

Welcome to Raguet Elementary School Student Handbook

We Can All Be CHAMPions

Welcome to the Raguet Elementary School family! We are excited and honored that you chose to share your child with us! This handbook is designed to be a helpful booklet for home and school as we work together to make our school a quality student-centered culture. Take a moment to look over all the items for your information. Should you have a question or concern about any area, please call the school to discuss the item.

ARRIVAL/DISMISSAL

All students grades K -5th are to report to the classroom upon arrival

- 7:30 a.m. School will be open to students
- 7:45 a.m. Breakfast in the classroom and Morning Announcements
- 8:00 a.m. Classes Begin/Students are tardy
- 3:10 p.m. Buses/Daycare dismissed
- 3:20 p.m. Car Riders/Walkers dismissed after buses.



For the safety of all students, please follow these precautions:

1. **Please do not drop your child off before 7:30 a.m. There will not be any adult supervision before this time. This would create a dangerous situation for your child.**
2. Please enter the front entrance at all times and report to the office for a visitor's badge.
3. Please remain in your car during loading and unloading in order to keep traffic moving. Your child will be brought to your car by a Raguet staff member. Please remember there are many cars behind you.
4. If you are walking your child into school, please bring them to the front door.
5. **Students dropped off after 8:00 will need a parent to walk in and sign them in-your student will be considered tardy at this time.**
6. If you are picking up your child, you may wait in the circle drive on the south side of the building OR park and walk up. If you walk up, you must wait outside at the cafeteria doors on the north side of the building. You may not enter the classrooms during dismissal.

7. Students will not be released **after 2:45 daily unless prior arrangements with the teacher and office have been made.** Our bus riders must exit the building through the front doors. When parents congregate in this area, it becomes a safety issue. If you are walking up to get your child, you must wait in the north side cafeteria area and a staff or faculty member will bring your child out.
8. **All students must be picked up by 3:45 pm.** At 4:00pm we will call NISD police to locate you or take your child home. If there is a persistent problem of your child being picked up late, CPS may be contacted.
9. In order for a child to go home with a person other than the names listed on the registration form, a note must be sent with specific instructions. For your child's safety, students will not be released to any person other than a parent or guardian without written permission. ****To change bus transportation, you must contact the Transportation Department to obtain a bus pass at 936-552-8780. You must call before noon on the day a change is requested. The Transportation Department must approve any bus changes (even for the day) and send the school an email indicating the change. These changes cannot be made at the campus level.**
10. If you plan for your student to be a walker, please fill out the form at the end of this handbook and return it to the front office to Shasta or Karlee'.
11. All car rider and walker changes need to be **a written request and sent to the child's teacher.** We will not take phone calls to change transportation after 2:30 except in extreme emergencies. This is for the safety of your child.

Note



ATTENDANCE

Student attendance is the first step in assuring positive academic achievement. Daily and punctual student attendance is essential for optimum growth and development. Research shows there is a direct correlation between student success and consistent attendance. The school schedule is as follows:

Doors open at 7:30
 Start Time 7:45
 Tardy: 8:00
 End Time 3:15



****Instruction time is very important to us here at Raguet.** If your child arrives late or leaves early and misses instruction, the teacher will notify the principal or assistant principal of needed make-up work. Your child will then need to stay for Thursday Extended Day to do

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

CAFETERIA



All students are issued an I.D. number at the beginning of the school year. This number must be presented to the cashier each day for meals. Lunch accounts may be paid or prepaid at any cafeteria in the district or online. A reminder notice will be sent home when your child has a low account balance.

Applications for free and reduced lunches will be sent home on the first day of school to every student. Applications will be processed in the order they are received. Parents will be notified of the results by a letter sent home with your child. Until you have been notified of your child's status, please send a sack lunch or money for his/her lunch. **Even if you feel you will not qualify for free/reduced lunch or will not use it, please return the completed form anyway.**

Students are allowed only two charges. Items which are listed as "a la carte" (desserts, ice cream, etc.) will not be charged at any time. If a child has already charged (2) times, they will be offered a choice of either calling a parent for money or eating a peanut butter sandwich, fruit, and milk for lunch.

If your child has allergies, we must have a written note from your family doctor specifying what your child is allergic to so that we can make provisions for meals. *Please make sure the nurse, cafeteria and classroom teacher is aware of any food allergies.*

CELL PHONES



Cell Phones are allowed at school and can be used before and after school outside only for family related purposes. They must be turned off and left in backpacks in lockers during school hours. Violators will have their phones taken up and will be returned only to a parent. Raguet Elementary is not responsible for lost or stolen cell phones.

CLASSROOM PARTIES



CELEBRATIONS (All Grade Levels)

- Please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.
- Birthday celebrations may be brought to the school and passed out during lunch or at the end of the day. Please make sure you have made arrangements with the teacher and front office to have these delivered.

CLINIC



A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will determine if the student should be sent home and will notify parents. In order for the school to handle any emergency, please keep your child's health records current.

A student who must take prescription medicine during the school day is required to have a parent bring a written request and the medicine, in its original, properly-labeled container, to the nurse. The nurse or nurse's designee will give the medicine at the proper times.

