at the beginning of the school day is to remain throughout the entire day unless an emergency arises. In the event this occurs, the student is to be picked up and signed out by the parents or designee listed on the student's checkout card.

**STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL WITH ANYONE NOT LISTED ON THE CHECKOUT CARD. NO EXCEPTIONS.**

# Highland Early Learning Center

Drop-off (7:30-8AM)  
Pick-up (begins at 3:15PM)





### **SCHOOL ACTIVITY FEE**

All students are required to pay a supply fee at the beginning of the school year. Activity fees are used in the following manner:

- Classroom support/Incentives
- Enrichment/Remediation Materials
- Instructional Material
- Classroom Projects
- Technology Fees/Chromebook insurance

### **CLASSWORK**

Students are expected to do all class work as assigned by teachers daily. Homework assignments are to be completed and turned in on time.

### **MATERIALS**

Students are expected to have the necessary materials for each subject.

### **STUDENT PAPERS**

Students are to bring graded papers home on a weekly schedule determined by the teacher. Parents are encouraged to review papers, sign, and see to it that they are returned to the teacher the following day.

### **SCHOOL CONFERENCES**

Parent-teacher conferences are encouraged. Please contact your child's teacher to schedule conferences. Teachers should not interrupt teaching time to hold parent conferences. Arrangements must be made to hold conferences during a teacher's planning period. 24 hour notice is required.

### **GRADING SYSTEM**

Report cards are issued every nine weeks.

Grading Scale		Grade Percentage Achievement Levels
100 - 90	A	S (Satisfactory)
89 - 80	B	100 - 80
79 - 70	C	N (Needs Improving)
69 - 60	D	79 - 60
59 - 0	F	U (Unsatisfactory) 59- 0

Students with incomplete course work in a subject will receive a grade of "I" (incomplete). Should work not be made-up in a reasonable time, missing grades will be converted to F's. Final grades are determined by averaging the grades of the 4 nine weeks marking periods.

**Grade Promotion Requirements:**

K - Students must have at least a 60% in ELA and math in order to be considered for promotion.

**REPORT CARDS**

Report cards are issued to each student by the classroom teacher at the end of each nine weeks reporting period (quarter).

**ST. LANDRY PARISH PUBLIC SCHOOL PROMOTIONAL POLICY**

All students enrolled in our school are governed by the promotional policy adopted by the St. Landry Parish School Board. Copies of the promotional policy are available on the SLPSB website. Please note that there are several requirements for promotion at each grade level including, but not limited to, the report card grades in certain subjects.

*Policy regarding attendance is that a student will automatically fail for the year if they acquire 10 or more unexcused absences. Excused absences must be submitted within 5 days of your student returning to school.*

**STUDENT PICTURES**

We often take snapshots of our students in the class and during various school activities. We use such photographs in newspaper articles, on school-wide power points, Facebook page, and on our school web-site. Should a parent/legal guardian prefer that his/her child's photograph not be published, they should write a statement to the teacher notifying them of this. Otherwise, snapshots will occasionally be taken and published without prior notice.

**BIRTHDAYS AND INVITATIONS**

Student birthdays that occur during the school year will be announced during morning announcements. Other than recognition during morning announcements, no birthday parties will take place at school. Regarding birthdays and invitations, parents are asked to adhere to the following guidelines:

- Individual store bought snacks such as cupcakes or cookies (without nuts) may be sent to school for birthdays provided it has been pre-approved by the teacher and administration. Whole cakes and homemade items are not allowed.
- Do not have items sent to school. (balloons, flowers, etc.)
- Students are not permitted to hand out party invitations in school unless every student in the class is being invited. If not, invitations must be mailed from home.

**HOLIDAY PARTIES**

Teachers will inform parents of any class parties. Any treats supplied by the students **MUST** be brought to school before 9:00 AM. Treats brought to school after 9:00 AM will not be accepted.

