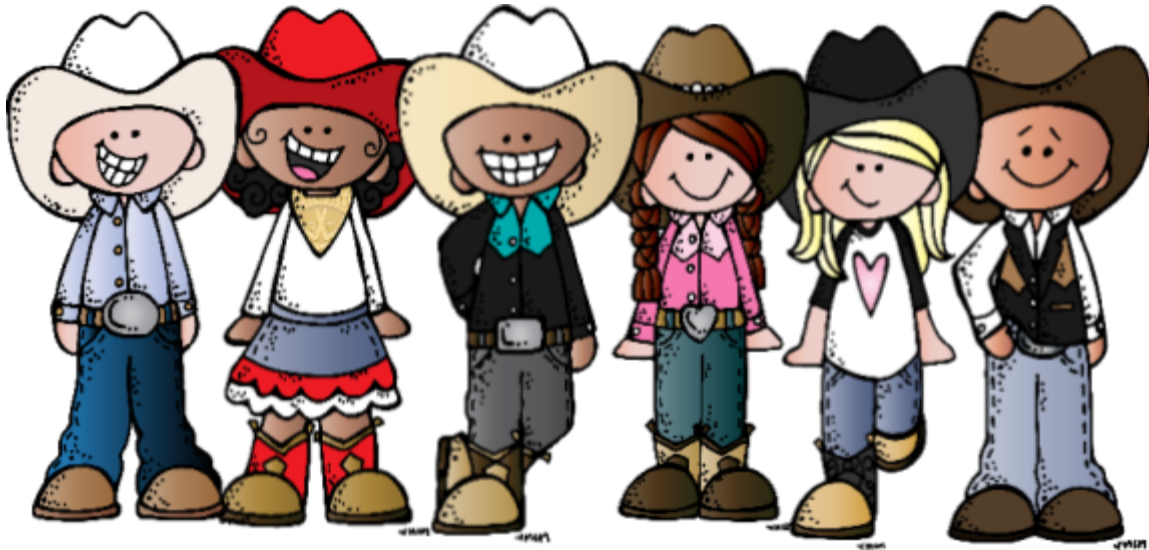


Welcome to T.L. Rodes



Student Handbook 2023–2024

**4670 Highway 80 East
Haughton, LA 71037**

318-549-5940

FAX: 318-549-5952

[TL Rodes Elementary School](#)

Stephanie Cockrell
Principal

Beth Thomas
Assistant Principal

T.L. Rodes Elementary

STUDENT HANDBOOK

Bossier Schools Student Handbook

[Click here](#) to access the Bossier Parish Schools Student Handbook. This important resource included guidelines that apply to all Bossier Schools and Students.

Vision and Mission

Principal's Message

Welcome to T.L. Rodes Elementary School, Home of the Wranglers. We are excited to join with you in the education of your child. Please read this handbook carefully. The policies and procedures listed below are for your child's safety and for the success of your child and our school. If you have any questions after reading this handbook, please contact the school at 549-5940. We feel that open and clear communication between the school and home is important to the success of our educational program.

Our Vision Building a collaborative community to ensure academic growth for all students.

Our Mission T.L. Rodes Elementary exists to provide a loving, safe, and positive learning environment for all.

Our Motto Everyday Everybody Learns Together

Enrollment and Attendance

Enrolling a Student

Students entering Louisiana schools for the first time will be required to upload the following documents:

- official birth certificate
- updated Louisiana Health Card (immunization record)
- 2 residency verification documents (current utility bill/mortgage or lease documents)
- previous school records

All registration is completed online here: <https://www.bossierschools.org/domain/66>

Both new student registration and returning student annual registration opens on July 10.

Parents must have an **email address**, **physical address**, and a **phone number** in order to complete the registration process. If you do not have access to technology you may register using a smartphone or go to the parish library or the school where a computer will be available for you to use.

Arrival

Classes begin at 8:05 am. For those students who ride with parents, we ask that they arrive **no earlier than 7:45**. Adult supervision begins at this time. Student morning drop off will be at the carline only. **Please do not drop off students in the parking lot and walk across drop off lanes.** Safety is our first priority for your student.

