

# **KEHOE-FRANCE NORTHSHORE Family Handbook**

**Kehoe-France Northshore**

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Covington, LA 70433  
(985) 892-4415  
[www.kf-ns.com](http://www.kf-ns.com)

Revised August 2020

**Due to the COVID-19 Pandemic, changes in our policies are outlined in the Reopening Guidelines which can be accessed through this link:**

**[www.kehoe-francens.com/editoruploads/files/KFN\\_Reopening\\_Guidelines\\_2020\(1\).pdf](http://www.kehoe-francens.com/editoruploads/files/KFN_Reopening_Guidelines_2020(1).pdf)**

## Contents

### **SECTION A: KEHOE-FRANCE INFORMATION**

Welcome/Introduction

Preface, History, Facilities, Mission Statement, Vision Statement, Philosophy, Goals, IB Candidacy

### **Contact Information**

Executive Committee, Administration, Faculty, School Staff, Office Staff, Support Staff

### **Organizational Chart**

### **Admissions**

Finance, Tuition Discounts, Payment Options

### **School Life**

Attendance, Before/After Care, Absences, Severe Weather, Early Dismissal

### **School Programs**

Athletics, Eligibility, Swimming, Summer Camp, Special Events

### **Academics**

Grading Scale, Progress Reports, Homework, Promotional Policy, Make-Up Work, Testing, Exams, Tutoring Policy, Northshore Honors and Awards

### **Technology Use Policy**

### **Uniforms**

### **General Information**

Office Hours, Fire Drills, Visitors, Accident/Illness, Soiled Clothes, Identifying, Belongings, Supplies, Parents' Role, Grade Level Representatives, Parent/Teacher Conferences, Lunch, Snacks, Lost and Found, Field Trips, Car Line, Electronic Gate, Messages, Publications, Therapists, Counseling, Library

### **School Calendar**

### **Kehoe-France Traditions**

### **SECTION B: ASSESSMENT POLICY**

### **SECTION C: ACADEMIC HONESTY POLICY**

### **SECTION D: DISCIPLINE POLICY**

### **SECTION E: SEXUAL HARASSMENT POLICY**

### **SECTION F: BULLYING POLICY**

### **SECTION G: SPECIAL NEEDS POLICY**

### **SECTION H: LANGUAGE POLICY**

## **Section A:**

# **Kehoe-France Information**

## **WELCOME**

We are very excited and honored that you have chosen Kehoe-France Northshore for your child(ren). We have an open door policy and encourage families to visit, participate in events, ask questions and make suggestions at any time. Please thoroughly read this handbook/policy manual so that you are familiar with the KF practices, procedures, and policies. Be sure to ask questions if there are any details you do not understand or areas you need further information or clarification.

## **INTRODUCTION**

### **Preface**

This handbook has been prepared to acquaint parents and students with the objectives, privileges, policies, and regulations of Kehoe-France Northshore School. You are asked to be thoroughly familiar with this material. This handbook will also help you to understand the philosophy and traditions of Kehoe France Northshore. The Family Handbook may be revised during the school year in which any changes will be communicated to our families.

### **History of Kehoe-France**

Kehoe-France was founded in 1949 as a Day Camp for boys and girls under the direction of Patricia Kehoe and Frank A. France. The partnership was sealed in 1952 when Patricia Kehoe became Mrs. Frank A. France. The camp operated in Audubon Park and at various rented facilities until February of 1958 when it moved to the present location at 720 Elise Avenue in Metairie.

What was the area like at that time? Elise Avenue was a one-lane dirt road with wide ditches on either side. West Metairie Avenue did not exist. Neither did Veterans Boulevard. Clearing and developing the land was a real effort. It was heavily wooded with much underbrush covering what was actually a swamp. Thousands of truckloads of mud had to be hauled in before any construction could begin. Only our pioneering spirit and the vision of what Kehoe-France would one day become kept the effort moving.

We seemed to have been unmindful of the situation on Wall Street, for in 1957-58 the country suffered the worst recession since the Great Depression of 1929. Financial backers were difficult, if not impossible, to find. However, there were a few people who shared our vision, who not only gave moral support but loaned financial support as well. We do not wish to embarrass them by mentioning their names. It is sufficient that they know, and we will be forever grateful for the faith that they had in us and in our dreams.

That first year the main building, a two-story structure, with living quarters upstairs, was completed. The pool was completed on Mother's Day, 1958. In June of that year, camp opened on schedule as it has every summer since 1949.

Each year improvements and buildings have been added to the physical plant. In September 1962, the school program began with an enrollment of 42 preschool students and two teachers. The school grew quickly. In the following year, there were five divisions of preschool, and the next year there were ten.

In September 1966, two 1st grades were added, and one grade was added each year thereafter until 1974, when the first 8th grade graduation was held.

On March 15, 1996, Kehoe-France's growth reached across Lake Pontchartrain to Covington with the purchase of River Forest Academy. Today, there are over 1100 students in both Kehoe-France School and Kehoe-France Northshore.

Since its beginning, Kehoe-France's growth and development have been strong and steady. Much of the credit must go to the dedicated teachers, loyal parents, and eager students who have passed through its doors. Kehoe-France was founded without the aid of debenture bonds, endowment, or fund-raising drives. It was at its beginning, as it is now, funded solely with student tuition and personal funds from the founders.

In September of 2018, an agreement was made between the France family and International Schools Partnership (ISP). The merger allowed for long-term stability of Kehoe-France School and the continuation of Mr. Frank France's legacy. Several enhancements including campus improvements, international opportunities, and an organizational structure that provides expertise in finance, marketing, and capital improvements.

### **Facilities**

Kehoe-France Northshore is nestled in the River Forest Subdivision on fifteen (15) acres with a wide variety of facilities. Indoor facilities include over 40,000 square feet of air-conditioned learning spaces which include an Early Childhood Center, Preschool, Lower School and Middle School buildings, a full-size gymnasium, cafeteria, library, science lab, art and music studios, and technology center. Our outdoor areas include a swimming pool, tennis court, football field, track and two playgrounds with state of the art playground equipment. We recently added an Outdoor Discovery Center. Kehoe-France meets all of the State Board of Health and Fire Marshall regulations.

### **Mission Statement**

The mission of Kehoe-France is to give each student a strong academic foundation, promote social skills and physical well-being, and nurture cultural and ethical development in a caring and aesthetically pleasing environment.

### **Vision Statement**

Based on a history of traditional ethics, Kehoe-France looks to the future with a long-range, strategic plan to reinforce these values of honesty, compassion, personal integrity, and fairness. Because Kehoe-France is a private school, there is the capacity for upgrading education by directly addressing the individual needs of students. Through collaboration and continuous learning, Kehoe-France will be a place of excellence where all students are engaged in high quality, real-world learning. A professional and highly motivated staff, in partnership with parents, will encourage children to achieve their full potential and become responsible citizens who are lifelong learners.

### **Philosophy**

The philosophy of Kehoe-France is to develop the whole child intellectually, spiritually, emotionally, physically, and socially.

We believe:

- in the importance of spiritual values above material ones.
- all children should receive the care and education to develop their capabilities.
- a child should feel good about the earliest experiences in school so that enjoying learning will become a lifetime pattern.
- children should work sometimes alone and sometimes in groups to learn independence, tolerance, and cooperation.
- each child should be provided with a rich background with emphasis on the dignity and importance of the individual.
- good citizens will always strive to contribute to the community.

- parents are an integral part of a child's learning and that a good working relationship with parents is important for maximum student growth.

In essence, it can be said that the prime aim of Kehoe-France is to assist each child to live the good, intellectual life, to be aware of his/her own worth and the worth of every individual.

### **Goals**

It is our goal to help children recognize their capabilities and to provide the opportunity and guidance to develop them. It is our aim to develop a child's curiosity, self-concept, self-discipline, and problem-solving ability. We strive to meet each child's developmental needs, realizing that they will not enter at the same level nor will they all reach the same level of achievement at the end.

We attempt to imbue the child with compassion and respect for his/her peers and to practice courtesy and consideration in his/her relationship.

We strive to promote and encourage each child to develop interests in cultural and worthy leisure time pursuits.

A child who has been educated at Kehoe-France should have the faculty of critical analysis, the ability to meet new problems, independence of thought, self-direction, and self-discipline.

The desired learner outcomes for all students who exit Kehoe-France School at the end of their elementary years are as follows:

- The student will demonstrate functional skills in communication (reading, writing, speaking and listening), mathematics, science, and computer technology.
- The student will demonstrate an ongoing enthusiasm for learning drawing from positive educational experiences in school.
- The student will demonstrate an appreciation for the visual and performing arts, foreign language, and physical fitness and wellness.
- The student will demonstrate self-discipline and problem-solving skills to investigate the world about him/her.
- The student will recognize and value his/her own uniqueness with opportunities to investigate and seek out areas of particular interest to him/her through participation in curricular and extracurricular activities.
- The student will effectively demonstrate responsibility and self-direction and utilize time cooperatively and efficiently on group and independent projects.
- The student will demonstrate compassion and respect for his/her peers and practice courtesy, consideration, and self-discipline in his/her relationships.
- The student will demonstrate an appreciation of all cultures with an emphasis on the dignity and importance of every individual.
- The student will demonstrate the ability to live a productive life, and through an awareness of his/her own self-worth, will strive to become a contributing member of the community.