Do not send medications to school with your child. You must bring it to the nurse. For help with this or questions you may contact Emily Penney, RN at 569-5052.

COMMUNICATION

Good communication between home and school is vital for a successful school experience for your child. In order that parents may know when to expect written communications, we have designated **Tuesday** as "Take Home Day." The "**Tuesday Teacher/Parent Communicator Folder**" may contain student work samples, newsletters, menus, progress reports, flyers and other school related communication. Please impress upon your child the importance of giving these notices to you on the same day in which they are sent home.

If you send communication to the teacher via folder, please remind your child to hand-deliver the note. Teachers do not go through student folders or backpacks.

Raguet faculty and staff want to keep the lines of communication open with our parents. In an effort to quickly and effectively resolve any potential conflicts, please address any concern with the teacher first. Teachers are available to conference during their daily conference period by appointment. To schedule a phone or school conference with a teacher, counselor, or administrator, please call the office at 569-5052 for an appointment. **Teachers will not conduct conferences during instruction time.** It is not our intent to appear un-wanting of parents in school or inflexible, but it is our purpose to protect the instructional time of all students. Everyone's help by appreciating the instructional time of the classroom will be most beneficial. **No calls will be transferred to classrooms during the school day.** A message will be taken so that the teacher can return your call before leaving for the day.

Also, please like us on Facebook. Our page is updated regularly and announcements for upcoming events are posted.



DISCIPLINE

At Raguet Elementary, we agree that children's self-discipline and independence will be fostered by establishing and teaching age-appropriate behavioral expectations and social skills. The climate of the learning environment improves and incentives are gained as we educate our children to make positive learning choices.

The faculty and staff will work hard to create a positive atmosphere in which students can learn. Yet, we believe that our students also are responsible for their own behavior and academic success. Our goal through the use of our school wide discipline expectations will promote self-discipline. Parents should support the protection of instructional time and expect their child to comply with all school rules. All discipline rules are listed in the NISD Student Code of Conduct Handbook.

The Raguet Pledge

Each morning after our pledges to the American and Texas flags, we say the Raguet pledge. It is important to me that our students understand the meaning of the words they are reciting, and not just memorizing something we say each morning without thinking. Mr. Allen and I will be visiting with students the first day of school to help them understand that we expect them to behave according to the words we say. I want to help them know what it looks like to act in the manner indicated by our pledge. We ask that you help your child learn the expectations of our pledge, also.

**Today I will do more than I have to do,
treat others how I would like to be treated,
and do my very best.
I will behave safely, respectfully, cooperatively, responsibly
and have a great day.**



CHAMPS

Our campus and district uses the CHAMPS model of expectations for our students. We believe it is important that teachers go over expectations for students before beginning lessons or activities. This allows students to learn to self-monitor their behavior and self-correct. Below is the CHAMPS model:

C= What is the Conversation level you expect?

H=How does the student ask for Help?

A= What is the Activity we are going to do?

M= What Movement is the student allowed to do?

P= How does the student Participate in the lesson/activity?

S= Success!



DRESS CODE

Students are expected to be neat, well groomed, and appropriately dressed for school. The Nacogdoches Independent School District (NISD) believes that an individual's dress and grooming habits directly affect his/her behavior, attitude, and performance. Therefore, the intent of the NISD dress code is to bring out the very best in the student body because student pride is a key factor to academic success.

On Fridays, we want to celebrate our campus. Students can wear jeans with a school or NISD shirt. Jeans are not permitted with any other shirt.

Any style of dress or grooming which distracts from the instructional process is not acceptable.

Shirts:

- Must be a short or long sleeved polo style knit with collar
- Any **solid** color polo style allowed
- **No logo on shirt**
- Solid color turtle neck or long sleeved shirt may be worn under polo style shirt

Pants:

- Must be solid color khaki, navy or black (twill like material)
- Pants must fit securely at the waist and properly hemmed or cuffed ("sagging" not allowed)
- No denim jeans, sweatpants, jogging pants or warm-ups allowed
- No stretch knit, silky knit, spandex or denim pants



Shorts/Skortts:

- Must be solid color khaki, navy or black (twill like material)
- Shorts/skortts must fit securely at the waist and must be properly hemmed or cuffed ("sagging" not allowed)
- Shorts/skortts must be knee length or longer
- No cut-offs, stretch knit, silky knit, spandex or denim shorts/skortts allowed

Skirts/Jumpers:

- Must be worn with a standardized shirt
- Must be solid color khaki, navy or black (twill like material)
- Skirts/jumpers may be straight, pleated or full
- Skirts/jumpers must be knee length or longer
- No stretch knit, silky knit, spandex or denim skirts/jumpers



Shoes:

- All shoes must be closed toe and closed heel
- Any color tennis shoes (laced or velcro) are allowed
- No heeies or crocs style shoes allowed

Coats/Jackets:

- Any color may be worn to school.
- Inappropriate language or symbols are not allowed.

Sweaters/Sweatshirts/Hoodies:

- May be worn over standardized dress but must be a solid color with no logos.

Final decisions on the appropriateness of school dress rest with the campus principal.

PARENT INVOLVEMENT

When there is a strong partnership between the home and school, education does indeed succeed. Students learn better when their parents are involved. Become an involved parent by joining PTA (Parent Teacher Association) at Raguet. All parents are encouraged to get involved. You are always welcome at Raguet! Contact Kim Hart, our PTA President.

**GET
INVOLVED!**

PERSONAL ITEMS

Students should not bring toys, trading cards, electronic equipment, or any nonessential personal items onto school property unless authorized by a staff member. **Fidget Spinners are considered a toy unless documented by your family physician.** Raguet is not responsible for lost or stolen items. Any personal items taken up by the staff will remain in the office until picked up by the parent/guardian.



REPORT CARDS



Report cards are issued every six weeks and must be signed and returned. Progress reports will be sent the Wednesday following the third week of each six-week grading period. Please make sure to update your address and phone number regularly.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

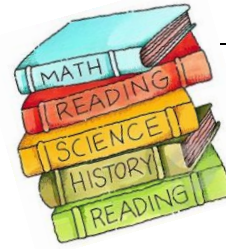
In case of an emergency, it is extremely important that student records are accurate and current. When there is any change in address, home or work phone, guardianship or a student's name, records must be updated and submitted to office personnel. A legal document must be submitted for a student name change, (i.e., birth certificate, marriage license, or court order).

In order to ensure the safety of students, all legal documents concerning joint custody, visitation rights, and restraining orders should be filed in the office.

TEACHER QUALIFICATIONS

Raguet takes pride in having highly qualified teachers. Parents may request, and the District shall provide on request, information regarding the professional qualifications of a student's classroom teacher. If you request this information, we will provide you with the following as soon as possible: a) if the teacher has met state licensing requirement for the grade level and subjects in which the teacher is providing instruction b) if the teacher is teaching under an emergency status for which state licensing requirements have been waived c) the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate

Textbooks and Library Books



NISD provides textbooks for the students of this district. Please remember that these textbooks are used by students at each grade-level for several years. Students must take care of textbooks while using them. Please review the Pupil, Parent, or Guardian textbook responsibilities:

1. Issued textbooks must be covered at all times.
2. Return textbooks to the teacher at the close of the school year or when the student withdraws from school.
3. Write the student's name inside the front cover of the textbook in ink.
4. Keep the textbook in good condition. Any misuse of the textbook due to carelessness or neglect may be considered cause to charge the student a fine for that textbook.
5. If a textbook is lost, destroyed, or damaged, reimbursement will be determined.
6. All library books must be returned to the campus before the end of the school year.
7. No more than 2 library books will be checked out a time. If your child has an overdue book or fine, he/she will only be able to access library books at school.
8. If your child loses a library book, the parent is responsible for the amount to replace the book for our students.
9. If the book is not paid for by the end of the year, your child will not be allowed to participate in reward activities such as our Carnival.

TRANSPORTATION

Transportation is provided for students to and from school. The bus driver is in charge of safety on the bus and will report problems to the designated administrator. A written report will be filed on those students who cause a disturbance or refuse to follow bus safety rules. Such report will result in disciplinary action that could include loss of bus riding privileges. For disciplinary incidences on the bus, please call the NISD Transportation Department at (936) 552-8780.

Any change in transportation at the end of the day should be for an emergency only. All changes need to be **a written request and sent to the child's teacher. We will not take phone calls to change transportation. This is for the safety of your child.** All bus changes must be approved by NISD Transportation Department by noon. **Your child's safety is of utmost importance to us!**



VISITORS

We welcome and encourage parents to visit our school. Good communication and parent involvement is extremely important to us.

One other important factor is safety. Security is a top priority; therefore, all visitors must check in at the office with a valid ID and wear a visitor's badge when appropriate. For anyone to have lunch, pick your child up from school or visit with your child, they must be listed on the registration form. If you have visiting relatives who want to come to the school, you must let us know, in writing, beforehand. This is so that we know you are aware of who may be visiting your child.

Please enter the building at the front entrance. All other entrances will be locked at 8:00 a.m. Security cameras have been placed throughout the campus to monitor all activity.

Your Raguet Office Staff:

Julia Wells, Principal jwells@nacisd.org

James Allen, Assistant Principal jallen@nacisd.org

Lindsey Turner, Curriculum and Instruction Coach lturner@nacisd.org

Destiny Green, Counselor d_green@nacisd.org

Shasta Henson, Secretary shenson@nacisd.org

Karlee Forney, PEIMS kforney@nacisd.org

Kim Henson, Receptionist khenson@nacisd.org

Thank you for being a part of our Raguet family!



Walker Sign Up



If you wish to walk up and get your child each day, please list below. Once you sign up for your child to be a walker, you must contact us at least 1 day before if you want to change transportation.

Please note that at 3:30 all walkers who have not been picked up will be moved to the car rider line on the south side of the building. At 3:45 all students will be moved to the cafeteria and you will need to come inside and sign them out.

Student name/s:

Grade

Teacher name:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature

Date

Is there any other information you want us to know?