Supervised morning drop-off times are 7:45 am to 8:10 am. DO NOT drop off students before 7:45 am because there will not be anyone to supervise your child before this time. Students dropped off after 8:10 are tardy and must be checked in at the office accompanied by a parent or guardian. If the duty teachers are not outside, then it is past 8:10 and parents must come inside to sign their child into school.

All vehicles must follow the assigned car lanes for drop off. Please do not change lanes once you enter the traffic circle. All car engines must be turned off during unloading. Wait for the signal to unload before releasing students. An administrator will give a signal with a megaphone. All students should exit your vehicle on the right (passenger) side. Please turn off cell phones while in the carline. Our carline is a **NO CELL PHONE ZONE. This is a state law.** Parents, please stay in vehicles and have your child ready to exit the vehicle as soon as the unload signal is given. Please take care of all needs of your student before you get to the drop off area. This will help the traffic flow and reduce delays.

Tardies

Daily attendance is an essential part of your child being successful in school. Students should be in their class by 8:10. Instructional time is very important, so please be prompt. Any student arriving after 8:10 must be checked in at the office by an adult. Continued tardiness will result in a referral to the Bossier Parish Truancy Office.

Dismissal

Dismissal begins at 3:10. School buses and daycare vehicles will use the 3 lanes in front of the school. After buses and daycares are released, we will begin calling names of students for dismissal. Parents will use the 3 lanes depending on the oldest student's grade level-PreK in lane 1, K in lane 2, and 1st in lane 3. An administrator will begin calling names, four from each lane, to form one line for pick up. Students are located in certain sections of the building waiting to be released so it is very important that you are in the appropriate lane.

A carline tag will be issued to each student and must be hanging from the rear-view mirror. New carline tags are issued each year so please discard the previous year's tag. We ask that parents stay in the vehicle at all times. Supervised after school pick-up times will begin as soon as all school buses and daycare vehicles have cleared the driveway. Please have the seating area ready to receive your child. We have a "buckle zone" in the preK parking lot to secure your child after they are loaded. This helps keep the line moving quickly.

For security purposes, if a vehicle does not have a current Rodes car line tag, you will be prompted by the administrator on duty to park and go inside with picture ID. The office will call for the child to be released. This is for the safety of your child, NO EXCEPTIONS.

Additional Rodes Car line tags may be purchased in the school office for \$1.00 each.

Checking In and Out

The school day ends at 3:10 p.m. All students will be dismissed at this time. Please remember **WE DO NOT ALLOW STUDENT CHECK OUTS after 2:40 pm.** If you are checking out a student, **you must bring a picture ID.**

Attendance

Attendance guidelines can be found in Section III of the Bossier Parish School System Handbook. Refer to this section for a definition of excused absences. These guidelines are strictly administered and enforced by the school system as well as the Bossier Parish Truancy Office.

Students need to present an excuse when returning to school from being absent. The absence will be marked unexcused until documentation is presented to school. We will not accept a copy of a doctor's excuse. If the doctor's office sends a fax, we must have a cover letter with a signature of the contact person at the office. Excuses are posted daily in OnCourse and the parent portal is updated within 24 hours after posting.

Transfers

If your child is transferring to a different school, notify the office at least two days before his/her last day. Parents/guardians should fill out the online form. Your child will need to turn in all textbooks, library books, workbooks, and any money owed must be paid. Transfer information will include everything you need to register at another school. Upon receipt of a request for records from the new school, we will send the additional needed information.

Child Custody

If you have any special concerns regarding your child, such as family concerns, custody concerns, emergencies, etc. please alert office staff so we can follow proper procedure. In the case of a custody or legal guardianship, please provide copies of the CURRENT legal order, judgment, or decree signed by a judge. This can be uploaded with registration documents or brought to the school to be uploaded to your child's records. A petition or transcript is not acceptable. Please understand that the natural mother or father may obtain their child or information from the school at any time unless a court order is on file indicating otherwise.

Transportation

Changes in Transportation

If your child's method of transportation needs to change, you must send a note to the office. Please put the date, student's name, and teacher's name on the note. If it is a bus change, please indicate the bus number, the exact address where the student will be getting off the bus. Make sure the notes are signed and sent to your child's teacher and it will be delivered to the office. ***Transportation changes will not be made over the phone, by email, or fax machine.*** Car tags are necessary even if you write a note for transportation change.

Bus Riders

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted.

The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

When riding the school bus, every student will:

- Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
- Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
- Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
- Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
- Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
- Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
- Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
- Adhere to the dress code for each school.
- Not eat on the bus. (Students may carry water on the bus in plastic bottles)
- Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privileges and or disciplinary action. All buses are equipped with two video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students.

See Transportation website for additional bus safety tips.

The parish transportation is to and from home only. We have several daycare centers in the area that provide transportation to and from school.

In the event of a bus breakdown, another bus will run the route, but it will be delayed. Parents will be notified from transportation through School Messenger if a bus will be delayed.

In the afternoon, if your child does not arrive at home at the regular time, please call the transportation office at 549-6770 or 549-6791.

Reporting Student Progress

Communication is an important part of the educational program. We believe it is important for parents and teachers to maintain close contact concerning student progress. One of the best ways to keep informed about how your child is progressing is through *OnCourse*. Parents may sign up [here](#) for this service at the beginning of the school year.

Between progress reports and report cards, students will receive graded papers/tests each **Tuesday** for you to review, sign, and return the following day. Please make sure to check your child's backpack each day. You may also receive emails, notes, or telephone calls from the classroom teacher to discuss progress.

Our school website can be found [here](#) or by going to the Bossier Parish Schools website at www.bossierschools.org. Here you may visit the sites of any Bossier school. At these sites, you will find news, supply lists, uniform policies, and important upcoming events. Our school also utilizes *School Messenger* for school-wide messaging.

Report Cards and Progress Reports

In order to keep parents informed about student performance, a progress report will be sent electronically to parent/guardian email. Reports of Progress will be provided every four and a half (4 1/2) weeks during each quarter. Report Cards will be issued electronically at the end of each quarter. We will not be printing report cards.

Progress reports dates:

September 12, 2023

November 14, 2023

February 6, 2024

April 16, 2024

Report card dates:

October 17, 2023

January 9, 2024

March 19, 2024

May 23, 2024

Visitations and Conferences

We hope you will attend your child's programs, assemblies, and become an active part of our school community. Strong parent-teacher communication is vital for student success. Teachers are expected to communicate with parents in helpful and appropriate ways through parent-teacher conferences. The conference should be arranged so it takes place before school, after school, or during the teacher's planning time. The best way for the school to address a problem is to communicate directly with the teacher or an administrator. Please email or call the teacher/administrator directly. The teacher/administrator will respond at the end of the day or by the next morning. While social media is a good tool for communication, it is not the best way to address problems or concerns. Class observations by parents are not permitted.

Remember as with any school visit, everyone must sign in at the office before going to any room. You will be required to show your state issued ID to receive a visitor's badge. Staff members will check to see your badge. This is for the safety and security of all students and faculty.

School Building Level Committee

The School Building Level Committee (SBLC) functions within the general education program. The team receives referrals from classroom teachers and parents who wish to explore strategies to enable a particular student to experience greater success in the classroom. The goal is to assist students to remain and benefit from the regular classroom instructional program. The SBLC consists of the child's parents and classroom teachers, instructional coach, school counselor, school psychologist, educational diagnostician, and a school administrator.

Cafeteria and Payments

T.L. Rodes participates in the Community Eligibility Provision (CEP) Program. All students enrolled are eligible to receive one breakfast and lunch at school at no charge for the 2023-2024 school year. If your child transfers to a non-CEP school, regular lunch fees and policies will apply.

If your child owes a balance on his/her account, all charges must still be paid. We will send notices until the debt is cleared.

According to Louisiana State Law, soft drinks (even in sack lunches) and outside food service foods (ex: restaurants, fast foods) in their original wrappings are not permitted in the cafeteria. A student may bring those items in their lunch boxes if they are in a thermos or wrapped in unmarked wrap. Family members who bring these items to students in original wrapping, bags, cups, etc. will be asked to remove them from the cafeteria.

According to federal regulations, concessions may not be sold until after school lunch is served. This policy will be adhered to at all times, including field day.

The cafeteria manager is Tiffany Carr. She can be reached at 549-5955.

Fees and Supplies

Basic supplies are necessary for a well-rounded education. In addition to the needed supplies, we are asking for a \$10 supply fee and a \$10 technology fee for each child to cover expenses with technology and materials. T.L. Rodes' teachers have made every effort to make our supply list as reasonable as possible. These supplies, cafeteria purchases, lost/damaged textbooks, Chromebooks, and library books are the responsibility of each child and parent.

Technology

Providing Chromebooks for our students is an important part of the instructional program at T.L. Rodes. Our students will use these devices daily to support and guide learning this year. The guidelines for use of the Chromebooks can be found [here](#) to ensure that the Chromebook and the school network are protected during daily use.

Medication/Illness

Medication

Please read our parish guidelines and policies concerning medication in Section III of the Bossier Parish School System Handbook found online. Due to state laws regarding medication guidelines, only prescription medication, accompanied by a prescription from a doctor, and completed medication forms will be administered during school hours. It is preferred, if possible, that all medication be given before and after school. If you need to bring medicine before 8:10 or after 3:10, please call ahead and make arrangements for someone to be available to check in the medicine. For the safety of all students, medication is not allowed on school grounds. This includes prescribed and over the counter medicine, cough drops, and chapstick.

Illness

If a child becomes sick or injured at school, the office will contact parents. Office personnel will attend to minor cuts and bruises. Parents should keep all alternate and emergency phone numbers up to date in the event of an emergency. **Please let the homeroom teacher and office know of any changes in address or telephone numbers.**

The following are helpful guidelines provided by the Bossier Parish School Nurses to consider when deciding whether your child should attend school:

- Fever: Fever is a sign of illness or infection. If your child has a temperature of 100 degrees or above, he/she should remain at home. Children should be fever free without medication for 24 hours before returning to school.
- Vomiting and Diarrhea: Both are often contagious. Your child should be free of vomiting and diarrhea for 24 hours before returning to school.

- **Head Lice:** Bossier Parish has a lice free policy. A child sent home with lice should be treated. Upon returning to school, the parent must sign a form verifying that treatment was given.
- **Chicken Pox:** A child must be fever free and all of the chicken pox must be scabbed over with no blisters remaining.
- **Rashes:** A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable (itching or pain). If it is necessary to consult a doctor, a letter is required when returning to school.
- **Pink Eye:** Symptoms include redness, itching, swelling, drainage, and excessive matter upon awakening in the morning. Do not send your child to school with these symptoms. Pink eye is contagious and must be treated with medication prescribed by a doctor. Students may return to school after being on medication for 24 hours and if symptoms have disappeared.
- **Ringworm** is a fungal infection of the skin and may spread from one child to another. Medical treatment is necessary 24 hours prior to a child returning to school.
- **Life-Threatening Conditions:** A life-threatening condition is “a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place. These forms can be obtained through the school nurse.

Our nurse is Mrs. Gardner. She can be reached at 549-5982.

School Insurance

School insurance is available to all students throughout the school year. Purchase of this insurance is optional. If you wish to purchase the school insurance, complete the proper forms and return them to the school office. If you do not wish to purchase the school insurance, you will be responsible for all claims through your own insurance coverage. The school is not financially responsible for injuries or accidents occurring at school or on school sponsored field trips.

Severe Weather and Emergencies

In case of severe weather or other emergencies, please tune in to the local television stations/radio/website/apps. The School Board office will announce all information as soon as they make a decision. If we should dismiss early, your child will be put on their regular bus (unless you have directed otherwise) and taken to your home. If no one is there, the bus driver will return your child to the school. We will contact a parent.

Lost and Found

Articles found around the school are placed in the front lobby in the bottom of the brown cabinet. **Please mark your child's coats, jackets, sweaters, etc. with his/her name.** Items not retrieved by the end of the year will be donated to Goodwill or placed in the used uniform closet.

Parent/Teacher Organization (PTO)

PTO is a vital part of our school. They provide much needed support and help in making our school successful. Parents will be notified of meeting dates and times. Your interest and involvement will be appreciated.

2023–2024 Dress Code

All public schools in Bossier Parish adopted uniforms as a mandatory dress code. A committee of parents, teachers, and school administrators chose the uniform for our students. Uniforms will be worn daily and should fit properly – no sagging or oversized clothes. All shirts will be tucked in the pants, shorts, or skirts

The following guidelines will apply to all students. Parent help and cooperation will be greatly appreciated. Violation of this policy will result in disciplinary action from the administration.

Boys Uniforms

- Tops: white, navy, or red polo type shirts, white shirts with collars and sleeves may only be worn with a vest, turtlenecks in white, navy, or red may be worn under shirts or vests
- Bottoms: navy or khaki pants or shorts
- Socks: navy, white, red (must be worn)
- Vests: red or navy sweater vest (no logos)
- Tie: Red or Navy

Girls Uniforms

- Tops: white, navy, or red polo type shirts, white shirts with collars and sleeves may be worn only under a jumper, turtlenecks in white, navy, or red may be worn under other shirts
- Bottoms: navy or khaki pants, shorts, skorts, skirts, or capris.
plaid skort #37, plaid skirt #13437. Shorts must be worn under skirts.
- Socks/tights/leggings: navy, white, red (socks must be worn)
- Jumpers: navy, khaki or plaid #19437
- Middy Tie Plaid #37

Other Uniform Regulations

- Belts-Must be worn every day if clothing has belt loops. Belts should be brown, black, navy, red or khaki. Pre-K and Kindergarten are not required to wear a belt.
- Shirts must be tucked in.
- Shoes-must be closed toe rubber sole shoes. No flip flops, slip on shoes, Crocs, sandals, cleats, or shoes with wheels. Students go to P.E. and recess every day.
- Sweaters-navy, red, gray, or white
- Coats/jackets-All coats and jackets must be navy, red, gray, or white.
- Sweatshirts-School purchased only and no hoodies.
- Hair style or color should not cause distraction to the learning environment. No Mohawks or unnatural hair colors are permitted.
- Spirit shirts-these are purchased through the school office and may be worn any day.
- No Cargo pants or shorts may be worn. No flare or bell bottom pants. No jeans or jean type pants or corduroy pants should be worn.

Toys and Electronics

Students are not to bring toys, collector cards, or electronics to school. All devices (including, but not limited to: cell phones, smart watches, tablets) are not allowed at school. Parents, please check your child's backpack to make sure they are not bringing these items to school.

Celebrations

Class parties

We have two class parties each year - Christmas and end of the year. Party times will be set by the teacher. Other holidays are treat bags only. All edible items for the treat bags must be individually wrapped. **All food shared for a class party must be peanut free.**

Birthday Treats

Personal party invitations or party treats should only be sent to school if all students from the class are included. Due to students with allergies, please do not send balloons or flowers to school.

Positive Behavior Interventions and Support (PBIS)

We believe that every child should have the opportunity to learn in a safe, positive, and orderly environment. We strive for our classrooms to be engaging, hands-on, rigorous, and fun. In order for this to happen, clear expectations should be in place for our students. Through the Schoolwide Positive Behavior Interventions and Support Program, students learn to develop positive behavior and appropriate social skills. Faculty members recognize the positive behaviors of students and negative behavior is redirected through restorative approaches.

Our students' general behavior expectations are as follows:

R- Respect All
O- Obey Adults
D- Do your Best
E- Everyone Walks
S- Soft Voices

Students who follow the expectations may receive Rodes Rewards which can be spent for prizes from the prize cart where there are a variety of prizes, treats, and privileges. Students who follow the behavior expectations for the month will be invited to attend the *Wrangler Round-Up*. This incentive happens once a month and consists of guest readers, singers, dancers, extra recess and popsicles, dance parties, etc.

Students, who continually fail to comply with the school's expectations, move into Tier II Interventions and receive targeted behaviors on which to focus. This program is called HATS (Honest Accountable Thoughtful Students). Students are referred by either a teacher, parent, or administrator by filling out an RFA (request for assistance) form. This form can be found on our school website or you can click [here](#). The PBIS team will meet and make decisions on the best supports for the student. The PBIS facilitator will then contact the parent or guardian to discuss methods and supports needed to ensure success for the student. After six to eight weeks, student progress is monitored to determine next steps.

On the following pages, is a list of Minor and Major Infractions with explanations of each and an example of the Weekly Expectation Chart. Read over each page carefully and please work with us as we try to teach our children the rewards and responsibilities of positive behavior.

Minor Infractions

Teacher/Classroom Managed Behaviors

Minor infractions are discipline incidents that can be **handled by the teacher** and do not warrant a discipline referral to the office.

Minor Infractions	Definitions
Defiance/Disrespect	Refusal to follow directions, talking back and/or socially rude interactions (ex: teasing)

Minor Disruptions	Behavior causing an interruption in a class or activity; includes sustained loud talking, yelling, noise with materials, roughhousing, sustained out-of-seat behavior, and/or inappropriate language
Unacceptable Bathroom Behavior	Student exhibits any behavior that is disrespectful, or inappropriate in the bathroom; includes using excessive/throwing paper towels, playing with soap/water, looking over/into stalls, hanging on doors, standing on toilets, loud talking
Refusal to Complete Tasks	Student refuses to comply with a reasonable request given by a teacher
Uses Materials Inappropriately	Student uses materials for purposes other than for what they were intended (ex: cutting clothes/hair, writing on self/furniture/books)

Major Infractions

Office Managed Behaviors

Major infractions are discipline incidents of such severity that **warrant administrative intervention**. Consequences may include but are not limited to a parent contact, time-out, loss of privileges, in-school suspension (GASP), and/or out-of-school suspension.

Major Infractions	Definitions
Stealing	Possession of, having passed on, or being responsible for removing someone else's property
Fighting	Actions involving serious physical contact where injury may occur; includes hitting, pushing, punching, hitting with an object, kicking, hair pulling, scratching, etc.
Bullying	Student delivers threats and intimidation (verbal or nonverbal), obscene gestures, or comments based on race, religion, gender, age, national origin, disabilities, or other matters
Vandalism	Student participates in an activity that results in permanent destruction or disfigurement of property
Conduct injurious to others	Student exhibits behavior towards another which causes physical harm or injury
Excessive lying/cheating	Student repeatedly deliver a message that is untrue and/or repeatedly presents something as their own that is not; includes assignments, signatures, etc.
Language	Repeated, intentional use of inappropriate language (verbal or nonverbal)
Any habitual minor infractions	Student continually breaks school rules or repeatedly commits minor infractions (4 minors = 1 major*)

T. L. Rodes Elementary School Supply List 2022-2023

Kindergarten

\$10.00 Supply Fee
\$10.00 Technology Fee
4-Boxes of 24 count Crayola Crayons
1-Dozen Pencils (No. 2 lead yellow-sharpened)
1-Pair Scissors (Fiskars with blunt blades)
1-Watercolor set-basic colors
12-Glue sticks
1-Plastic School box
1-Pack of big pink erasers
1-Large roll of paper towels
2-Large box of Kleenex
1-Container of Play-doh (any color)
1-Backpack (no wheels)
1-Towel for rest time (no mats)
Change of uniform clothes in a ziploc bag
Headphones or earphones (optional)

BOYS

2-Black dry erase markers
1-Box of sandwich size Ziploc bags
1-Box of snack size Ziploc bags
1-Box of Baby Wipes

GIRLS

2-Yellow highlighters
1-Bottle of hand sanitizer
1-Box of gallon size Ziploc bags

First Grade

\$10.00 Supply Fee
\$10.00 Technology Fee
Backpack (no wheels)
Change of uniform clothes, labeled and in a ziploc bag
4-Boxes of 24 count Crayola Crayons
1-Box of Large Crayola markers (10 count basic colors)
3-Dozen Pencils (No. 2 lead yellow pencils sharpened-Ticonderoga or USA Gold preferred)
1-Pair Scissors (Fiskars with metal blades)
2-plastic pocket folders with brads-red and blue
1-Watercolors set-Crayola basic colors
12- Glue sticks
2-Large pink erasers
2-Black dry erase markers
1-Pencil bag (10'X7")
1-Paper towel

2-Large kleenex
2-Containers of Clorox wipes
1-Bottle of hand sanitizer

BOYS

1-box of sandwich Ziploc bags
1-plain white paper plates

GIRLS

1-box of gallon size Ziploc bags
1-white paper bags

OPTIONAL ITEMS

- **Headphones**
- **White cardstock**
- **Band-aids**

You will be asked to sign an online form acknowledging that you have read the parent/student handbook. Please contact the school if you have questions about this handbook.