*Kehoe-France Northshore is an IB World School authorized to offer the Primary Years Programme (PYP). We are a candidate school for the Middle Years Programme (MYP). IB World Schools share a common philosophy - a commitment to high-quality, challenging, international education that we believe is important for our students.*

*\* Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes visit <http://www.ibo.org>*

## **COMMUNICATION - CHAIN OF COMMAND**

Parents are often discouraged when they attempt to communicate with school officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command," or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should be first addressed with the school official directly involved in the situation and then moving on to the next level on the chain of command.

<p><b><u>ADMISSIONS</u></b></p> <ul style="list-style-type: none"> <li>● School Secretary - Mrs. Pam Fair</li> <li>● Admissions Director - Mrs. Lauren Adkins</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>	<p><b><u>ATHLETICS</u></b></p> <ul style="list-style-type: none"> <li>● Coach</li> <li>● Athletic Director - Mr. Zac Berry</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>
<p><b><u>EARLY CHILDHOOD</u></b></p> <ul style="list-style-type: none"> <li>● Classroom Teacher</li> <li>● Early Childhood Lead - Mrs. Liz Michener</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>	<p><b><u>FACILITIES/BUILDING</u></b></p> <ul style="list-style-type: none"> <li>● Physical Plant Director - Mr. Perry Guidry</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>
<p><b><u>INSTRUCTION/CURRICULUM</u></b></p> <ul style="list-style-type: none"> <li>● Classroom Teacher</li> <li>● Academics/IB - Mrs. Brandy Calato</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>	<p><b><u>TECHNOLOGY</u></b></p> <ul style="list-style-type: none"> <li>● Classroom Teacher</li> <li>● Technology Director - Ms. Becky Laird</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>
<p><b><u>STUDENT DISCIPLINE</u></b></p> <ul style="list-style-type: none"> <li>● Classroom Teacher</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>	<p><b><u>FINANCES</u></b></p> <ul style="list-style-type: none"> <li>● Registrar - Mrs. Lori Molinary (part-time)</li> <li>● Principal - Mr. Brad Humphreys</li> </ul>
<p><b><u>STUDENT SERVICES</u></b></p> <ul style="list-style-type: none"> <li>● Classroom Teacher</li> <li>● School Counselor - Ms. Kayleigh Underwood</li> <li>● Principal - Brad Humphreys</li> </ul>	

## CONTACT INFORMATION

Add @kf-ns.com to all email addresses listed below  
(Kyle France add @kehoe-france.com)

### Executive Committee

Name	Degree	Email
Kyle M. France	BS - LSU, M. Ed. - Holy Cross	kyle
Frank A. "Kie" France	BA - LSU	kiefrance

### Administration

Name	Title	Degree	Email
Brad Humphreys	Principal	BS - LSU, M. Ed. - UNO	bhumphreys
Brandy Calato	Academics/IB	BA - SLU	bcalato
Becky Laird	Technology	BA - SLU	blaird
Lauren Adkins	Admissions	BA - SLU	ladkins
Kayleigh Underwood	School Counselor	MS - Counseling - SLU MS - Clin. Phsy. - NSULA BS - SLU	kunderwood

### Support Staff

Name	Title	Degree	Email
Perry Guidry	Physical Plant Director		pguidry
Liz Michener	Early Childhood Lead		lmichener
Zac Berry	Athletic Director	BS, MBA - SNHU	zberry
Jennifer Hardy	Health & Safety Asst. Athletic Director	BA - Milsaps MS - SLU	jhardy
Amanda Powell	Asst. Athletic Director	BA - SLU	apowell
Curtis Hines	Maintenance		chines

### Faculty

Name	Position	Degree	Email
Therese Baldo	Visual Arts	BS - USM	tbaldo
Robyn Barrios	PreK-3	BA-SLU	rbarrios
Lauren Bastoe	PreK-3	BS - ULM	lbastoe
Zac Berry	5th I&S/1st-4th Technology	BS, MBA - SNHU	zberry
Nicole Brouillette	Kindergarten	BA - UNO	nbrouillette
Lynn Calmes	Librarian	BA - SLU, M.Ed. - SLU	lcalmes



Liz Carmouche	1st Grade	BS - USM	lcarmouche
Kristin Demma	Second Grade	BS - ULL	kdemma
Bridget Dunnivant	EC-2	BA - University of Alabama	bdunnivant
Patty Folse	5th-7th Science/Design	BA - Purdue, M.Ed. - USM	pfolse
Rebecca Foret	Little Eagles		rforet
Indira Gamez	Lower School Spanish	Institute Politecnico	igamez
Mary Guilbeau	EC-2		mguilbeau
Jennifer Hardy	6th-7th I&S/5th-7th Spanish	BA - Milsaps MS - SLU	jhardy
Penny Hitt	ELA	BA, M. Ed. - Nicholls State	phitt
Cheryl Holsten	5th-7th Mathematics	BA - SLU	cholsten
Lindsey Jenkins	Third Grade	BA - SLU	ljenkins
Julie Malta	PreK-4	BA - NSU	jmalta
Liz Michener	EC-1		lmichener
Holly Moran	Physical Education	BS - SLU	hmoran
Hillary Smith	Performing Arts, Music	BA - University of Mississippi, MM - USM	hsmith
Gretchen Verhulst	TOTS	BS - LSU, M. Ed. - SLU	gverhulst
Anne Woods	Fourth Grade	BS - UNO	awoods

### School Staff

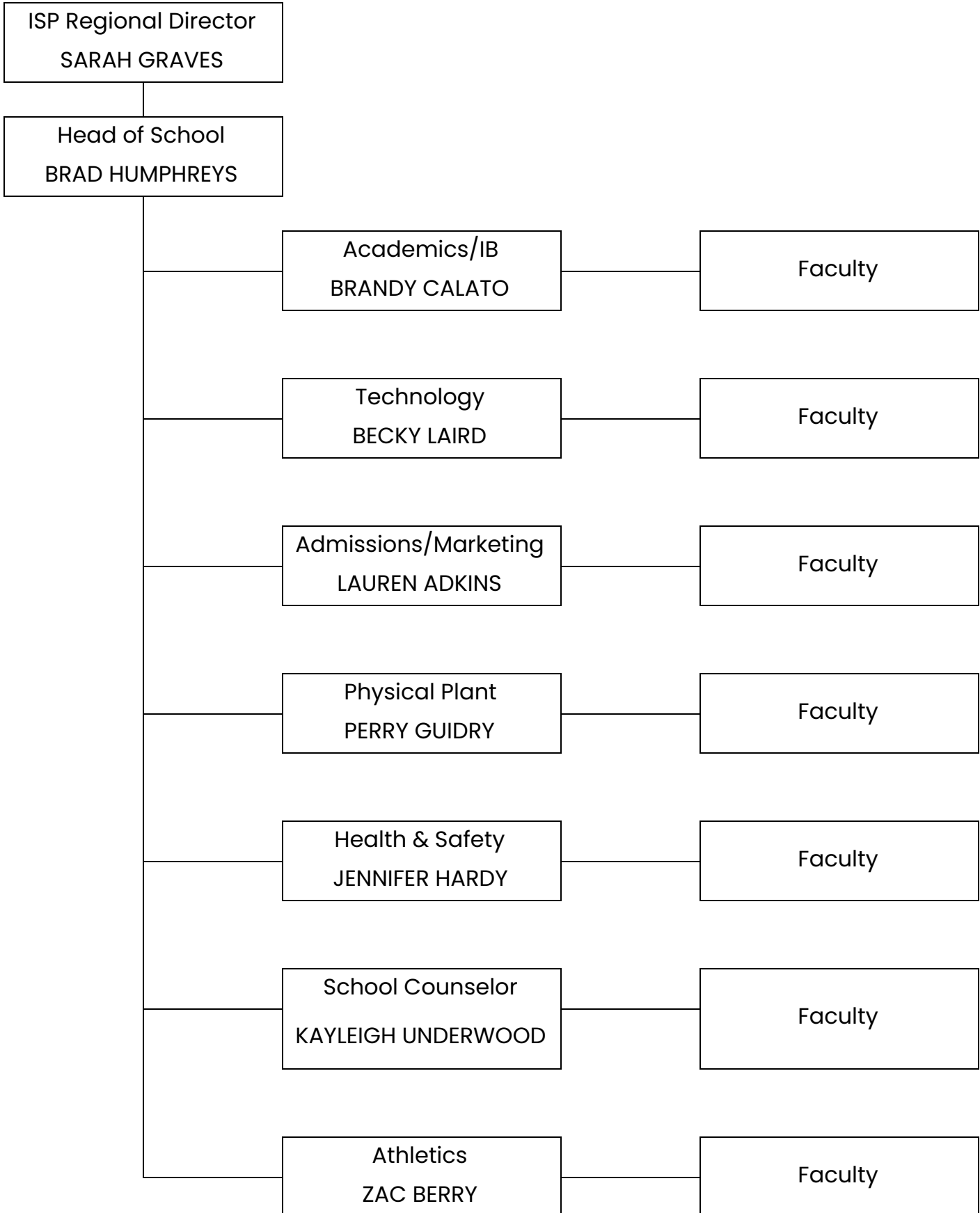
Name	Position	Degree	Email
Sharlene Algaier	Preschool Assistant	MA - LSU, +30 SLU	salgaier
Gina Amato	Kindergarten Assistant	BA - LSU	gamato
Martha Cazaubon	Preschool Assistant	BA, M. Ed. - SLU	mcazaubon
Becky Guidry	Kindergarten Assistant		bguidry
Christian King	Preschool Assistant		cking
Erin Lotuaco	Preschool Assistant		elotuaco
Rebecca Jarrell	Preschool Assistant		rjarrell
Amanda Powell	Preschool Assistant	BA - SLU	apowell
Corinne Roe	Preschool Assistant		croe
Jennifer Sampson	Preschool Assistant	BS - UNO	jsampson

### Office Staff

Name	Position	Email
Pam Fair	Secretary	pfair
Darlene Mitchell	Accounting	accounting@kehoe-france.com

# Kehoe-France Northshore

## ORGANIZATIONAL CHART



## **ADMISSIONS & FINANCES**

### **Admissions**

Parents of children seeking enrollment into Kehoe-France are required to participate in a comprehensive orientation. These sessions are scheduled October through May. Registration for new applicants opens in the fall for the upcoming school year. An enrollment application for 8 week olds to 7<sup>th</sup> graders along with a copy of the birth certificate and registration deposit is required. Children applying for Kindergarten through grade 7 must submit an enrollment application along with the registration deposit. Should your child not be accepted (academically or otherwise), the registration deposit would be refunded. The registration assessment fee is not refundable.

The Kehoe-France Admission Office will then request a Confidential Teacher Evaluation Form, transcripts and school records from previous schools. Students applying for Grades 1 through 7 are required to take an admission test.

Along with the testing for admission, students seeking admission to Grades 1 through 7 must successfully complete their current grade, possess at least average academic ability, receive a good recommendation from the school the student is currently attending and have at least one parent attend an information session.

<b>Age</b>	<b>Cutoff Date</b>
8 Week Olds	None
1 Year Olds	October 1 <sup>st</sup>
2 Year Olds	October 1 <sup>st</sup>
3 Year Olds	October 1 <sup>st</sup>
4 Year Olds	October 1 <sup>st</sup>
5 Year Olds	October 1 <sup>st</sup>
6 Year Olds	October 1 <sup>st</sup>

\*\*First grade applicants must be six (6) years old before September 1 of that school year

KEHOE-FRANCE ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO THE STUDENTS OF THIS SCHOOL. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN, OR DISABILITY IN ADMINISTRATION OF EDUCATIONAL POLICIES, ADMISSIONS POLICIES, AND ATHLETIC AND OTHER SCHOOL-ADMINISTERED PROGRAMS.

### **Finances**

Your deposit holds your place until the first tuition payment is due May 1. If tuition is not paid on time, your child may be placed on a waiting list.

## **Tuition Refund Policy**

<b>Tuition Payment Due:</b>	<b>Covers:</b>
May 1 <sup>st</sup>	August, September, October, November
August 1 <sup>st</sup>	December, January, February
November 1 <sup>st</sup>	March, April, May

Parents/guardians are responsible for the tuition for the school year with the following exceptions:

1. 3 months' written notice prior to the commencement of the trimester, you will forfeit no tuition for that period.
2. Less than 3 months' written notice prior to the commencement of the trimester, you will forfeit 50% of the tuition for that period.
3. Less than 2 months' written notice prior to the commencement of the trimester, you will forfeit 75% of the tuition for that period.
4. Less than 1 month's written notice prior to the commencement of the trimester, you will forfeit 100% of the tuition for that period.

In the event that Kehoe-France is not or has not opened for classes and the academic school year does not take place, in whole or in part, due to any Act of God, including but not limited to weather, fire, flood, strike, labor dispute or similar cause beyond the control of the parties, then the tuition paying party shall not be entitled to a refund of tuition, fees, or other payments from Kehoe-France. In such an event Kehoe-France shall have no liability to make payments pursuant to the tuition refund policy as stated in the Kehoe-France Family Handbook and/or in the Kehoe-France tuition fact sheet.

### **Tuition Discounts**

#### **Sibling discounts for full-time students:**

- 1<sup>st</sup> child full tuition
- 2<sup>nd</sup> child 10% off tuition
- 3<sup>rd</sup> child 15% off tuition

\*Pay in full discount of 10% is calculated on balance of tuition after sibling discount.

#### **Extended care included**

Extended care offered to all students at no additional cost  
Monday – Friday, 7:00am until 5:30pm

#### **Homework help included**

Supervised homework offered to K-7 at no additional cost  
Monday – Thursday, 3:05pm until 4:15pm

## **Tuition payment options:**

### **Option A – Seek loan for monthly tuition & fee payment**

Full Tuition loans are available through our partners First Bank & Trust. The interest rate is 2.5% simple interest. Payments are paid directly to FBT monthly, **April through February** through bank auto draft.

### **Option B – Advance payment**

Tuition payable in full by May 1, 2019 will be discounted 10%. Payments may be made online through FBT.

### **Option C – Standard tuition payment**

Tuition payable in three equal installments due May 1, August 1, and November 1. Late tuition payments (paid after the 5<sup>th</sup>) will be assessed a late fee (18% annual) on balance due. Payments may be made online through FBT.

**Supply /Activity fees and all incidental fees (lunch, athletics, P.E., event fees, etc.) may be paid through First Bank & Trust.**

## **SCHOOL LIFE**

### **Attendance**

**School Hours:** 8:00 A.M. – 3:05 P.M.

- **Students arriving before 7:40 A.M. will be placed in before care.**
- **Students are tardy after 8:00 A.M.**

<b>Grade Level</b>	<b>Time Gates Open</b>	<b>Location to Report</b>
Little Eagles – PreK-3	7:00 A.M.	report to classroom at 7:40 A.M.
PreK-4 and Kindergarten	7:00 A.M.	report to cafeteria at 7:40 A.M.
Grades 1 - 7	7:00 A.M.	report to the gym at 7:40 A.M.

### **Before and After School Care**

If a student arrives before 7:40 A.M. then she/he is to be brought to the before school care program. Extended care is included in tuition so there will be no extra fees. No student may be brought on the main school grounds before 7:00 A.M. as there is no supervision. Any students remaining after 3:30 P. M. (Pre-School students – 3:20 P.M.) will be placed in the after school care program. From 3:15-4:15, a supervised homework session will be held at no extra cost. The after school care program closes promptly at 5:30 P.M. Parents will be assessed a fee for late pickups.

### **Absences**

After a child has been absent, an email or note from the parent to the teacher will alert the teacher of the child's excuse. After an absence of more than three days of sickness, a student must present a doctor's certificate stating that the student is free of communicable disease in order to be re-admitted by school.

In order to be eligible to receive grades, students shall be in attendance a minimum of 160 days a school year. Exception to the attendance policy may be made only in the event of extended personal illness, verified by a physician.

## **Severe Weather**

The official announcement for Kehoe-France closing will be heard over local radio and television. We use a "One Call" system to notify all families. Kehoe-France does not dismiss early; however, parents are encouraged to pick up their child at any time that weather conditions warrant.

## **Early Dismissal**

No student is permitted to leave school during the day unless permission is requested by the parents. If the student is to be dismissed early, the parents should send a note to the teacher and request that the student be sent to the front office at the specified time. A parent is to sign out the student in the main office. Parents are asked not to request early dismissal except in the case of a real emergency. Follow this procedure:

1. Note to the teacher
2. Child reports to the office at the appointed time.
3. Parent comes to the office to pick up the student.
4. Parents must sign out the student.

## **SCHOOL PROGRAMS**

### **ATHLETICS**

#### **NIBA Developmental League**

The NIBA League is a developmental league for 3rd and 4th grade participants. There are two NIBA sponsored leagues during the school year, flag football and basketball. The flag football season generally takes place during the weeks between Thanksgiving and Christmas. The basketball season generally takes place in March and April. As it is a developmental league there are no championships.

#### **Northshore Interscholastic Athletics League (NIAL)**

The NIAL offers Kehoe-France Northshore students the opportunity to participate in a number of sports throughout the year. Generally speaking, the Junior Varsity and Varsity sports are offered for Middle School Students. The NIAL sanctioned leagues have playoffs and championship opportunities for our older students to compete in. Wherever possible those leagues are tiered to allow for competition at the appropriate level. NIAL also offers Track and Cross Country opportunities for students prior to middle school. NIAL sports include Football, Volleyball and Cross Country, in the fall, Basketball, over the winter, and Golf, Tennis and Track and Field during the spring.

#### **Swim Team**

The swim team operates outside of any league structure and is open to students beginning in third grade.

#### **Eligibility Standards for Extracurricular Activities**

Kehoe-France encourages all students to participate in all extracurricular activities; however academics and correct behavior are our primary concerns.

Only those students are eligible whose conduct is appropriate and whose application to study is satisfactory.

In addition, a student remains eligible for all extracurricular activities if she/he:

- maintains a 2.0 average or above to remain eligible for extracurricular activities.

- must be present in school by at least 11:00 AM in order to participate in after-school activities. The only exceptions to this rule are a doctor's appointment or other extreme extenuating circumstances.

### **Swimming**

At Kehoe-France, students participate in swimming. In warm months, P.E. classes will utilize the pool once per week. All students are to bring a swimsuit, swim cap, sunscreen, and appropriate footwear. Kehoe-France swim items are available for purchase in our uniform shop. You will be notified of swimming days, please put the child's swim items in a waterproof bag. Label all items.

### **Summer Camp**

The Camp operates for six weeks every summer and is open to boys and girls ages 1 to 12 . You will receive information on the Camp in the spring.

## **SPECIAL EVENTS**

### **Parent and Student Visitation**

All current students and parents are invited to visit the school on a designated day before the opening of school. Check the school calendar for these dates and times.

### **Parent Orientation**

In August, the parents are invited to school to meet the teachers and fellow patrons. All parents are urged to attend in order to become better acquainted with the school, the teachers, and the other patrons. Check the school calendar for these dates and times.

### **Seasonal Parties/Events**

The teachers in coordination with the room representatives will decide when the class is to have a party. In elementary school, three parties are allowed each year.

### **Birthday Parties**

Each child's birthday is recognized by the Kehoe-France staff as a special day for that youngster, as well as his/her classmates and teacher. The birthday celebration, however, is purposely kept simple and child-centered. Treats (simple birthday cake or cupcakes, for example) for birthdays may be brought to school and served at snack time. The child's parent(s)/guardian(s) is also invited to take part by joining the children and teacher for snack. Arrangements must be made in advance with the teacher.

Because birthdays as well as other special days are observed in a low-key manner at school, parents are asked not to bring ice cream, gum, party favors, decorations, or gifts. The child's birthday observation at Kehoe-France is not intended to take the place of each family's special observance.

Invitations to private parties may not be distributed at school unless all boys, or girls, or the entire class is invited.

Balloon bouquets, flowers, gifts, etc. are not allowed, and will not be delivered by the office.

### **Charitable Drives**

Students can participate in annual charitable drives sponsored by our school's Student Council and Jr. Beta Club. Parents will be notified before each event.

## **Family Events**

Throughout the school year, Kehoe-France has many events, such as Trunk or Treat, City Park Night and Movie Night, open to families, relatives and friends. Each spring, we celebrate a day of family fun in order to promote a strong sense of family and community. This is a day filled with fun and games for parents, guardians, alumni, friends and students alike.

## **Photographs and Video**

Kehoe-France reserves the right to photograph, audio and/or video record, or make other facsimiles of your child. All productions or reproductions of photographs, recordings, videotapes or other facsimiles may be utilized for publicity. Please indicate if you wish for your child not to be included in public media such as newsletters, advertisements, brochures, etc.

Students are not allowed to take pictures or videos of other students unless permission is given by the principal for a school function or activity.

## **ACADEMICS**

### **Grading Scales**

#### **PreK-4 and Kindergarten**

E	Excellent	+	Satisfactory Progress
G	Good	-	Working on Skill
S	Satisfactory	*	Not Assessed
N	Needs Improvement		
N/A	Not applicable for the quarter		

#### **Grades 1 – 7**

<b><u>A</u></b>	<b><u>Excellent</u></b>	<b><u>93 – 100</u></b>
<b><u>B</u></b>	<b><u>Good</u></b>	<b><u>86 – 92</u></b>
<b><u>C</u></b>	<b><u>Satisfactory</u></b>	<b><u>78 – 85</u></b>
<b><u>D</u></b>	<b><u>Below Average</u></b>	<b><u>70 – 77</u></b>
<b><u>F</u></b>	<b><u>Unsatisfactory</u></b>	<b><u>Below 70</u></b>

**Grades are generated using the following weighted average for grades 1 - 7:**

<b>1st - 2nd Grade</b>	<b>3rd - 4th Grade</b>	<b>5th - 7th Grade</b>
	<b>25% Daily Grades</b>	<b>25% Daily Grades</b>
<b>100% Tests</b>	<b>75% Tests</b>	<b>50% Tests</b>
		<b>25% Exams</b>



## **Progress Reports**

Grades can be monitored throughout the year on Engage. Midterm check-ins are available 5 weeks into each quarter.

## **Homework**

A reasonable amount of homework is assigned Monday through Friday. The effort put into homework and the resulting quality of that homework is almost always reflected in the caliber of work in other areas. In the learning process there is no substitute for personal effort. Homework is viewed as an important part of the learning process. The purposes of homework are as follows:

1. Homework develops responsibility and a pattern for independent study. Parents should help develop this responsibility by providing a regular time and place to work, but should not do the homework. (Mistakes in homework show the teacher which lessons need to be reviewed before moving ahead.)
2. Homework provides the opportunities for immediate and/or delayed recall which are necessary for thorough learning. Therefore, much of the homework is reinforcement.
3. Homework can prepare students for class discussions of material assigned.

In all grades there will be from time to time, homework assigned **over the weekend or over holidays**.

It is the student's responsibility to take down homework assignments accurately and to bring home the required books. Failure to turn in required homework will result in the lowering of the quarterly grade, as well as possible loss of privileges. All test papers in grades 1-7 are sent home.

## **Promotional Policies**

Grades 1-4:

- Students who fail reading are not promoted.
- Students who fail any two subjects other than reading are not promoted.
- Students who fail one subject other than reading may make up that work in an approved summer school in order to be promoted.

Grades 5-7:

- Failure in any two academic subjects will result in non-promotion.
- Failure in any one academic subject must be made up in a Kehoe-France approved summer school or private tutoring.
- Failure for the second semester in any academic subject constitutes failure for the entire year in that subject and must be made up in a Kehoe-France approved summer school or private tutoring.
- Failure in any two academic subjects for the second semester will result in non-promotion.

## **Make-Up Work**

In case of student illness, tests are made up at the availability of the teacher and student. In case of other absences a make-up test may or may not be allowed, depending on the circumstances. If a student returns to school after an absence due to illness on the day of a previously scheduled test, she/he **cannot be required** to take the test upon return. Daily make-up work is at the discretion of the teacher. No exams will be given before exam week. Please do not ask the teachers to make an exception. When the student returns, exams can be scheduled with the teacher.

## **External Testing**

- The Teaching Strategies GOLD is an assessment tool for assessing children from birth through three years of age. Developmental and learning areas are assessed three times each year. The areas assessed are social emotional, physical, language, cognitive literacy, mathematics, science and technology, social studies, and the arts.
- ISA (International Schools Assessment) will be administered in the fall (September/October) of each school year to assess students in 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grade. This assessment is given to assess core skills in mathematical literacy, reading, writing and science literacy (grade 7 only). The ISA provides diagnostic information that can be used internally to monitor students' performance over time.
- ACT Aspire tests are administered in the spring to all students in grades 3 through 7. The ACT Aspire assesses standards and readiness in the subject areas of English, reading, science and mathematics.

## **Exams**

- Exams are not given in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades.
- Fourth grade exams are phased in during the 3<sup>rd</sup> and 4<sup>th</sup> quarter.
  - 3<sup>rd</sup> Quarter – one exam
  - 4<sup>th</sup> Quarter – one exam
- 4<sup>th</sup> grade exams are equivalent to **two** test grades.
- In grades 5-7, exams will be given in all major academic subjects.
- There will be one “dead day” prior to the first exam day.
- 7<sup>th</sup> grade students have the opportunity to qualify for a 4<sup>th</sup> Quarter Exam exemption. These students must have an A for the 4<sup>th</sup> Quarter and a final average of an A in each subject to earn the exemption.

## **Tutoring Policy**

All KF teachers are to provide 30 minutes twice a week or 1-hour once a week for tutoring assistance to his or her students. (There is no cost for this service.)

## **Lower/Middle School Honors and Awards**

### **Quarterly Awards (grades)**

#### *Honor Roll (5<sup>th</sup>-7<sup>th</sup>)*

- 1<sup>st</sup> Honor Roll- In all academic subjects students received “A’s” and no more than three conduct referrals in the quarter.
- 2<sup>nd</sup> Honor Roll- In all academic subjects, students received “A’s” and “B’s” with a minimum of one “A” and no more than three conduct referrals in the quarter.

\*Honor cards are awarded to students who achieve Honor Roll.

#### *Most Improved (5<sup>th</sup> – 7<sup>th</sup>)*

Most Improved certificates are presented to the student that has made the greatest academic progress during the respective quarter.

#### *God, Country, Discipline (GCD 1st-7th)*

GCD certificates are presented to students that demonstrate service, citizenship, and a strong work ethic during the respective quarter.

## **Yearly Awards (grades)**

### *Honor Roll Medals (5<sup>th</sup> – 7<sup>th</sup>)*

\* All students receiving medals must have an Honor Roll certificate for each quarter

- Gold Medals – All 1<sup>st</sup> Honor Roll certificates
- Silver Medals – All 2<sup>nd</sup> Honor Roll certificates or higher

### *Subject Merit Certificates (5<sup>th</sup> – 7<sup>th</sup>)*

\*Certificates are given to students who do not receive medals but have “A’s” in individual academic subjects for all 4 quarters

### *Outstanding 1<sup>st</sup> and 5<sup>th</sup> Graders*

#### *2<sup>nd</sup> Grade Literary Award*

#### *Enrichments Awards*

#### *Longevity Medals (8 years or longer)*

#### *7<sup>th</sup> Grade Justin Addison Fine Arts Award*

#### *7<sup>th</sup> Grade Pastor Raymond P. Sheer Scholarship*

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Internet access is available to students and teachers at Kehoe-France. The Internet offers vast, diverse, innovative, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by allowing our students access to information throughout the world. The primary purpose of the Internet connection in our school is educational, and its use will be limited to material considered by the administration as being appropriate for a school setting. Kehoe-France will supervise all use of technology, but the student must take full responsibility for his/her own actions. Students should realize that when accessing the Internet they are entering a global community, and any actions taken by them will reflect on the school.

- All use of the computer network must be in support of education and research.
- Students will not participate in the transfer of inappropriate or illegal material.
- Rules of network etiquette, including copyright laws, and behaving in an ethical and legal manner are required at all times.
- Text messaging, chatting online, use of social media and email are not allowed while at school.
- Students are not allowed to download or install anything onto Kehoe-France computers.
- Vandalism or any attempt to harm or destroy data, hardware, software, or transmission of a computer virus is prohibited.
- Image searching will be done via specific websites approved by the teacher.
- Accessing, submitting, posting, sending, publishing, forwarding, downloading, scanning, or displaying materials (including photos or videos of students, staff or our physical campus) that are defamatory, threatening, discriminatory or harassing in any way - on or off campus - is strictly forbidden.

Use of the Internet is a privilege, not a right. Any violation of the guidelines will be cause for termination and future access to the Internet, as well as disciplinary action deemed appropriate by Kehoe-France Administration. Expulsion may result.

## UNIFORMS

- School uniforms are required for grades PreK–4 through 7. Optional uniforms for Little Eagles through PreK–3 are available in the uniform shop.
- P.E uniforms are required for students in grades 1–7. On swim days, students are required to bring swim items including swimsuit, swim cap, sunscreen, towel, and appropriate footwear.
- Students must be in full uniform (shoes included) for the entire year.
- All uniforms must be clean, properly fitted and in good condition.
- Only Kehoe–France sweaters/fleece/jackets may be worn in the classroom.
- No logos other than Kehoe–France are allowed on apparel or school items.
- Appropriate dress is required at all school functions and activities.

### PRESCHOOL and KINDERGARTEN

Item	Girls	Boys
Tops and Bottoms	<p>Blue jumper with Kehoe-France monogram on left chest</p> <p>Blue uniform walking shorts or blue uniform long pants</p> <p>White puffed short sleeve blouse with red piping on Peter Pan collar and sleeve</p> <p>(Optional) White turtleneck worn under the blouse.</p> <p>(Optional) Red sweater/fleece with KF logo on left chest and monogrammed last name on right chest in white</p> <p>Tights in cold weather (red, white, navy, or black)</p> <p>*Blouses are optional during hot weather – before October 31st and after April 1st</p>	<p>Long or short blue pants (no holes in knees or odd color patches)</p> <p>No logos on pants.</p> <p>Blue or white oxford cloth short or long sleeve shirt with KF logo on left chest.</p> <p>Navy web or elastic belt for non-elastic pants; belt must be visible OR elastic waist shorts/pants.</p> <p>(Optional) White turtleneck worn under uniform shirt</p> <p>(Optional) Red sweater/fleece with KF logo on left chest and monogrammed last name on right chest in white</p>
Shoes	Blue/white oxford shoes - Velcro required for PreK, laces for Kindergarten	Blue, black, or white tennis shoes - Velcro required for PreK, laces for Kindergarten
Socks	White knee or bobby socks are allowed.	Solid white crew socks, no logos are allowed.
Accessories	<p>Hair ribbons, headbands, barrettes, yarn or ponytail bands must be: red, white, or blue and must be a reasonable width.</p> <p>Kehoe-France reserves the right to rule on ribbons that are a questionable width. Huge bows or bandannas are not allowed.</p> <p>Holiday bows are allowed during the month of the holiday.</p>	No accessories allowed.
Jewelry	Post-type earrings for pierced ears, one earring per ear, one ring, one small neck chain, and a wristwatch are allowed. Dangling or loop earrings are not to be worn.	One small neck chain, one wristwatch, and one ring are allowed. Earrings are not allowed to be worn by boys.

## 1st THROUGH 4th GRADES

Item	Girls	Boys
Tops and Bottoms	Blue jumper with Kehoe-France monogram on left chest Blue uniform walking shorts or blue uniform long pants White short sleeve blouse with Peter Pan collar (Optional) White turtleneck worn under the blouse (Optional) Red sweater/fleece with KF logo on left chest and monogrammed last name on right chest in white Tights in cold weather (red, white, navy, or black) *Blouses are optional during hot weather – before October 31st and after April 1st.	Long or short blue pants (no holes in knees or odd color patches) No logos on pants Blue or white oxford cloth short or long sleeve shirt with KF logo on left chest Navy web or elastic belt for non-elastic pants; belt must be visible. (Optional) White turtleneck worn under uniform shirt (Optional) Red sweater/fleece with KF logo on left chest and monogrammed last name on right chest in white
Shoes	Keds School Days (white with navy) or Jumpin' Jacks Cheers	New Balance Black Cross Trainer 624, Stride Rite-Black Cross Trainer Cooper, Jumping Jack-Black Cross Trainer, Jumping Jack-Black Tommy, Stride Rite-Black Taft
Accessories	Hair ribbons, headbands, barrettes, yarn or ponytail bands must be: red, white, or blue and must be a reasonable width. Kehoe-France reserves the right to rule on ribbons that are a questionable width. Huge bows or bandannas are not allowed. Holiday bows are allowed during the month of the holiday.	No accessories allowed.
Jewelry	Post-type earrings for pierced ears, one earring per ear, one ring, one small neck chain, and a wristwatch are allowed. Dangling or loop earrings are not to be worn.	One small neck chain, one wristwatch, and one ring are allowed. Earrings are not allowed to be worn by boys.

## 5th THROUGH 7th GRADES

Item	Girls	Boys
Tops and Bottoms	Blue plaid skort, which must be no shorter than three inches above the top of the knee White blouse with pointed collar and blue Kehoe-France logo on top of pocket, either short or long sleeve (Optional) White turtleneck worn under the blouse (Optional) Blue sweater/fleece with KF logo on left chest and monogrammed last name on right chest in white Tights in cold weather (red, white, navy, or black) All undergarments must be white.	Long or short blue pants (no holes in knees or odd color patches) No logos on pants Blue or white oxford cloth short or long sleeve shirt with KF logo on left chest Navy web or elastic belt for non-elastic pants; belt must be visible (Optional) White turtleneck worn under uniform shirt (Optional) Blue v-neck sweater/fleece with KF logo on left chest and monogrammed last name on right chest in white
Shoes	School Issue Varsity Navy and White Saddle Oxford	New Balance Black Cross Trainer 624, Stride Rite-Black Cross Trainer Cooper, Jumping Jack-Black Cross Trainer, Jumping Jack-Black Tommy, Stride Rite-Black Taft
Accessories	Hair ribbons, headbands, barrettes, yarn or ponytail bands must be: red, white, or blue and must be a reasonable width. Kehoe-France reserves the right to rule on ribbons that are a questionable width. Huge bows or bandannas are not allowed. Holiday bows are allowed during the month of the holiday.	No accessories allowed.
Jewelry	Post-type earrings for pierced ears, one earring per ear, one ring, one small neck chain, and a wristwatch are allowed. Dangling or loop earrings are not to be worn.	One small neck chain, one wristwatch, and one ring are allowed. Earrings are not allowed to be worn by boys.



## **General Uniform Info**

### **Shoes**

- Students are allowed three (3) days for repair or replacement of uniform shoes at the discretion of the principal. During those three (3) days, any style oxford or loafer shoe will be permitted, and a note requesting permission must be sent to the teacher.
- In extreme cases of foot injury, slippers are permissible during the course of the injury with a Doctor's Certificate.
- Students must be in school uniform shoes up to and including the last day of school. Shoes that are falling apart, shoes that are too small, and shoes that have been abused or neglected are not acceptable.

### **Socks**

All students in grades 1st through 7th must wear Kehoe-France logo socks. These may be purchased directly from the uniform supplier.

### **Hair**

Kehoe-France does not recognize the following cuts or styles as acceptable: Undercuts, beaded, dreadlocks, cornrows, or any other contemporary cuts, dyed, streaked or bleached hair. Facial hair for boys is not allowed. All boys must be clean shaven. During the school year, Kehoe-France reserves the right to rule on haircuts/hairstyles not specifically covered in the handbook.

### **Makeup**

Make-up, fingernail polish, and fake fingernails are not allowed.

### **Spirit Days**

- Spirit shirts may be worn every Friday with school uniform, unless otherwise informed by the principal.
- Black and Gold days will be designated by the principal.
- Any uniform question not specifically addressed in this section shall be ruled on by the school principal.

## **GENERAL INFORMATION**

### **Office Hours**

The office is open from 7:30 AM to 4:00 PM, Monday through Friday.

### **Fire, Tornado and Lock Down Drills**

Kehoe-France is equipped with a modern fire alarm system. Regular drills are held to completely indoctrinate the children in safe emergency procedures.

### **Visitors**

All visitors, including parents, are required to sign in at the office so your whereabouts can be known if it becomes necessary to locate you. This requirement is necessary primarily for safety and also to prevent disturbances and interruptions during the teaching process. In addition, electronic entrance and exit gates have been installed. These gates will be closed from 8:30 AM - 2:30 PM each day for added security. Visitors will need to contact the front office at the entrance gate keypad to be granted access.

If a parent or guardian wishes to visit his/her child's classroom or teacher, the teacher must be contacted in advance so that the visit may be scheduled and the principal's office notified. Visitors not currently associated with Kehoe-France must contact the school principal, who will schedule their visit at a time convenient for all involved. While guests are on campus, they should be in the company of their host and are subject to school rules.

### **Accident and Illness**

In the event of an accident or illness, the office will contact the parent. If the parent cannot be reached, then the person designated by the parent in case of emergency will be notified.

It is imperative that the school has on file the signed medical release for every student.

**It is the parent's responsibility to update the medical release as changes occur. Please be certain that we have accurate emergency numbers on file.**

The only procedure Kehoe-France uses for first aid is to apply ice. Kehoe-France dispenses doctor prescribed medication that is sent to school in the pharmacy container with the proper permission slip.

### **Wellness Policy**

As we begin the 2020-2021 school year, Kehoe-France Northshore wants to assure you that we are working with the Louisiana Department of Health, Louisiana Department of Education and the CDC to ensure a safe and strong start to the 2020-2021 school year.

Based on information we have at this time, Kehoe-France Northshore will open school in a way that will maximize safety.

- A child should not be brought to Kehoe-France if he/she shows signs of any illness (for example: fever, rash, vomiting, diarrhea, ear ache, stomach ache, evidence of childhood or other contagious diseases).
- If a child becomes ill while attending school, the student will be isolated until the parents/guardians pick up the child from Kehoe-France.
- Students are to be non-medicated fever-free for 24 hours before returning to school.
- If a student is absent for three consecutive days or longer, a doctor's release to return to school is required.

**Due to COVID-19**, our current policies as well as the following will be strictly enforced:

- Students who have COVID-19 must inform the school, stay home and remain isolated until they have recovered and have been determined to no longer be infectious by their doctor with a negative test result, a copy of which must be provided to the school.
- Those who have come in close contact with someone who has been diagnosed with COVID-19 must inform the school and stay home. In order to return to school, he/she must wait 72 hours from the last close contact exposure to be tested and produce a negative result or stay home and monitor symptoms for 14 days.

Kehoe-France will send home any student found to have either live lice or nits (lice eggs) and students in that class will receive a notification letter. The school requires that the child stay home until the eggs are no longer visible and they will be checked upon return to school.



### **Soiled Clothes**

Parents will be notified to come to school to change your child's clothing if she/he soils his/her clothing. Our insurance carrier allows absolutely no exceptions to this rule. This does not include 8 weeks – two year old children still in diapers.

### **Identifying Belongings**

All clothing, including school and P.E. uniforms, jackets, and shoes must be labeled with name tapes. In addition, all lunch kits, books, and any other personal belongings should be identified with the student's name and grade.

**NO OTHER WRITINGS, LOGOS, OR OTHER SCHOOL NAMES ARE ALLOWED ON THESE ARTICLES.**

### **Supplies**

Kehoe-France will charge an activity/supply fee for all students. This fee covers charges for any related school supplies for learning support as well as field trips, transportation for field trips, plays, parties, yearbook, and individual school pictures. This fee does not cover class pictures which are optional.

The activity/supply fee for books, supplies, and activities is mailed to the parents. Please return it promptly with payment, so that there is no delay in issuing materials.

### **Parents' Role**

Parents are encouraged to become involved in many ways:

- Room representative or assistant
- Supervising field trips
- Guest lecturer or demonstrator
- Helper with costumes and parties
- Helper in any other way you suggest

It is desirable to keep the lines of communication open with your child's teacher. Keep the teacher informed of any changes in your child's physical or emotional state. The teacher will report any changes noticed at school.

### **Grade Level Representatives**

Mothers or fathers from each grade level are selected to serve as grade level representatives. Representatives may volunteer for these positions on the volunteer form. The grade level representatives arrange for parties, field trips, and assist with special activities and projects. They also serve as an important line of communication between the home and school.

### **Parent-Teacher Conferences**

Conferences are scheduled for each student by parent or teacher request. These are planned to give the parents an accurate appraisal of the student's activities and progress. Kehoe-France feels that parents should be well informed of their child's performance. If a problem arises, please request a conference at any time. Teachers are always available (problem or otherwise) during the year to discuss a student's academic, social, or emotional well-being. For appointments, parents must contact the office by phone or the teacher by a written note/e-mail. When a classroom problem (social or academic) occurs, the first source of solutions should be a conference with the classroom teacher.

## **Lunch**

Our lunch program is catered by Lakehouse.

**Little Eagles through EC-2:** Students are provided beverage and snack covered by their activity fee. Parents of infants or children who have specific diet needs which may include special baby/toddler food and formula, should bring these items to school with their child daily.

**PreK-3, PreK-4 and Kindergarten:** Students are provided beverage daily. The prepaid lunch program is optional. Students in preschool may bring lunch from home with a beverage.

**Grades 1 - 7:** Prepaid lunch program is optional and includes a hot lunch plus beverage. These students may bring lunch from home with a beverage, but no canned drinks are allowed.

**Snack: PreK-3:** Each day one child is asked to provide prepared snacks for the entire class. No homemade snacks.

**Snack: PreK-4 - Kindergarten:** Each day one child is asked to provide prepared snacks for the entire class. No homemade snacks.

*Non-breakable thermos bottles are allowed for hot meals only. If your child uses a lunch box or bag, please label it clearly. No snap top cans or tab top cans are allowed at any time. Food cannot be heated or refrigerated. Students are not allowed to receive special "fast food" delivered during their lunch period.*

## **Lost and Found**

All articles found will be taken to the lost and found area. Lost articles which are not claimed at the end of each quarter will be added to the used uniform sale or disposed of. If the items have name tapes as required, they will eventually be returned. It is the student's responsibility to claim lost articles.

## **Field Trips (Grades 1-7)**

Beginning in 1st grade, students leave the school grounds for field trips. Kehoe-France students enjoy many educational field trips during the year. Students are expected to be in full uniform and to always conduct themselves in the exemplary manner expected of a Kehoe-France student. The Kehoe-France uniform sweater/fleece/jacket may be worn for fall or winter field trips. The principal reserves the right to change the uniform policy for any field trips.

**Carline:** The safe arrival and dismissal of the students is a primary concern of Kehoe-France. After consulting with the Chief of Police and Mayor of Covington, it was determined that the best way to flow traffic for morning drop off and afternoon pickup is as follows:

**Morning:** Cars coming down 15<sup>th</sup> Street must go 1 block past Patricia and turn left on Michelle. Go down Michelle and take a left on Patricia and enter the drive at the end of the field so that your child(ren) will exit from the **driver** side of your car. Do not let children out of the car until you've passed orange traffic cones in a circle drive. Cars are not allowed to pass or go around other cars unless directed by a duty prefect. Parents choosing to walk students are to park in the main parking lot. Exit school drive to the right.

**Afternoon:** Pick up for preschool PreK-2 - Kindergarten is 2:50 PM and grades 1 - 7 is 3:05 PM. Cars are to follow the same route as morning carpool. There is no left turn on Patricia off of 15<sup>th</sup> Street. Preschool carpools may enter the drive at the end of the field starting at 2:30 PM. Please pull forward to the end of the overhang. Exit school drive to the right. Grades 1 - 7 (3:05 carline) goes to Kathleen and lines up down Patricia, not before 2:45 PM. Enter the field driveway and then move the vehicle forward

when called forward by duty teacher. The preschool children will be walked to your car and the driver is responsible for putting the children in the car. Please do not leave the vehicle from the carline to look for your child. For Grades 1 – 7, when all vehicles have entered the area and are at a complete standstill, the students will be dismissed to enter their respective vehicle on the driver's side. No student enters the vehicle until the duty teacher releases all students. Cars are not allowed to pass or go around other cars unless directed by a duty prefect. Little Eagles through PreK-1 are dismissed from their classroom.

**Electronic Entrance Gate:** All persons entering our school should check in through our school office. The gate will be closed from 8:30 AM until 2:30 PM. Parents, visitors and those making deliveries will be allowed access only by electronic keypad monitored by our office staff. Appointment log and sign in will be maintained at the front desk for visitors and parents.

It is absolutely necessary for every parent to cooperate and obey the traffic rules when discharging or picking up carpools or individuals. It is important that you follow the above guidelines. All children are to exit and enter the car from the driver side (left) of the car. If your car is not equipped with a passenger door on the driver's side, the driver will guide student(s) in front of their own car and assist students in entering the car. Please put the first and last name of the children in your car or carpool on a carpool sign. Place in the window visible to the duty teacher. Please use an open file folder, 12 x 18 to print last name.

Please know all the children and parents in your carpool – full name, grade, address and telephone number if someone other than the regular driver is picking up your child(ren), please send a permission note. Do not send a stranger to pick up your carpool without notifying the other parents, the children in the carpool, and the school.

Do not block Patricia Drive or driveways. Please pay close attention to this matter.

### **Messages**

Every attempt is made to keep classrooms free of interruptions; therefore, a parent who desires to send an article or message to his/her child, or to the child's teacher, should always go to a secretary in the school office. The secretary or an aide will deliver the articles or messages at a time that will not disrupt classroom activities. Since a class may be on another part of the campus, sufficient time should be allowed for the message to be delivered. Teachers periodically check their mailboxes in the office; therefore, messages to teachers will normally be placed in their mailboxes. If a return call is desired, the teacher will return the call within a 24-hour period. If your call is not returned, please call back and notify the principal. Using email is the most efficient method to contact a teacher. All teachers check their email several times a day. The office will gladly accept messages; however, it has been our experience that notes and e-mails to the teachers are more effective means of communication.

### **Publications**

A yearbook is published by Kehoe-France. The cost is covered in your activity fee. The yearbook is distributed in November of the following year. Weekly bulletins on RenWeb from teachers and the front office provide a continuous flow of information to our parents.

### **Therapists**

Kehoe-France provides an on-campus speech/language and occupational therapist to students who are referred by their parents/teacher/school counselor. A speech language pathologist evaluates and treats the following areas of communication: speech sound production, resonance, voice, fluency, language (comprehension and expression) and cognition. An occupational therapist evaluates and

treats students' abilities in handwriting, fine motor skills, sensory motor skills and deficits in self-help skills. There are several options for screenings and/or evaluations. St. Tammany Parish School Board provides screenings, evaluations, and therapy for those students who live in St. Tammany Parish on campus and at no cost. **Northlake Pediatrics** is our preferred private provider for Kehoe-France. They offer speech/language services as well as occupational therapy on campus. We also work closely with other clinics/therapists in the area.

### **Counseling Program**

The Counseling Program is designed to assist every child in making the most of his or her educational experiences. The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all students can achieve school success through academic, career, and personal/social development experiences. The school counselor is also on hand for crisis interventions, group sessions, social issues, anger management, etc for each student based on his/her needs. Outside referrals are provided by the school counselor if the student's needs require long term therapy and/or evaluations by a medical professional.

### **Library**

The library media center's collection of print and non-print media is current, comprehensive and carefully selected according to the school's mission and instructional program. It consists of an extensive collection of more than 20,000 volumes. The library media collection includes current technological formats such as World Book Online, which is located on the Kehoe-France website and Accelerated Reader Enterprise. **The library media center has a fixed schedule for Pre-Kindergarten through 7<sup>th</sup> grade.**

### **Link to School Calendar:**

[www.kehoe-francens.com/editoruploads/files/2020-2021\\_School\\_Calendar.pdf](http://www.kehoe-francens.com/editoruploads/files/2020-2021_School_Calendar.pdf)

## **KEHOE-FRANCE TRADITIONS**

### **ALMA MATER**

Oh, Kehoe-France, we sing to thee  
In honor, thanks and dignity  
The lessons learned within these walls  
Give character and strength to all.  
God and country, discipline --  
These truths we'll always hold within.  
And tho' the years will come and go  
Our memories will linger So.  
We'll face the future, knowing well  
The spirit goes with us to dwell.  
And ever will our lives enhance  
Always true to Kehoe-France.

### **MOTTO**

God, Country, Discipline

### **COLORS**

Red, Blue and White

### **MASCOT**

Eagles

### **FIGHT SONG**

K-E-H-O-E F-R-A-N-C-E!  
Kehoe-France!  
K is for knowledge, we're here to learn!  
With E for effort, success we're going to earn!  
H is for health, for we're fit and strong!  
And O is for organization, just to help the course along.  
Up to an E meaning excellence, that is our goal.  
F is for friendships to each and every soul.  
Then take R for reliability, attainment is our A  
add N-C-E that's Kehoe-France!

### **PEP SONG**

Let's give a cheer for Kehoe-France  
Our Alma Mater dear  
With colors blue and purest white  
Our banners wave for right.  
Now in our studies - and in our sports  
We will always do our best  
So raise your voices and give a big cheer  
The blue and white of Kehoe-France.

### **STUDENT DESIGNED SPIRIT SHIRTS**

### **7<sup>TH</sup> GRADE CLASS RINGS**

## **Section B:**

# **Kehoe-France Assessment Policy**

## **PHILOSOPHY:**

We believe assessment should be viewed as an opportunity for learning, reflection, and growth. We think students should be actively engaged in assessment to help them reflect on their progress, set goals and make decisions about their next steps in achieving those goals. It should inspire an attitude that learning is never finished and it should involve all members of the school community at appropriate levels. Assessment should be used to support all types of learners. Assessment is a purposeful, comprehensive, authentic, ongoing, and observational tool to drive teacher instruction and student learning.

## **Guiding Principles:**

- Assessment is used to find out what students know and don't know to drive learning and teacher instruction.
- Different formats of assessment support all types of learners.
- Assessment includes the teacher and the student.
- Assessment should be shared with all appropriate stakeholders, so they can support the learning process.
- Assessment provides feedback to teacher/student/parents to improve student achievement.
- Assessment provides an opportunity for reflection for both student and teacher, and helps demonstrate an understanding of the relationship between input and outcome.
- Assessment should empower the learning process.
- Assessment should allow students opportunities to explore personal inquiries.
- Assessment should allow opportunities for collaboration.

## **Assessment Methods:**

- Diagnostic/Pre-Assessment
  - Used to determine student's knowledge base and abilities and will therefore guide teacher instruction and support
- Formative
  - Used as an ongoing tool to evaluate student progress and learning within units, and provide feedback to guide teacher instruction and support
- Summative
  - Used as a conclusive tool at the end of a unit to evaluate mastery of the content
- Internal/External
  - Internal assessments are evaluated based on predetermined criterion.
  - External assessments are evaluated based on a comparison to nationally normed tests.

<b>Diagnostic/Pre-Assessment</b>	<b>Formative</b>	<b>Summative</b>	<b>Internal/External</b>
KWL Charts Anticipation Guide Pre-test Interest Inventory Self-Discovery Map Survey Writing Sample	Observations Questioning Discussions Quiz Digital/Non-digital Portfolio Homework Work Samples Entrance/Exit Slips Anecdotal Records Graphic Organizer	Digital/Non-digital Portfolio Presentation Project Performance Essay Unit/Chapter Test Standardized Test Quarterly Exams, 4 <sup>th</sup> -7 <sup>th</sup> Grade	INTERNAL All diagnostic, formative, summative assessments listed EXTERNAL GOLD (Little Eagles - PreK-3) ACT Aspire (3 <sup>rd</sup> - 7 <sup>th</sup> Grade) ISA (3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> Grade)

## **EXTERNAL ASSESSMENTS**

### **Teaching Strategies GOLD**

The Teaching Strategies GOLD is an assessment tool for assessing children from birth through three years of age. Developmental and learning areas are assessed three times each year. The areas assessed are social emotional, physical, language, cognitive literacy, mathematics, science and technology, social studies, and the arts.

### **International Schools Assessment**

ISA (International Schools Assessment) will be administered in the fall (September/October) of each school year to assess students in 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grade. This assessment is given to assess core skills in mathematical literacy, reading, writing and science literacy (grade 7 only). The ISA provides diagnostic information that can be used internally to monitor students' performance over time.

### **ACT Aspire**

ACT *Aspire* tests are administered in the spring to all students in grades 3 through 7. The ACT *Aspire* assesses standards and readiness in the subject areas of English, reading, science and mathematics.

## **GRADING SCALE:**

### **PreK-4 and Kindergarten**

E	Excellent	+	Satisfactory Progress
G	Good	-	Working on Skill
S	Satisfactory	*	Not Assessed
N	Needs Improvement		
N/A	Not applicable for the quarter		

### **Grades 1 – 7**

A	Excellent	93 – 100
B	Good	86 – 92
C	Satisfactory	78 – 85
D	Below Average	70 – 77
F	Unsatisfactory	Below 70



**Grades are generated using the following weighted average for grades 1-7:**

<b><u>1st and 2nd Grades</u></b>	<b><u>3rd and 4th Grades</u></b>	<b><u>5th - 7th Grades</u></b>
	25% Daily Grades	25% Daily Grades
100% Tests	75% Tests	50% Tests
		25% Exams

There will be no more than two tests scheduled on any day during the school year.

**Exams:**

- Exams are not given in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades.
- Fourth grade exams are phased in during the 3<sup>rd</sup> and 4<sup>th</sup> quarter
  - 3<sup>rd</sup> Quarter – one exam
  - 4<sup>th</sup> Quarter – one exam
- 4<sup>th</sup> grade exams are equivalent to **two** test grades
- In grades 5-7 exams will be given in all major academic subjects
- There will be one “dead day” prior to the first exam day.
- 7<sup>th</sup> grade students have the opportunity to qualify for a 4<sup>th</sup> Quarter Exam exemption. These students must have an A for the 4<sup>th</sup> Quarter and a final average of an A in each subject to earn the exemption.

**International Baccalaureate Primary Years Programme (PYP) 4<sup>th</sup> Grade Exhibition:**

- The PYP 4<sup>th</sup> grade exhibition is a culminating, collaborative experience that is student-initiated and designed.
- Students demonstrate their understanding of an issue or opportunity they have chosen to investigate. They investigate individually and with their peers, under guidance from their teacher.
- The exhibition allows students to show their ability to take responsibility for their learning and their extent to take action as they plan, present and assess their own learning.
- The exhibition is shared with the learning community (students, teachers and parents) that takes place in spring.

**Specialists/Enrichment Classes**

• Specialists will assess developmental skills for grades PreK-3 through 4<sup>th</sup> in physical education, visual arts, performing arts, library, STEM, guidance and Spanish. In grades 5<sup>th</sup>-7<sup>th</sup>, specialists will assess developmental skills in visual arts, physical education, performing arts and design. The following grading scale will be used to assess students. Inserts will be distributed with report cards at the end of each quarter.

**Grades PreK-3 through Kindergarten**

O	Out of this World	Exceeding
F	Flying High	Meeting
T	Taking Off	Developing
R	Ready to Go	Beginning

### Grades 1 - 7

E	Exceeding
M	Meeting
D	Developing
B	Beginning

### **Reporting (conferencing):**

We hold first quarter mandatory parent-teacher conferences for all students from one-year-old through kindergarten. These conferences are scheduled by the teacher on Records Day and up to two weeks following the records day. For the second, third, and fourth quarter, conferences are available upon parent request or required upon teacher request. For students in first through seventh grade, a conference can be scheduled at any point in the year either by parent request or teacher requirement.

### **Learner Profile**

The Learner Profile is the IB mission statement represented in learning outcomes for the 21st century. Learner Profile student reflections and reports to parents will be given at the end of each quarter for PreK-3 through 4<sup>th</sup> grade. Students will reflect on their development of the learner profile attributes using the Learner Profile Reflection sheet. The teacher will provide feedback on each student's reflection. Students develop these attributes throughout the IB Programme.

The table below displays when students will reflect on each learner profile attribute:

<b><u>PreK-3 - Kindergarten</u></b>	<b><u>1<sup>st</sup> Grade</u></b>	<b><u>2<sup>nd</sup> Grade</u></b>	<b><u>3<sup>rd</sup> and 4<sup>th</sup> Grade</u></b>
1 <sup>st</sup> Quarter: Caring, Knowledgeable, Principled  2 <sup>nd</sup> Quarter: Communicator, Risk-taker, Thinker  3 <sup>rd</sup> Quarter: Reflective, Open-minded, Inquirer  4 <sup>th</sup> Quarter: Reflective, Knowledgeable, Balanced	1 <sup>st</sup> Quarter: Caring, Knowledgeable, Principled, Risk-taker, Communicator  2 <sup>nd</sup> Quarter: Thinker, Reflective, Inquirer, Balanced, Open-minded  3 <sup>rd</sup> Quarter: Caring, Knowledgeable, Principled, Risk-taker, Communicator  4 <sup>th</sup> Quarter: Thinker, Reflective, Inquirer, Balanced, Open-minded	1 <sup>st</sup> Quarter: Caring, Knowledgeable, Principled, Risk-taker, Communicator  2 <sup>nd</sup> Quarter: Thinker, Reflective, Inquirer, Balanced, Open-minded  3 <sup>rd</sup> Quarter: All attributes  4 <sup>th</sup> Quarter: All attributes	1 <sup>st</sup> - 4 <sup>th</sup> Quarter: All attributes

### **Statement Of Revision**

Our assessment policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

## **Section C:**

# **Kehoe-France Academic Honesty Policy**

## **PHILOSOPHY**

We believe individuals should make principled decisions with regard to academic honesty. We recognize, however, that everyone makes mistakes. From these mistakes, we expect the members of our learning community to accept responsibility for one's actions and demonstrate growth.

### **Guiding Principles**

- Demonstrate and model academically honest behavior
- Produce and submit authentic work
- Take responsibility for your own actions and own work
- Promote personal integrity in teaching, learning, and assessment
- Provide guidance to students regarding an understanding of academic honesty
- Report and record on academic dishonesty
- Purposefully monitor the academic environment
- Provide teachers with materials and training necessary to guide students in maintaining academic honesty
- Expect high standards of integrity from all
- Recognize and celebrate authentic student work

## **ROLES & RESPONSIBILITIES**

### **Leadership Team**

- Lead by example
- Ensure all policies are communicated to staff, students, and families
- Ensure policies are administered and enforced fairly and consistently
- Provide teachers with materials and training necessary to guide students in maintaining academic honesty

### **Faculty**

- Lead by example
- Ensure all policies are communicated to students and families
- Understand and implement all policies and enforcements fairly and consistently
- Purposefully monitor the academic environment and celebrate principled student behavior
- Report academic dishonesty to leadership team
- Review and understand materials and training provided for academic honesty
- Maintain current classroom materials including, but not limited to: homework, class work, quizzes, tests, exams, essays, and projects

### **Student**

- Lead by example
- Focus on being a principled learner
- Read, sign, and adhere to the academic honesty policy
- Ensure that all work submitted is authentic or ideas of others are fully credited and acknowledged
- Hold peers accountable to the same academic honesty standards
- Take ownership of learning by asking for clarification or seeking help when needed

## **Parents**

- Lead by example
- Review, understand, and uphold school academic honesty policy
- Encourage student to help cultivate a culture of academic honesty in his/her learning environment
- Encourage student to submit authentic work with ideas of others fully credited and acknowledged

## **DEFINITIONS (including but not limited to)**

1. Plagiarism: taking the work of another without citing credit and promoting inaccurate ownership. The idea of plagiarism is applicable to text (book, website, etc.) as well as but not limited to homework assignments, projects, art, music, dance, or mathematical proof
2. Cheating: the use or attempted use of unauthorized assistance on but not limited to any assessment, homework assignment, writing assignment, project, or presentation
3. Collusion: assisting or conspiring with another to complete an assigned task
4. Forgery: producing a copy of a document, signature, or work of art that is not your own
5. Malpractice: improper, illegal, or inappropriate activity or treatment by any individual in the learning community, particularly as it relates to gaining unfair advantages for a student in academic work
6. Fabrication: the creation of false data or citations, this includes verbal mistruths or misleading statements that could lead to academic gains as well as altering a graded assignment
7. Misconduct: unacceptable or improper behavior that leads to academic gain

## **Outline Of Consequences**

Depending on the severity of the infraction and the age of the student, the leadership team will determine an appropriate consequence based on our school discipline policy.

## **Statement Of Revision**

Our academic honesty policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

## **Section D:**

# **Kehoe-France Discipline Policy**

## **DISCIPLINE POLICY OVERVIEW**

Our students at Kehoe-France deserve a learning environment that is safe, productive and enjoyable. We believe a positive learning environment can encourage students to think their way to better behavior, so that they grow to become self-confident, competent, moral and independent. Positive reinforcement is used daily to encourage appropriate behavior. Being proactive with discipline and guiding students through these formative years is important as they learn appropriate behaviors. We believe in holding students accountable for their behavior and teaching students from a young age to take responsibility for their actions. Students, staff and parents all play an important role. Communication with our families is paramount to build a clear understanding regarding appropriate behavior and the role each child plays in controlling his/her behavior.

### **Grades 1-4**

- As part of the IB program, students will work together with the teacher to determine “Essential Agreements” for the classroom at the start of the year. These agreements focus on creating a safe and encouraging learning environment. These “Essential Agreements” will be clearly posted and used as a guide to encourage appropriate behavior.
- Following a verbal warning, the student will take home a BEHAVIOR REFLECTION SHEET if an essential agreement is not followed.
- This behavior reflection sheet must be completed at school and it will be sent home with the student to be signed by a parent before being returned the next day.

- 3 BEHAVIOR REFLECTION SHEETS = 1 CONDUCT REFERRAL
- 3 CONDUCT REFERRALS = MORNING DETENTION (7:15 AM - 8:00 AM)
- 5 AM DETENTIONS = SATURDAY DETENTION (8:00 AM -11:30 AM)

### **Each quarter is a new quarter regarding discipline in grades 1 -4.**

### **Grades 5-7**

- As part of the IB program, students will work together with the teacher to determine “Essential Agreements” for the classroom at the start of the year. These agreements focus on creating a safe and encouraging learning environment. These “Essential Agreements” will be clearly posted and used as a guide to encourage appropriate behavior.
- If a student fails to adhere to the essential agreements, he/she will receive a conduct referral following a verbal warning.
- If a Conduct Referral is issued, it is to be signed by the parent and returned to school the following day.

- 3 CONDUCT REFERRALS = MORNING DETENTION (7:15 AM - 8:00 AM)
- 5 MORNING DETENTIONS = SATURDAY DETENTION (8:00 AM -11:30 AM)

### **Conduct referrals carry over each quarter for grades 5 -7.**

## **Detentions**

Parents are notified by phone before a morning Detention or a Saturday Detention by the principal.

1. Morning Detentions will be held from 7:15 AM-8:00 AM and supervised by the principal or designee.
2. Morning Detentions are monitored silent periods where students are writing constructive class work.
3. If a student is late for morning detention, they must make up the number of minutes they missed at the following morning's detention. (ie: if a student is late 15 minutes, they must come at 7:45 AM the next morning to serve those missed 15 minutes missed. No student will be admitted into detention after 7:30 AM thus, they will automatically be given an additional detention session.
4. Grades 1-4: Each quarter is a new quarter regarding discipline. