PRINCIPAL'S MESSAGE

On behalf of the administration, faculty, and staff, I welcome you to NSU Elementary Laboratory School. The information in this handbook has been compiled to help you organize your daily, weekly, and long-term assignments. The entire staff is here to assist you with your education. Come and share in our vision of excellence in education.

STATEMENT OF PHILOSOPHY

The faculty and staff of NSU Elementary Laboratory School serve a unique role because of a dual responsibility to the community and the university. Northwestern State University, the Natchitoches Parish School Board, and the Lab School complement each other through acknowledgement and support of the major objective of the Laboratory School, optimum growth and development of every student.

MISSION STATEMENT

NSU E-Lab is a collaborative environment of university and community that fosters meaningful learning experiences for all students.

VISION STATEMENT

Create a nurturing learning environment of innovative thinking and problem solving, where excellence is expected of everyone.

SCHOOL MOTTO

NSU Elementary Laboratory School:
"Where Students Come First."

SCHOOL THEME

Red, White, and Blue: Success Starts with YOU!

FACULTY

Caron Coleman	Supervising Principal
Caity Wilson	K Supervising Teacher
Amy Fisher	K Supervising Teacher
Cristy Gentry	First Supervising Teacher
Veronica Johnson	First Supervising Teacher
Molly Hubier	Second Supervising Teacher
Melanie Smith	Second Supervising Teacher
Aaliyah Seawood	Third Supervising Teacher
Hillary Gray	Third Supervising Teacher
Melissa Kaufman	Fourth Supervising Teacher
Lauren Procell	Fourth Supervising Teacher
Sydney Guin	Fifth Supervising Teacher
Victoria Hippler	Fifth Supervising Teacher
Lisa Wiggins	K-5 Librarian
Rebecca Keller	K-5 Physical Ed Teacher
Anna Rachal	K-5 Art
Renee Laird	Resource Teacher
Casey Stewart	Resource Teacher
	Gifted Teacher
	Speech Teacher
Dr. Samuel Stokes	Talent Teacher
Katrice LaCour	Strings Teacher

SCHOOL STAFF

Jessica Mooney	Secretary
Tracy Armstrong	Counselor
Mala Bernard	Paraprofessional
Cherry Johnson	Paraprofessional
Meagan French	School Nurse

SCHOOL OFFICES

Please feel free to contact us with any problems or concerns.

Office Telephone	318-238-6385
Office Fax	318-357-6979
Cafeteria Manager	
Sharon Holland	318-357-6975
Principal's e-mail	ccoleman@npsb.la
Bus Transportation (Ecco Ride)	318-352-6465/6467

SCHOOL HOURS

Classes Begin	7:40 AM
Dismissal	
Bus and Car Line	3:00 PM

RESPONSIBILITIES OF THE PARENTS

Just as we at NSU Elementary Laboratory School have the responsibility of providing your child with a unique learning experience, we feel that you as parents have the responsibility to aid us in this endeavor whenever and wherever possible. Therefore, we hope that you will read and follow these parental obligations:

1. Encourage regular attendance.
2. Be certain that each absence is a legal one according to state law. Legal absences are: illness of the child, death in the immediate family, and religious holidays or observances. Please send a written explanation of the child's absence. Medical absences are granted upon receipt of an original doctor's note.
3. Make certain that you get your child to school ON TIME-- No later than 7:40 A.M. If children arrive late, they go immediately to their classroom while parents sign them in the office.
4. Notify the school of a change in your child's normal dismissal procedure by sending a note to school with him/her on the day the change is to occur. In case of emergency, phone the office at least ONE hour prior to dismissal. Children may not ride a bus they do not normally ride. This could result in overcrowding of certain buses and is against school transportation policies.
5. Pick up your child promptly. Being late is not only inconvenient for the duty teacher but also frightening for the child. Car children should be picked up by 3:15 P.M. Children are not allowed to walk across the campus either morning or afternoon unless they have a written note from their parent.
6. Be certain your child is well before sending him/her to school. There are not proper facilities to care for ill children. If your child becomes ill during school you will be notified. Please send the name and telephone number of **two people** who may be notified in case of an accident if parents are unable to be reached. **Phone numbers MUST be kept current with the office!**
7. Buses are loaded before cars. Do not block lanes for bus loading at any time. No child should be unloaded in the parking lot unless accompanied by an adult. **Students cannot be dropped off or picked up in the parking lot. Students are not allowed to walk across the street unattended.**
8. Instill politeness as well as respect for Principal, teachers, and school employees.
9. Be certain that you receive, study, and return all report cards and other school papers as soon as possible.
10. Read and uphold, publicly and privately, the policies and procedures of the laboratory school and encourage your child to OBEY all of these policies.
11. Confer with the teacher on the academic status and progress of your child.
12. Return all forms promptly so that instructional time can be used wisely.
13. Excessive tardies and/or absences are handled by: 1st) school principal; 2nd) Child Welfare and Attendance Supervisor; and 3rd) the District Attorney's Office.
14. **Car Tags** must be used for picking up any students in car line.
15. NSU University policy (LA Revised Statute 39:88.1-88.4) requires that any outstanding fees owed to NSU and NSU Lab Schools (including tution) are to be paid in full in order for your child to continue at the Lab School. **Those fees must be paid in full by April 30, 2027, in order for your child to continue enrollment at the NSU Elementary Lab School for the following year.**

PARENTS ORGANIZATION (PALS)

Parents at Lab School (PALS) is the parents' organization that is responsible for much help in fundraising and teacher/staff appreciation activities. They are instrumental in such things as assisting teachers with class activities, funding school projects, and supplying each student with this agenda.

Please join the PALS Facebook page for updates and opportunities to serve.

APPLICATION FOR ADMISSION

To enroll a child, the parent must complete and sign an application for admission which can be obtained in the office or on our website. The application form must be updated yearly prior to May 31st. Parents must provide proof of residency and reside within Natchitoches Parish

STUDENT PROGRESS CENTER

You will be issued a user name and password for the NPSB Student Progress Center by the NPSB. The Student Progress Center will allow you to view your child's grades, attendance information, discipline information, and much more. For questions about the Student Progress Center please call the school office.

CHILD CUSTODY

It is the responsibility of the parent with legal custody, who does not wish the non-custodial parent to pick the child up from school, to provide the principal of the school with a certified copy of the judgment of the court granting custody, and with a written request to not permit the non-custodial parent to pick the child up from school.

Non-custodial parents are entitled to be informed of their child's progress. Therefore, upon the request of a non-custodial parent, the parent shall be provided notice of parent-teacher conferences, and of report cards concerning their child.

PERSONAL DATA INFORMATION

Please notify the school immediately if you have changed your address, home, work, or emergency phone numbers. The school records need to be kept up-to-date. In case of emergency, we MUST have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

VISITORS

Visitors are always welcome at our school. All visitors shall sign in at the office before going to their destination in the building.

Teachers are seen by appointment only. Communication via e-mail is always encouraged. Thank you for your cooperation.

ATTENDANCE

Children are required to attend school a minimum of 180 days a school year. A student shall be in attendance every day of school except when excused by extenuating circumstances. After three (3) unexcused absences, student will be referred to the Truancy Office. (See Code of Conduct regarding "Absences.")

STUDENT UNIFORMS

The Natchitoches Parish School Board has adopted a mandatory uniform dress policy in order to promote a more effective climate for learning and increase campus safety and security. NSU Elementary Lab upholds the NPSB guidelines regarding tops, bottoms, footwear, hair, head-wear and accessories. See the NPSB Handbook for details.

ARRIVAL ON CAMPUS/DISMISSAL

Car students are **not to be dropped off** at the school **before 7:10 a.m**. each morning and must be picked up by 3:15 p.m.

Students are to go directly to the designated door and wait in an orderly manner until 7:35 a.m. **Any student who is not in his/her classroom by 7:40 a.m. will be marked as tardy.** The only exception to this statement is on rainy days when unloading students is deterred by the lack of adequate covered unloading area. Students will be marked tardy at 8:00 a.m. on those days.

At the beginning of the school year, please discuss with your child's teacher how you expect him/her to get home. If there is a change in your standard routine, the child must bring a note to the teacher. **If the teacher does not receive a note, the child will be sent home in the regular way.** These arrangements must be planned ahead of time. The note must be signed by the teacher, principal, and bus driver when appropriate.

After 2:00 p.m., students must remain in their class until the bell rings. Any early dismissals must be made prior to that time.

Parish policy prohibits students riding a bus unless they are assigned to that bus.

No child shall be dropped off in the parking lot. Child(ren) must be accompanied by an adult going to and from the parking lot. This is for your child's safety. Use the designated crosswalk when accompanying your child across the stre

CAR TAGS

Drivers picking up children in the car line shall display the color coded car tag with the child's name on it. This tag should be visible when entering the car line by hanging it on the rear view mirror. When the Car Tag is missing, drivers will be routed to the parking lot. They will meet their passenger(s) in the office and get their car tag. Let anyone picking up students (grandparents, babysitters, etc.) be made aware of this policy.

TRANSPORTATION

The bus driver is in full charge of the bus and the pupils. Students must follow the directions of the driver. The following standards are established for the students' benefit and safety:

1. Students may be assigned seats if the driver finds it necessary.
2. Students must be seated before the bus begins to move and remain seated until it stops.
3. Band instruments too large to be placed under the seat may not be transported.
4. Obscene language will not be tolerated.
5. No objects will be thrown from the bus or on the bus.
6. Students shall not fight or scuffle on the bus.
7. Students will keep their heads, hands, and arms inside the bus at all times.
8. Students will depart at their regular stop only. Departure from the bus at any other stop must be requested in writing and signed by the parents and principal.
9. No balloons, flower arrangements, etc. will be allowed on the bus.

FIELD TRIPS

Students must ride school provided transportation to and from field trips. No check outs will be allowed during field trips.

SEVERE WEATHER

Parents and children are encouraged to listen to the news media for bulletins from the Superintendent of Schools concerning opening or closing of schools due to severe weather. Additionally, **classroom communication is established at the beginning of school.** Your child's teacher will provide a copy for your convenience. You may also check the Natchitoches Parish School Board website or call the school for a current message on the answering machine. An e-mail will be sent to those on e-mail distribution list.

SAFETY DRILLS

Fire drills for obstructed and unobstructed escapes will be conducted monthly during the school year. Tornado drill procedures are practiced three times per year

SCHOOL BREAKFAST AND LUNCH

All children are encouraged to eat cafeteria breakfast and lunch. The meals are planned by fully certified nutritionists and cooked by highly capable personnel.

Parents may contact the lunchroom supervisor if their child has a severe dietary problem. Parents who will be eating with their child should notify the teacher the day before.

ORGANIZATIONAL PATTERN

The Elementary Lab School has self-contained classrooms, K-1. Second,Third, fourth, and fifth grade students have one teacher for Math/Science and one teacher for ELA/Social Studies. We will use different organizational patterns at various times to provide the best educational setting for all students.

ART

The full-time art teacher teaches every day to each child.

PHYSICAL EDUCATION

The full-time Physical Education Teacher teaches Physical Education to each child every school day. Shoes must be appropriate for gym. There is no time to dress out.

LIBRARY

The purpose of the library or resource center is threefold. The center houses materials to enrich and supplement the school curriculum. Books for recreational reading and the environment for enjoyment and appreciation of literature is another facet of the program. Instruction in the use of books and other materials aids students in becoming independent in reference and location skills. All students visit the library as necessary, but other times may be scheduled as needed by a teacher and as often to enhance Information Resources.

SPEECH

A Speech Therapist works with those children who have been identified as experiencing difficulties with communication (articulation, language, voice, fluency).

GIFTED

There is an itinerate teacher for those children who have been identified as academically gifted.

TALENT

There are part-time teachers for those children who have been identified as musically talented.

STRINGS

Strings instruction is available to 5th graders by a part-time certified instructor. Strings classes are 3 times weekly.

SECTION 504

If your child is new to Lab School and requires a 504 plan, be sure to contact the SBLC chair, Tracy Armstrong (tarmstrong@nat.k12.la.us). Additionally if your child has an **IEP**, be sure that you let the teachers know. **It should be reported on the application for NSU Elementary Lab.**

GRADING SCALE

90 – 100	**A**
80 – 89	**B**
70 – 79	**C**
60 – 69	**D**
Below 60	**F**

CONFERENCES

The school schedules Parent-Teacher conferences twice yearly. The purpose of the conference is to give the parent and teacher an opportunity to discuss the child's current educational standing and/or problems the parent or teacher may be having with the child. Other conferences may be scheduled during the year at the request of a parent or teacher.

MAKE-UP ASSIGNMENTS

Students who are absent from school may make up work if they bring a doctor or parent written excuse. The school will adhere to the Natchitoches Parish Policy. Work missed must be made up within a specified time to receive full credit. Parents are encouraged to request assignments if they know that their child will be out for an extended length of time.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

A positive behavior interventions & supports system is required by all schools. Discipline in school is a by-product of good teaching. A well-planned positive program that is interesting and challenging to students will, as a rule, prevent disciplinary problems. The objective of discipline is to teach and motivate students to develop self-discipline. Therefore, the faculty and administration promote "11 Techniques" from *Discipline by Design*.

Classroom expectations are established and are reinforced through prescribed reminders. Expected behavior is rewarded through classroom incentives, Coleman's Compliments and Blue Tickets. An Incentives Committee meets regularly to modify the behavior plan.

If a child displays inappropriate behavior in the classroom or on the playground or after repeated problem behaviors by the child, "Plan B" is implemented:

1. Parents are called to sit with their child in the classroom.
2. Referral for SHORT
3. Suspension
4. SBLC meeting
5. If a student receives 3 major referrals, he/she may not be permitted to return to NSU Elementary Lab School the following year.

Additionally, the Parish Discipline Plan will be followed.

Blatant disrespect of any adult or student, verbal or physical threats made toward a student(s), teacher(s), or school personnel will be investigated and dealt with accordingly. Parents will be kept informed of their child's behavior by written notes sent home, telephone calls, mid-nine week progress reports, or reports of progress at the end of each nine week grading period.

SCHOOL POLICIES

MEDICATION

Parish forms are sent to parents at the beginning of each school year explaining medication policies in our school. (See ***NPSB Handbook***, for complete instructions of what is required for our staff to administer medication.)

SCHOOL NURSE

A school nurse is assigned to NSU Elementary Lab School.

CONTAGIOUS DISEASES

If your child has a contagious disease, the child may NOT return to school without a doctor's permission. (i.e. pink eye, ringworm, etc.)

LIBRARY POLICY

Students in grades K-1 may check one book out for one week and renew it if desired. Students in grades 2-5 may check out two books at one time. Another book shall not be checked out until all books are returned. Any student is welcome to come to the library when the librarian is available to check out a book. If class assignments call for additional materials, this can be arranged. Failure to follow library behavior policies may result in loss of library privileges.

PHYSICAL EDUCATION POLICIES

Physical Education is required unless excused by written request of the family physician. Parents may send a written request for their child's exclusion from participation in physical education for short periods of time. Written requests by the family physician will be required for periods longer than five days.

Students are required to wear tennis shoes (athletic shoe wear) every day for participation in physical education class. Shoes must fit securely for safety considerations

LOST AND FOUND

All articles that are found are taken to the 3rd floor. Students may look for lost items there. All unclaimed items are donated to local churches for the needy. **Parents should label all personal items**.

TRANSPORTATION CHANGES

ALL changes in transportation MUST be written in the student's agenda the day that the change is to take place. ONLY emergency changes will be accepted by a phone call. Word of mouth changes by your child will no longer be accepted for safety reasons. We want to be efficient when it comes to your child's safety and well-being. We can only do so if we have documentation of the changes in an orderly manner. No phone messages for change in departure will be accepted.

BUS TRANSPORTATION CHANGES (Change in drop-off location)

If the change involves the bus driver, then you MUST get the approval from the bus driver first. Next, write it in your child's agenda stating that you have approval from the bus driver. Then send a note to the office so that we can initial it and send a copy with your child back to the bus driver.

KINDERGARTEN DRAW (Computer Generated)

The deadline for kindergarten applications is March 2027. The Draw will be publicized in the local paper two weeks prior to the Draw. Results of the Draw will be e-mailed and sent indicating acceptance or number on the waiting list. A total of forty-four (44) students will be accepted for kindergarten classes by the opening of school in August. This posting is the ONLY means of communication about the Draw until Kindergarten Roundup which usually takes place the last week of May. At that time, a letter is mailed to every child who has been accepted. The reason for the time lapse in notifying students and parents is that several current kindergarten children may not go on to first grade. Slots for these children must be reserved. It is our intention to give every child the most time needed to progress. Therefore, some determinations to have a child stay an additional year in kindergarten will not happen until the end of the school year.

Note: Parents/guardians of the children in the Kindergarten Draw **must** provide proof of residency in Natchitoches Parish.

Applications for NSU Elementary Lab should be updated annually via e-mail or through the office.

SCHOOL PROGRAMS

RUNNING CLUB

Running Club is an after-school program offered two days a week for all 3rd – 5th grade students. The club's mission is to gain a lifetime skill to help our students be healthy and physically fit. Club members set personal goals to work toward while having fun. The club hosts two community races during the school year and parents have the opportunity to join in throughout the year. Permission slips for club events will be sent home at the beginning of the school year.

TERRIFIC KIDS

Terrific Kids is a program sponsored by the Natchitoches Kiwanis club. These students will receive special recognition as designated from the organization.

K-Kids

K-Kids is a program also sponsored by the Natchitoches Kiwanis Club and NSU Circle K Organization. Fourth and Fifth grade students can participate. K-Kids meet after school on designated Wednesdays.

CITY-LAB SAVINGS BANK

NSU Elementary School began a Bank-At-School Program in September 1999. The program is a partnership with City Bank & Trust Co. of Natchitoches, the Louisiana Young Bankers and the State Treasurer's Office.

The program is offered to students K-5 on a voluntary basis. Students can open savings

accounts and make deposits to those accounts once each month at school.

A permission form is sent home for the parent to sign if they are interested in their child participating in the program. Only new members need to fill out the form and send it back to the school.

OTHER PROGRAMS

NSU Elementary Lab offers several other programs in which students can participate: 4-H, DARE, and Running Club.