



**Curtis Elementary  
Handbook  
2021-2022**



## Welcome!

Dear Parents,

The Curtis faculty and staff extend to you a cordial welcome for the new school year. It is our goal that your child's school experiences are both pleasant and educationally rewarding. We are looking forward to renewing past relationships as well as meeting new parents and students. We are delighted to have you as part of our Curtis family.

The function of the elementary school is to provide experiences that promote the mental, physical, emotional, and social growth of the child. It is our desire to provide your child with an optimal learning environment. We have an extremely dedicated teaching staff, and we strive to help our students develop their abilities and talents to full potential.

We encourage your participation throughout the school year, so please join our P.T.O. and sign up to be a volunteer. It is our intention to provide the very best education for your child and we value your support! Please sign the Student/Parent signature form and the Technology Contract for Students found at the end of this handbook and return it to your child's teacher. We look forward to working together and to a great year ahead!

Sincerely,

*Ferri Ann Bird*

Curtis Elementary Principal

***\*\*Curtis Elementary and Bossier Schools are committed to partnering with our parents and families to provide our students with a safe learning environment and the continuation of a quality education during unprecedented times. This handbook is designed to provide you with the essential information you will need to help us accomplish our goals as a school. It is our intention for this handbook to provide a foundation for a system that may be adjusted in response to the COVID-19 pandemic or other unforeseen circumstances that may alter our regular routines and procedures as a school. In this fluid situation, as information regarding COVID-19 is received, the contents of this handbook may be adjusted with new policies and procedures required to meet our goals of safety and continued learning for all students. Revisions or updates to this handbook and/or new policies and procedures will be communicated on our website throughout the school year. Thank you for your diligence, patience, and continued support. We look forward to working together this year!***



## **VISION**

Our ultimate goal is for each student to reach his/her fullest potential towards higher achievement today and throughout his/her lifetime.

## **MISSION**

It is our mission to provide an educational environment where all students want to come to learn so that their lives may be forever enhanced.

## **GOALS**

To accomplish the mission, our goals include meeting individual needs, recognizing learning differences, differentiating instruction, and utilizing technology.

## **PHILOSOPHY**

It is our philosophy that each child is a unique individual and should be given learning opportunities and experiences to develop his or her fullest potential. Every child can learn and become a productive contributor to our democratic society. It is our belief that each child is an important asset to our school environment. Therefore, each child will be provided with learning experiences to grow intellectually, physically, socially, and emotionally. Education should develop children into becoming life-long learners who remain instilled with a love of learning, and who use their knowledge to become productive, successful, and fulfilled individuals.

## **ACTION PLAN**

Curtis Elementary faculty, staff, parents, students, and community partners will work collaboratively, as a unit, in support of each child's growth.

**BELIEVE • ACHIEVE • SUCCEED**

## GENERAL INFORMATION

1. Our school day begins at 8:20 a.m. Students are tardy after this time. Buses will arrive at school at 7:55 a.m. and will unload at that time. If students are brought to school by their parents, they should not arrive until 7:55 or will need to remain in the car because there is no supervision before this time. Students may be dropped off or picked up at the side of the school by the gym. We ask that all parents remain in their cars to maintain the safety of students. Please form double rows in car line following the painted directions on the pavement. The double row of cars will merge into one row before the final “turn” by the gym as marked. Cars are to alternate merging to one lane. At times, cars may need to make a loop through the gravel parking lot to enable cars to get off the busy highway and to help ensure everyone’s safety. Please remember to always yield to buses. Thank you for your cooperation with car line.
2. Car riders are dismissed at 3:10 p.m. Students are to be picked up promptly at 3:10 if they do not ride the bus home. For each child in carline, a tag with the student’s name is required. Tags may be purchased for \$1.00 to cover the cost through their child’s homeroom teacher. A student who is to go home in a manner different from his/her normal routine must bring WRITTEN permission from a parent. No phone calls will be accepted. Only individuals listed on the student’s Emergency Care Form will be authorized to pick up students from school. If your child is part of an after-school activity (ABC tutoring, intramurals, clubs, etc.), please maintain communication with your child regarding their attendance in the after-school activity and their afternoon transportation. Parents are responsible for student supervision if the student chooses to go home and not attend their after-school activity.
3. Medication should be scheduled to be taken at times other than school hours, before or after school, whenever possible. No student should ever bring medication to school. All medication must be signed into the school office by the parent or a responsible adult. All medication must be in the original container labeled by the pharmacy exactly as the physician’s school order specifies.
4. If your child has a fever, temperature of 100° or above, he/she can be contagious and should be cared for at home. Students must be free of fever for 24 hours without fever medication before returning to school.
5. All emergency contact information should be current in OnCourse and on your child’s yellow emergency card. Please inform your child’s teacher or the office immediately if your contact information changes and make the change through the parent OnCourse account. If an injury or illness occurs during school hours, we will need to be able to contact you quickly.
6. Parents and visitors need permission from the office before going to a classroom. Quality instruction in the classrooms is hindered when interruptions occur.
7. It is important that students be present daily and arrive on time. Excused absences are for personal illness (with a physician’s excuse or death in the family. Teachers will help students make up work when there is an excused absence. \_ If your child is absent for 1-2 days, please check Google Classroom for assignments. After two consecutive days of excused absences, you may request work and books to be picked up at the office. Please make requests prior to 10:00 a.m. to ensure teachers have enough time to have student work ready by 3 p.m. Please send written excuses to teachers when your child returns to school after being absent. Unexcused absences and/or tardies will be automatically reported to the Bossier Parish Truancy Center after 5 days out. All absences are considered unexcused unless we receive a doctor’s excuse or obituary within 5 days of absence.

8. Notify the office when you plan to move. Please allow us at least 3 days' notice to have transfer paperwork completed.

9. **School Bus Conduct:**

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:

1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
2. 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.
3. 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).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. 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.
6. 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.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. Students may carry water on the bus in plastic bottles.
10. 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 privilege and or disciplinary action. All buses are equipped with 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.

10. A registration fee of \$10.00 is required within 2 weeks of enrolling in school. Grade level supply lists can be found on our school website.
11. Each teacher has a telephone with voice mail. They are unable to answer the phone during class time. Parent conferences are encouraged. You may leave a voice mail message for the teacher when needing to schedule a conference or for any questions or concerns.
12. Please have all of your child's personal items marked with his/her name. Water bottles are encouraged daily. The water must be clear with CLEAR liquid.
13. Backpacks on wheels are not allowed.

14. OnCourse – This new web-based communication system provides access to information specifically related to your child’s classes. The parent portal displays your student’s grades and attendance and provides communication information for their teachers. If you need a parent registration code for students new to Bossier Parish, please contact your child’s teacher. Parent accounts roll over from year to year, but new registration must be completed annually.
15. Curtis Elementary is approved for Community Eligibility Provisions which allows students to receive meals free of charge. Breakfast is served from 7:55 - 8:20 each morning. Lunch visitors need to sign in at the office. After signing in at the office, visitors may go directly to the chairs near the cafeteria to wait for their child. You may utilize the My School Bucks online program to keep track of the money in a student’s account, extra purchases, and to make payments to the account. A link for this website is on the Curtis Elementary homepage. You may prepay as much as you wish. Checks sent to the school for lunch should include your child’s name, and homeroom teacher. **PLEASE KEEP PAYMENT CURRENT.** Meal prices are distributed to households at the beginning of the year and are posted in the cafeteria. Prices are subject to change. Louisiana State Law prohibits soft drinks (except in thermos bottles) and fast food (except in a lunch bag from home) in the cafeteria. Food allergies must be reported to the cafeteria manager on the proper form completed by the doctor. The cafeteria manager may be reached at 549-6466.
16. Curtis Elementary is not a “Bring Your Own Technology” school. All devices (including, but not limited to: cell phones, smart watches, tablets, Chromebooks, keyboards, etc.) that have photo and video capability, as well as texting capabilities, are not allowed to be carried or worn during the school day. These devices must remain in a student's backpack in the off position until the student leaves the school campus. Failure to follow this procedure will result in disciplinary action. Please sign the “Curtis Chromebook/Technology Contract for Students” at the end of this handbook and return it to your child’s homeroom teacher ASAP.
17. VIP folders are “Very Important Papers” provided for each student. Parents should check this folder regularly as it contains graded papers and important information for you to share and discuss with your child.
18. On rare occasions, Bossier Parish has an Emergency School Closing. Although every effort will be made to reach you, it is impossible for us to notify each parent when this happens. Therefore, please let your child know in advance what he/she needs to do and where to go in case of an emergency. *Unless the teacher has written instructions to the contrary, your child will be sent home the way he or she normally leaves school.*
19. Permission must be granted by the teacher before bringing any treats to the classroom. For health safety, only commercially packaged treats are allowed. No home-baked goods. All classroom celebrations (excluding the Christmas and End of the Year party) should be celebrated with healthy, school-approved food and beverages. A list of specific foods and beverages (formally known as Smart Snacks) can be found on our school website or at <https://www.louisianafitkids.com/SmartSnacks/SmartCriteria>
20. Students are not to be checked out from school after 2:30, as this is a disruption to the learning environment at the close of each day and constitutes a p.m. tardy just as “checking in late.”

## What is PBIS?

**PBIS stands for Positive Behavioral Intervention and Support. A major advance in school-wide discipline is the emphasis on school-wide systems of support that include *proactive* strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. In addition to the classroom, students are taught behavioral expectations in all areas of the Curtis Elementary campus: cafeteria, hallways, playground, restrooms, and bus/car drop-off areas. Behavior expectations for these areas have been developed and posted throughout the school to ensure that the students are aware of what is expected of them. The expectations are centered on our school's theme:**

**Curtis Tigers "PAWS" and think!**

**PAWS is an acronym for the spirit we share:**

**P**ositive

**A**ct responsibly

**W**ork hard

**S**afety

**In addition to creating these expectations, students are rewarded and recognized for their efforts in numerous ways throughout the school day. Bus buddy tickets, positive Class Dojo points, tokens, and recognizing students of the month for Bingo with Mrs. Bird, our principal, are just a few of the rewards that students can experience at Curtis Elementary. PBIS is supported with funding for teachers, students, and staff with snack sales and ancillary fundraisers to provide the food, treasures, rewards, and certificates that promote recognition and achievement throughout the year.**



### Office Referrals

**In keeping with our PBIS guidelines, an office referral will be used when a serious offense is committed or a student commits numerous smaller offenses. Students who continuously break classroom rules or commit more serious offenses will be referred to the office. A behavior referral will be completed. The administrator will determine the next course of disciplinary action. Students may be assigned to GASP (Guided Alternative Suspension Program which is an in-school suspension program), Out-of-School Suspension, expulsion, or a behavior specific consequence at the principals' discretion. Parents will be notified by phone or the behavior referral will be sent home with the student for parent signature. The form must be returned to the school the following day. With the approval of the School Board, the student can be removed from the school environment.**

| <b>Major Problem Behavior</b>   | <b>Definition</b>   |
|---|---|
| Willful disobedience  | Willful refusal by student to comply with teacher/adult requests.   |
| Treats an authority with disrespect                                     | Talking back- Blatant use of scornful and/or mocking voice, and/or production of gestures that exceed basic community norms for decency toward staff members.                               |
| Use of profane/obscene language   | Verbal messages that include swearing, vulgar words, or the use of words in an inappropriate manner.  |
| Conduct or habits Injurious to his/her associates                       | Any action by student which causes someone to be hurt or could cause someone to be hurt..   |
| Possess Weapons   | Any firearm, ammunition, explosive device, knife, razors or other objects that can place a person in serious harm. This also includes any toys that can be perceived as a weapon or threat. |
| Cuts, defaces, or injures any part of public school building/vandalism. | Any act that causes destruction, damage, or defacement of public property. Accidental acts that are self-reported are excluded from this definition.  |
| Instigates or participates in fights while under school supervision.    | Involvement in any act of force and/or physical violence that can be expected to cause harm or injury to another person.  |
| Commits immoral or vicious practices/threatening behavior               | High intensity behavior, physical, verbal, or gestural which is considered a threat to another person.  |
| Bullying/Cyberbullying/Harassment                                       | Student engages in unwanted, aggressive/negative behavior repeatedly and over time toward another student.  |
| Disturbs the school or habitually violates any rule                     | Student continually breaks school rules or repeatedly commits same minor infraction.  |
| Leaves school premises or classroom without permission.                 | Deliberately leaving an authorized area or deliberately entering an unauthorized area.  |

| <b>Minor Problem Behavior</b>                          | <b>Definition</b>   |
|--|---|
| Refuses to complete tasks                              | Student refuses to do work/does not return teacher assigned material/homework.  |
| Dress code   | Student wears clothing that is not within the dress code guidelines defined by the school district.                       |
| Defiance/disrespect/non-compliance                     | Student engages in low-intensity, but inappropriate disruption/attitude and tone.   |
| Inappropriate verbal language                          | Student engages in low intensity instance of inappropriate language including minor name calling and teasing.             |
| Physical contact/aggression                            | Student engages in non-serious, but inappropriate physical contact.   |
| Information and other electronics technology violation | Student engages in non-serious, but inappropriate use of cell phone, pager, music/video players, camera, and or computer. |
| Property misuse  | Student engages in low-intensity misuse of property.  |
| Other  | Student engages in any other minor problem behaviors that do not fall within the above categories.                        |





# Curtis Elementary Uniform Policy

## 2021-2022



### BOYS

**Tops:** Navy, white, or kelly green polo shirts; White oxford button-down shirts; Navy, white, or kelly green turtlenecks.

*Shirts must remain tucked in.*

**Bottoms:** Navy or khaki (no white or off-white) pants or shorts.

*Uniform pants must have **inside** pockets (not on the outside as with cargo pants, carpenter pants, or jean type pants with brads). No knit, corduroy, bell-bottom, or slit hem pants. Pants should be free of holes and cannot be rolled.*

**\*Clothing cannot have logos, emblems, initials, added decorations, or embroidery.**

### GIRLS

**Tops:** Navy, white, or kelly green polo shirts; White blouses (Peter Pan or sailor collars);

Navy, white, or kelly green turtlenecks;

*Shirts must remain tucked in.*

**Bottoms:** Navy or khaki (no white or off-white) pants, shorts, skirts, skorts, jumpers, or Capri pants; plaid #80 skirts, skorts, or jumpers.

*Uniform pants must have **inside** pockets (not on the outside as with cargo pants, carpenter pants, or jean type pants with brads). No knit, corduroy, bell-bottom, or slit hem pants. Pants should be free of holes and cannot be rolled.*

*Shorts, skirts, skorts, and jumpers must be uniform length measuring no more than 2 ½ inches above the knee (width of a dollar bill).*

**\*Clothing cannot have logos, emblems, initials, added decorations, or embroidery.**

### ACCESSORIES

- **Belts:** Solid brown, black, or navy blue. *Belts must be worn if pants have belt loops. Belts should be no more than 3 inches longer than the waist and should have no studs or decorations of any kind.*
- Only a solid white t-shirt may be worn under uniform shirts.
- Hair bows and accessories must be non-distracting and without logos. Permissible colors include navy, white, kelly green, plaid #80, or school colors (orange/green). Holiday bows may be worn during the month of the holiday.
- Caps and hats are not permitted.
- No long, hanging earrings for safety precautions.
- No body piercings or tattoo type markings.
- No Mohawks or distracting haircuts. No hair colors (green, blue, pink, etc.) may be worn.
- **No rolling backpacks.**

### FOOTWEAR

Shoes must have backs and be fastened, laced, and tied. Socks must be worn with **all** shoes.

*No platform shoes, mules, open-toe sandals, flip-flops, heeies, or "toe" shoes. No flashing shoes or accessories on croc shoes.*

**Solid** navy, white, khaki, kelly green, or black, socks; must be visible.

**Solid** white, khaki, kelly green, or navy tights that cover the foot may be worn.

*No leggings or footless tights may be worn.*

*No logos or patterns on socks or tights.*

### SPIRIT SHIRTS

2021-22 Curtis spirit shirts will be available for purchase and may be worn on Fridays.

Club shirts (4H, Cheerleading, Robotics, and D.I.) may be worn on meeting days.

*Only the **current year** spirit shirt may be worn.*

*No monogrammed or appliqued personalized spirit shirts may be worn.*

### OUTERWEAR

Bossier Parish has adopted **solid navy** as the color for all student jackets, coats, and sweaters. Navy Curtis sweatshirts and jackets will be available for purchase.

*Jackets cannot have logos, emblems, initials, added decorations, or embroidery. Students may not wear personalized sweatshirts. No starter jackets or jackets with emblems of any type may be worn.*

**\*\*\*THE PRINCIPAL RESERVES THE RIGHT TO MAKE ALL FINAL DECISIONS ON APPROPRIATE UNIFORM ATTIRE\*\*\***

### PURCHASING UNIFORMS

All uniform coordinates may be purchased from local vendors and retail stores. Kelly Green color examples can be found on the Curtis website.

## **Extracurricular Activities**

### **4-H Club**

We have a strong, award-winning 4-H Club at Curtis Elementary. Our club has always been one of the largest in the parish. Curtis 4-H holds meetings every month during the school day that are filled with fun information, talent presentations, and demonstrations from our members. Each Spring, project books and optional portfolios are turned in and judged. Also, in the spring, the parish holds a 4-H Fun Day. The students participate in several different activities during the day and spend their hard-earned Clover Bucks that they have collected for their donations to our monthly community service projects. Members are rewarded for their efforts at 4-H Awards Nights in May. Certificates and trophies are awarded to individual members for outstanding work and participation in the club and for their portfolio and project books. ***Students who wish to be Curtis 4-H Cheerleaders in 5<sup>th</sup> grade, must be 4-H members and complete all Fun Day requirements (attend 2 parish events, 5 community service projects, and complete the parish issued Project Book) in both 4<sup>th</sup> and 5<sup>th</sup> grades.***

### **Fitness Club**

At Curtis, we offer a student Fitness Club on Tuesdays and Thursdays after school free of charge. The goal is to help improve student health and wellness, to promote healthy eating habits, and to teach the importance of keeping active. Fitness Club will feature physical activity opportunities such as yoga, dance, physical fitness, and games available to all students, regardless of their abilities. Students must be picked up by 4:15.

### **Academic Assemblies**

Academic assemblies are held at the end of each 18-week grading period. The purpose is to honor the students who are on the A Honor Roll and the A-B Honor Roll.

### **4-H Cheerleaders**

In the spring, 4<sup>th</sup> graders may apply to become a Curtis 4-H Cheerleader. Parents must agree to purchase the uniform if their child makes the squad and cheerleaders must maintain a 3.0 grade average in both the 4<sup>th</sup> and 5<sup>th</sup> grades. Students must remain in good standing with no behavior referrals and positive teacher recommendations. Students must also be members of the Curtis Elementary 4-H Club in both 4<sup>th</sup> and 5<sup>th</sup> grade and complete all required 4-H projects.

### **Curtis Tigers Running Club**

Any student who enjoys running can join the Curtis Tiger's Running Club, Tiger Tracks. Our running club meets on Wednesdays after school until 4:15 (weather permitting). During practice, students will stretch and run at their own pace. Students in the running club will also participate in monthly community runs. Please note that numbers may be restricted based on current health guidelines.

***We want our Curtis parents to be involved and we look forward to a successful school year!***

## **Curtis Chromebook/Technology Contract for Students 2021-2022**

Providing Chromebooks for instructional use by our students is an important part of the Curtis Elementary instructional program. Students will use technology in the classroom each day to support learning. Only school-issued Chromebooks and keyboards will be allowed on campus. Certain guidelines are necessary to protect our students, technology and our school network.

Students and their parents/guardians must agree to the following:

1. I understand that the Chromebook I am assigned is property of Curtis Elementary and Bossier Parish Schools. Use is a privilege that can be revoked at any time. Chromebooks stay at school and are for school use only unless special permission is given and parent signatures are received.
2. I will take care of my Chromebook.
3. I will only use the Chromebook that has been assigned to me - unless given special permission by a teacher.
4. I will always carry my Chromebook with two hands and never carry it by the screen.
5. I will always use my Chromebook in a safe place (sitting down). Chromebooks are never allowed in the bathrooms or cafeteria.
6. I will keep all food and beverages away from my Chromebook since this may result in damage to the device.
7. I will not bang, slam, or hit the Chromebook.
8. I must keep my device clean and must not touch the screen with anything (e.g. finger, pen, pencil, etc.) other than approved computer screen cleaners.
9. I will not deface the device or place decorations (such as stickers) or other markings on the Chromebook.
10. I will not remove or alter any Curtis or Bossier Schools identification labels attached to or displayed on the Chromebook.
11. I will report damage, loss, or malfunctioning of the Chromebooks to my teacher immediately.
12. I understand that if I cause damage to the Chromebook I will lose Chromebook privileges until the device is repaired or replaced, and I will be responsible for the cost of repairs or replacement.
  - a. Chromebook replacement - up to \$250
  - b. Chromebook screen - up to \$55
  - c. Chromebook keyboard/mouse - up to \$55
13. If I damage a Chromebook I understand that I will lose Chromebook privileges and will still be required to complete all assigned work.
14. I may be moved to a desktop computer to complete assignments.
  - a. I may be required to complete the assignments with paper and pencil.
  - b. Disciplinary actions may also be taken.

### **Technology Contract**

1. I will practice digital responsibility on the internet.
2. I will log in to all technology devices with my school issued username and password.
3. I will only visit internet sites that have been approved by my teacher.
4. I will not share my passwords with other students.
5. I understand that the things I do on school issued technology/email accounts can be monitored by my teachers and school officials.
6. I will remain on the programs my teacher has assigned me to work on.
7. I will be responsible for the cost of replacement/repairs if Chromebook is damaged.

Please sign and complete the form on the next page, detach the form from the Student Handbook, and return the form to your child's teacher.

After reviewing the Curtis Chromebook/Technology Contract for Students on the previous page, please sign and complete the form below, detach the form from the Student Handbook, and return the form to your child's teacher.

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Read each statement below and check the boxes to show understanding.

Technology Contract

- I will practice digital responsibility on the internet.
- I will log in to all technology devices with my school issued username and password.
- I will only visit internet sites that have been approved by my teacher.
- I will not share my passwords with other students.
- I understand that the things I do on school issued technology/email accounts can be monitored by my teachers and school officials.
- I will remain on the programs my teacher has assigned me to work on.
- I will be responsible for the cost of replacement/repairs if Chromebook is damaged.

***I understand the statements on the Curtis Chromebook/Technology Contract for Students listed on the previous page and agree to follow them.***

Student's Name (Please Print):

Student's Signature:

\_\_\_\_\_

\_\_\_\_\_

Parent's Name (Please Print):

Parent's Signature:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Parent's Email: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_