## **ATTENDANCE POLICY:**

(Please review pages 29 and 30 of the District Student Handbook for complete details on student attendance. The District Student Handbook can be found on the St. Landry Parish School Board website at [www.slpsb.org](http://www.slpsb.org) and our school website at <http://eastelem.slpsb.org/>

### **ABSENCES AND EXCUSES**

Student absences may be excused due to extenuating circumstances for the following reasons:

- a. Extended personal physical or emotional illness as verified by a physician
- b. Extended hospital stays as verified by a physician
- c. Extended recuperation from an accident as verified by a physician
- d. Extended contagious disease within a family as verified by a physician
- e. Visitation with a parent who is a member of the U.S. Armed Forces who has been called to duty or is on leave from a combat zone (not to exceed 5 days)
- f. Observance of special and recognized holidays of the student's faith
- g. Prior school district approved travel for education
- h. Death in the immediate family (not to exceed one week)
- i. Natural catastrophe and/or disaster

Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed provided the excuse is turned in within 5 school days of the absence.

Parish policy mandates that all absences are to be reported for truancy purposes when a student reaches 5 absences. Absences will continue to be reported through an LA-15 for every 5 absences throughout the school year. All absences are monitored on a daily basis by the Supervisor of Child Welfare and Attendance.

Students may be retained and made to repeat a grade once they have accrued more than **10** absences.

In order for students to make up work missed due to one of these reasons, written statements from a parent, legal guardian or physician stating reasons for absences shall be given to proper school personnel within five (5) school days after the student returns to school.

Students/parents shall request makeup work for excused days missed by contacting the school office. Unexcused Tardies (being late for school)/early checkouts are considered absences in the classes missed.

***“The responsibility for a student attending school lies with the parents or legal guardian. If the student is chronically absent or tardy, the parent and/or student shall be referred to the Office of School and Home Relations (Child Welfare and Attendance). If attendance does not improve, the parent shall be referred to the St.***

***Landry Parish City Prosecutor and Opelousas City Court and the local truancy officer with the Eunice Police Department.***

## **DRESS CODE POLICY**

### **DRESS CODE:**

(Please review pages 36-40 of the District Student Handbook for complete details on student dress code policies. The District Student Handbook can be found on the St. Landry Parish School Board website at [www.slpsb.org](http://www.slpsb.org) and our school website at <http://eastelem.slpsb.org/>

***The principal will make the final decision on what is/is not appropriate in regards to the uniform policy/dress code.*** The principal-not uniform vendors-should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting “fads” which disrupt the spirit, education, philosophy, or dignity of St. Landry Parish School System will be unacceptable.

SHIRTS – must be white, navy, or kelly green polo knit shirts and must be tucked in at the student’s waist. Spirit shirts will be worn on Friday only, unless announced. Students may wear the purple HELC spirit shirt or the current year's spirit shirt.

BOTTOMS – must be navy or dark khaki straight leg uniform pants/shorts and must be worn with a belt. No cargo pockets are allowed. Girls may wear uniform jumpers or skirts. Shorts shall not be more than 4” above the back crease of the knee. Tights can be worn by girls during the winter months. They must be a solid uniform color (navy blue, white, or khaki)

OUTERWEAR – ***Outerwear without a hood.***

Students are not allowed to wear artificial nails, or make-up to school. Earrings are the only body piercings allowed. Excessive jewelry worn by both males and females that distracts from the learning environment or poses a safety problem will not be allowed.

HAIR: Hairstyles for both males and females shall be neatly maintained and/or restrained for health, safety, and identification of students.

SHOES: Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.

### **BACKPACKS**

All students must have a **clear** or **mesh** backpack.

### **WATER BOTTLES**

Students may bring **clear** water bottles only. No cups with straws.

## **BREAKFAST and LUNCH PROGRAM**

Students who eat breakfast at school need to be at school no later than 7:50 AM. This will allow them time to eat breakfast and get to class before the first bell rings at 8:00 AM.

### **Cafeteria & Meal Policies**

The school cafeteria is maintained as a vital part of the health program of the school environment. To encourage good nutrition, a well-balanced breakfast and lunch is offered free of charge to all students. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all breakfast & lunch litter in trash cans.
- Leaving the table and floor around your place in a clean condition for others.
- Leaving the cafeteria immediately upon completing your meal.

**Note: No food may be brought to a student during the school day unless the student is on a special diet. A statement from the doctor is necessary for verification of a special diet. Students with Food Allergies must provide the Diet Prescription for Meals at School Form completed and signed by a physician as well as meet with the school nurse, cafeteria manager and other stakeholders for special arrangements.**

**All schools are PEANUT and SEAFOOD free.**

### **Child Nutrition Services Parent Information Community Eligibility Provision (CEP)**

The St. Landry Parish Child Nutrition Department is pleased to inform you that we will continue to implement the Community Eligibility Provision (CEP) for the School Year 2025-2026.

This means that all enrolled students in the St. Landry Parish public school system are eligible to receive a healthy breakfast and lunch at no charge to your household each day of the 2025-2026 school year. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application.

### **ALL STUDENT MEALS ARE FREE!**

#### **Meals from Home**

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows a student to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service.

#### **The cafeteria cannot store student meals brought from home.**

Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and can be purchased in the cafeteria.

#### **Allergies**

All school campuses are **Peanut** and **Seafood** Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

# PBIS & Discipline

Staff and Students are Safe, Respectful, and Responsible.

## **PBIS Behavior Tiered Plan**

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Infractions</b>	Sleeping in class Playing in the restroom Horse playing (minor) Excessive talking Uncooperative behavior (minor) Dress Code Violation Failure to bring materials To class Misbehavior in hallway, cafeteria, and bus stop Following classroom Rules	Teasing Destruction of property Horse playing (major) Instigating fights or arguments (minor) Uncooperative behavior (major) Disrupting class Using profanity Willful disobedience Cheating	Fighting Threatening bodily harm Stealing Bullying Instigating fights or arguments (major)
<b>Conduct Grade Deductions</b>	Subtract 1 point from the quarter's 100 point behavior grade.	Subtract 3 - 5 points from the quarter's 100 point behavior grade.	Subtract 15 points from the quarter's 100 point behavior grade.
<b>Actions Taken</b>	Parental Contact Remedial work Loss of privilege Loss of recess (Recess detention)  **Upon the 3 <sup>rd</sup> Occurrence of the same infraction . the infraction then becomes a Tier 2 infraction.	Parental Contact Remedial work Loss of privilege Loss of recess  **Upon the 3 <sup>rd</sup> Occurrence of the same infraction . the infraction then becomes a Tier 2 infraction.	<b>Office Referral</b> Actions taken will be at the discretion of the principal and may include after school detention and/or in school suspension.

PBIS Matrix

	Be Safe	Be Responsible	Be Respectful
<b>Classroom</b>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to yourself.</li> <li>➤ Use materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up after yourself.</li> <li>➤ Follow directions quickly in class.</li> <li>➤ Do your best work.</li> <li>➤ Be a problem solver.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Work cooperatively.</li> <li>➤ Listen carefully when others are speaking.</li> <li>➤ Be considerate.</li> <li>➤ Show kindness to others.</li> <li>➤ Make room for all your classmates.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>➤ Walk zipped and flipped to the bathroom.</li> <li>➤ Wash hands with soap before <u>leaving</u> bathroom.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up after yourself.</li> <li>➤ Throw all the trash in <u>trash</u> can.</li> <li>➤ Turn off water in <u>sink</u> after finished washing hands.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up after yourself.</li> <li>➤ Show kindness to others.</li> <li>➤ Take turns in stalls.</li> <li>➤ Keep bathrooms clean by throwing paper towels in the trash can.</li> </ul>
<b>Sidewalk Breezeway</b>	<ul style="list-style-type: none"> <li>➤ Walk.</li> <li>➤ Stay in your line.</li> <li>➤ Keep zipped and flipped.</li> <li>➤ Walk on the right side of the concrete.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Go directly to where you need to be.</li> <li>➤ Follow all directions quickly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay in your personal space.</li> <li>➤ Stay zipped and flipped.</li> </ul>

<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>➤ Eat your own food.</li> <li>➤ Have a calm body when waiting in line and eating.</li> <li>➤ Stay seated until you are dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up your area.</li> <li>➤ Follow directions quickly.</li> <li>➤ Make room for all your classmates.</li> <li>➤ Be a problem solver.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use good manners.</li> <li>➤ <u>Raise hand</u> if you need an adult's help.</li> <li>➤ Wait patiently and quietly in line and at the table.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>➤ Walk on concrete.</li> <li>➤ Stay within boundaries.</li> <li>➤ Mind other students' personal space.</li> <li>➤ Climb <u>up slide</u> stairs carefully and be mindful of others on the slide.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Dress appropriately for <u>weather</u>.</li> <li>➤ Follow all directions.</li> <li>➤ Tell adult if you see an <u>unsafe</u> choice.</li> <li>➤ Line up when signaled.</li> <li>➤ Be a problem solver not an instigator.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use kind language.</li> <li>➤ Take turns.</li> <li>➤ Be a good sport.</li> <li>➤ Respect nature.</li> <li>➤ Follow game rules.</li> </ul>

<b>Dismissal Area</b>	<ul style="list-style-type: none"> <li>➤ Walk on concrete.</li> <li>➤ Stay within boundaries.</li> <li>➤ Stay seated on benches unless instructed to do so by an adult.</li> <li>➤ Walk as your name is called.</li> <li>➤ Walk down the sidewalks to your designated bus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Line up when instructed to do so.</li> <li>➤ Stay in line quietly as you load for the bus.</li> <li>➤ Mind other students' personal space.</li> <li>➤ Listen for your name being called for car line.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Raise hand if you need an adult's help.</li> <li>➤ Wait quietly and patiently until your name is called.</li> <li>➤ Make room for classmates on benches.</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>➤ Stay seated while bus is moving.</li> <li>➤ Sit in correct seat.</li> <li>➤ Keep hands and feet to yourself.</li> <li>➤ Follow all safety rules and procedures.</li> <li>➤ Get on/off bus carefully.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up your area.</li> <li>➤ Follow directions quickly.</li> <li>➤ Listen to the bus driver.</li> <li>➤ Be a problem solver.</li> <li>➤ Keep all snacks/drinks in your backpacks.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use kind language to others.</li> <li>➤ Use inside voices on the bus.</li> <li>➤ Listen and follow directions of bus drivers.</li> </ul>



# Daily Behavior Conduct Communication:

## Conduct Code

**Green** - Great Day!






**Blue** - 2 points off (many verbal warnings were given before)

**Yellow** - 3 points off and no recess/loss of privilege

**Red** - 4 or more points off, no recess, major office referral

## Behavior Chart

Week of: \_\_\_\_\_

	Conduct Points Taken Away	Reason	Parent/Teacher Comments	Parents Initial Daily
Monday 				
Tuesday 				
Wednesday 				
Thursday 				
Friday 				

### I can be safe:

1. I kept my hands, feet, and comments to myself.
2. I walked safely in the hall and classroom.
3. I was careful in the restroom by going in and not running, jumping, or playing.
4. I used my pencil or scissors correctly.
5. I followed playground rules.

### I can be respectful:

6. I raised my hand to speak in class and hallway.
7. I was kind to my classmates.
8. I spoke when I was spoken to.
9. I let my classmates work without disrupting them.
10. I used appropriate language.
11. I followed the rules in the cafeteria.
12. I was honest and truthful.
13. I was quiet after my teacher asked me to be quiet.

### I can be responsible:

14. I followed my teacher's directions.
15. I participated in the lesson, and stayed on task.
16. I stayed in my seat/work space.
17. I stayed awake during lessons.
18. I did my homework and returned it to school.
19. I did waste soap or paper towels.
20. I returned my green folder to school.
21. I returned my red folder to school.

Conduct Grade as of now: \_\_\_\_\_

Parent Signature (only sign here when attached to test papers):

## **RECOGNIZING OUR STUDENTS**

At Highland Early Learning Center, we are dedicated to ensuring that our students have every opportunity to be successful and be the best student that they can be. We also believe in recognizing students for their achievements as a way to encourage them to continue to excel. This recognition happens throughout the school year.

In addition to classroom recognition, we recognize and reward students in the following ways:

**Students of the month** - students are selected based on academics, behavior, attendance, and attitude toward school work

### **End of each quarter for:**

**4.0 HONOR ROLL** Students making all A's in a nine weeks grading period.

**A/B HONOR ROLL** Students making all A's and B's in a nine weeks grading period.

**PBIS PARTY** - for students earning an A in conduct for the previous nine weeks

**Special programs** for a variety of accomplishments including behavior, classroom participation, citizenship, and showing improvement in the classroom etc.

**TICK (Totally In Control Kid) Award** at the end of the year for earning an A in conduct for the entire year.

**ACADEMIC AWARDS PROGRAM** - Students are recognized at the end of the school year for their academic achievements (grades, attendance, and improvement).

With the variety of programs we have set up to recognize our students, we strive to include as many students as possible throughout the year. Our programs may not formally recognize all our students, but we pride ourselves in nurturing, encouraging, and uplifting our students on a daily basis. Although some students may qualify for every program we have, they will most likely be chosen for the programs that will honor their efforts in the most appropriate way while teaching them life lessons of encouraging and supporting others. Parents will be notified when their child will be recognized at a program.

## **PBIS INCENTIVES**

In connection with the Thrillshare system, students will earn points each week for positive behavior. At the end of each month, students with at least 20 points will be eligible for a treat agreed upon by the PBIS Team.

At the end of each quarter, students with an "A" in conduct for the quarter will be allowed to participate in the PBIS party.

Students earning an "A" average for all four quarters will be a TICK's (Totally In Control Kid) student and will be recognized at the end of the year.

## **CLASS ATTENDANCE REWARD**

At the end of each quarter, the class with the highest percentage of students with perfect attendance will be rewarded with a snack/drink treat. Only students with perfect attendance for that quarter in that class will participate.

## **School Communication:**

### **HIGHLAND EARLY LEARNING CENTER MONTHLY CALENDAR & WEEKLY NEWSLETTER**

Students will receive a school monthly calendar at the beginning of each month. The calendar will include academic activities and updates, important events taking place during the month, and notes from the principal. Please review and keep the calendar to refer to it throughout the month.

This calendar will contain all school information including early dismissal, holidays, etc.

In addition, students will receive a weekly newsletter from their teacher with information pertinent to their class and grade level.

#### **JCampus/Thrillshare:**

text messages via JCampus/Thrillshare will be sent; please keep administration up to date with your current cell phone number in order to receive these messages. If you do not keep the school updated with your current and working number, then you will not be able to receive any updates. JCampus will call you when your child is late or absent from school.

**Highland Early Learning Center Facebook Page:** Please “like” Highland Early Learning Center’s Facebook page to be able to view school information and be aware of school activities throughout the school year.

**Highland Early Learning Center School Website:** <https://www.slpsb.org/o/hes>

## **HEALTH RECORDS AND IMMUNIZATION PROCEDURES**

A. State law requires all students in public schools to have updated immunization records on file in school.

- ❖ Students with incomplete health records will not be registered in school until records are completed.
- ❖ Students who need to update records to keep within compliance will be given five (5) school days from the date of notification to update records and inform the school that this was done. If the record is not updated in five (5) days, the student will be sent home until such time as this is done. This is for the protection of all persons who come in contact with the student.
- ❖ It is the responsibility of the parents to inform the school of specific health problems.

### **B. School Nurse**

The school nurse at Highland ELC will assist any student with health problems, when on campus, otherwise you will be called to pick up your child. In the event of an emergency, 911 will be called.

### **C. Medication**

Students may not bring any medication to school. This also includes aspirin and cough drops. Before medication is dispensed at school, parent/guardian must obtain a medication packet at school that includes the following:

- ❖ Physician's Order
- ❖ Parental Consent
- ❖ Emergency Plan

These three (3) forms must be completed before making an appointment with the school nurse. Once these three (3) forms are completed, and the medication has been properly filled and labeled according to the medication order, an appointment must be made with the school nurse by calling Highland ELC Center at (337) 457-5161. Over-the-counter medications **must** be dispensed by the parent/guardian.

### **D. Screenings**

Vision and Hearing: All students will be screened for visual and auditory acuity once a year. This information is kept in the student's cumulative record. Please be informed that the school screenings do not take the place of regular check-ups by your child's physician.

## **STUDENT ACCIDENTS**

All accidents must be reported immediately to the principal's office and an accident report will be filled out by the teacher or witnessing school personnel. For all injuries that require medical attention, parents/guardians will be notified immediately by the school nurse. In the case of an extreme emergency, 911 will be called.

## **EMERGENCY PROCEDURES FOR EARLY DISMISSAL**

School buses will run their regular routes if conditions permit. Parents of students who do not ride the bus will be contacted by phone, JCampus, or ThrillShare. We recommend that parents listen to the local radio or television stations for information concerning early dismissal. It is imperative that you have on file a current, working telephone number.

## **CRISIS DRILLS**

Unaccounted crisis drills such as fire drills, lockdowns, evacuation drills, etc. will be held on a regular basis. The purpose of such practice is to have faculty, staff, and students well trained in the proper procedure to use in the event of an emergency situation. Safety instructions and procedures will be discussed and practiced including a Safety Binder in each classroom.

## **FIRE & INTRUDER DRILLS**

Fire and Intruder drills will be practiced once per month and are unscheduled.

## **TORNADO DRILLS**

Safety instructions and evacuation procedures will be discussed and practiced in each classroom.

## **LOST AND FOUND**

All articles found on the school ground should be promptly turned into the front office. A student may inquire at the office about a lost item. The school is **not** responsible for lost articles. Each student **should label** when possible all personal items brought to school.

## **Lice (Pediculosis): Infestation Policy**

All students suspected of having lice (in any form) will be subject to examination by the school nurse or other school personnel. **All** cases of identified lice will be sent home for treatment that has been proved effective against lice infestation. When a student is sent home for treatment of lice infestation, a letter will accompany the student. This letter will explain his/her suspected condition and will suggest accepted treatment for ridding the student of the suspected problem. Students **must be free** of nits/eggs before returning to school. This will be determined by the school nurse or other trained personnel by examination of the student upon re-entry. Following proper treatment, a student should not be out of school for no more than three (3) days. Any student absent longer than the three (3) day period, should be referred to the Supervisor of Child Welfare and Attendance with the use of form C-15.

### **NOTICE OF USE OF PERSONAL HEALTH INFORMATION (HIPAA)**

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully. We understand that information we collect about your child/children and their health is personal. Keeping health information of your child/children private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the district's Privacy Officer your concerns about how their health information is shared. The law says: i. We must keep their health information from others who do not need it. ii. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request. Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later. We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid. We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the school district can be paid or pay for such health care or medical services. In most cases, you may see your child's health information, but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs. If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information. You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing. \*Note: A child 18 years old or older can give consent for his or her health information to be kept private from others unless the child signs an authorization form. We follow laws that tell us when we have to

share health information of your child even if you do not sign an authorization form. We always report:

1. Contagious diseases, birth defects and cancer
2. Firearm injuries and other trauma events
3. Reactions to problems with medicines or defective medical equipment
4. To the police or other governmental agencies when required by law
5. When a court orders us to
6. To the government to review how our programs are working
7. To a provider or insurance company who needs to know if your child is enrolled in one of our programs
8. To Worker's Compensation for work related injuries
9. Birth, death and immunization information
10. To the federal government when they are investigating something important to protect our country, the President and other government workers
11. Abuse, neglect and domestic violence, if related to child protection or vulnerable adults
12. To parents and others designated by law

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety. This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days. If you have questions about this notice of privacy rights of your child or that such rights have been violated, you can contact: St. Landry Parish School Board Office • (337) 948-3657 Opelousas, LA 70571-0310 You can also complain to the federal government Secretary of Health and Human Services (HHS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the School Board, Secretary of Health and Human Services or Office of Civil Rights.

## HOMELESS CHILDREN & YOUTH EDUCATION PROGRAM

The Homeless Children & Youth Education Program of the St. Landry Parish School System carries out federally mandated policies to ensure that homeless children & youth have access to a free, appropriate public education, on the same basis as children and youth with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless students.

The McKenney-Vento Act protects the educational rights of children and Youth in the following homeless situations (Title X, Part C, of the No Child Left Behind Act of 2001):

- . Children living in shelters, including domestic violence shelters.
- . Children living in welfare hotels/motels or weekly-rate apartments.
- . Children living on the streets or in cars, abandoned buildings, campgrounds, etc.
- . Children living in substandard conditions not fit for human habitation (i.e. no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook/store food).
- . Abandoned/runaway/throwaway children and youth.
- . Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up) because they have no place of their own to live where they can safely and healthily meet their basic needs in privacy and with dignity.

### TO GET ASSISTANCE FOR HOMELESS CHILDREN & YOUTH

PLEASE CALL:

Erika Weeks  
Crisis Intervention/ Homeless Liaison  
Telephone: (337) 948-3657  
Fax: (337) 942-0205





# Highland Early Learning Center

## Kindergarten Information



### Belts

Kindergarteners do not wear belts, as it causes too many accidents. Please make sure students can unbutton uniform bottoms, if not please have them in elastic waistband uniform bottoms. They go to the restroom on their own; therefore, if they can't unbutton their bottoms, there will be accidents.

### Shoes

Students that cannot tie shoes may want to wear shoes with Velcro or no tie shoelaces. Otherwise, please make sure shoes are tied in double knots before leaving your home. Due to germs and the thought of what shoelaces pass through, teachers and staff will not want to touch shoelaces.

### Snacks

Students are to bring 1 small snack and juice each day. Juices can **ONLY** be juice pouches or juice boxes. **NO** twist top drinks. Any other drinks will be sent back home. Snacks and juices are **NOT** refrigerated at school. Please keep in mind that we are a peanut free school, so please do not send snacks with nuts or made from nuts.

### Attendance

Roll Call is taken at 8:05 a.m. If a student is not in the classroom at that time they will be marked "absent" until they arrive, then they will be marked "late to school". Any work missed in class due to "absence" or "late to school" will be sent home as homework. Missing too much class time **WILL** affect student grades. Kindergarten students must pass both Reading & Math subject areas to move onto to 1st Grade.

### Homework

Students will go home with homework in both Math and Reading daily. These homework pages will be a review of the skills that were taught during the day. Homework will be checked every day by the teacher. Please make sure you are reviewing these skills daily with your child. Do not complete the work for them. Let them work independently and use the classwork from that day to help them.

### Green Folders & Red Folders

Students will go home with a green folder and red folder. These must be returned to school each day with them. The red folder is our "Classwork Folder". Any work we do during class is sent home in this folder. Use those pages to review for our tests and help with homework. This folder must be cleaned out every night. Any important letters from school or signed papers will be sent home in the green folder. Also, homework will also be in this folder and must be returned to school in this folder as well. If you write any notes to your child's teacher please place it in this folder. Your child's conduct sheet will be in this folder and must be signed **every day**. This sheet stays in the folder until the teacher takes it out to use for signed papers.

### Dibels & iReady Diagnostic Tests

Students will take the Dibels test 3 times throughout the school year. Each time students should show growth from the previous testing time. This measures students' growth in reading. The test consists of: letter naming, phoneme segmentation, and nonsense word reading. Students do this with iReady Math Diagnostic as well.

This test shows students' growth in their math skills. Both Dibels and iReady tests are not graded for pass/fail. Just a way to show student growth throughout the year in Kindergarten.

## **Kindergarten CKLA Skills Reading Curriculum**

Students will learn how to read short stories by the end of our Kindergarten year. CKLA Skills is the reading curriculum where students learn the sounds that letters make first then after Christmas they will learn the letter name of each sound. In CKLA Skills, students will learn how to blend sounds together then eventually learn how to read fluently. It is important they practice blending sounds at home as well. This enforces what they learn during the school day. They will also learn tricky words where they cannot sound them out because they don't follow the sound rules. These tricky words must also be practiced each night. Students will have to read them to their teacher independently for many tests throughout the year. If students cannot read independently, they will struggle in first grade and possibly have to repeat their Kindergarten year.

## **Kindergarten CKLA Knowledge Reading Curriculum**

Another part of the Kindergarten Reading curriculum is CKLA Knowledge. Knowledge is where students learn listening comprehension of reading stories along with new vocabulary instruction. Students will hear a new Knowledge story each day. If a student misses school, they miss the story. Teachers will send links of the story that was missed to parents where they can listen to them at home. But students still miss the whole lesson of the story taught by the teacher. It is important that students are present to learn the whole lesson of each story.

## **Kindergarten iReady Math Curriculum**

Students learn Math skills through the use of using math tools and many manipulatives to learn with their hands. They also will be talking and explaining their math thinking to their partners. Students also complete digital math lessons on their classroom chromebook computers. This is why they will need their own set of headphones.

## **Kindergarten Science and Social Studies Curriculum**

Students will learn Science lessons through our Amplify Science curriculum. Students will learn Social Studies through our Bayou Bridges curriculum. Science and Social Studies do have activities that are taken for a grade but it is not an A,B, C,D,F grade.

## **Reminders:**

- \*Kindergarten students do not take any naps. We have a rigorous curriculum that we must follow in order to have our students ready for 1st grade.
- \*Kindergarten students will go home with a newsletter each week that will explain what lessons are being learned in the week and any special events that will be happening as well.
- \*Kindergarten students will go home with signed papers each week that will contain all grades they earned from the previous week. These papers must be signed and returned to your child's teacher in a timely manner. If not, papers will not be sent home and you must make a conference with your child's teacher to discuss and see grades.
- \*Kindergarteners must pass **BOTH** ELA and Math at the end of the year with an average of 60% or better to move forward to 1st grade.
- \*Kindergarten conduct behavior is also a grade. Your child will go home with their conduct each day in their green take home folder and must be signed each night.

## Student/Parent Handbook Acknowledgement

*My child and I have read and discussed the St. Landry Parish School Board “Student Rights and Responsibilities Handbook and Discipline Policy” and Highland Early Learning Center policies listed in the **2025-2026** Highland ELC Student/Parent Handbook. This is to certify that I have read and have access to the “**2025-2026** Highland Elementary Student/Parent Handbook” and the “Student Rights and Responsibilities Handbook and Discipline Policy”. I understand that it is my responsibility to ensure thorough review of the policies and guidelines therein.*

*I know that I can access the “Student Rights and Responsibilities Handbook and Discipline Policy” at [www.slpsb.org/apps/pages/district\\_student\\_handbook](http://www.slpsb.org/apps/pages/district_student_handbook) and <https://www.slpsb.org/o/hes>  
I know that I can access the **2025-2026** Highland ELC Student/Parent Handbook at <https://www.slpsb.org/o/hes>*

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**Student Name**

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**Parent/Guardian Signature**

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**DATE**

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Esteemed Parent/Guardian,

Please complete the above form and return to your child’s teacher so that we can maintain a record that you and your child have read and discussed the above-mentioned handbooks.

Thank you!

Highland Early Learning Center Faculty & Staff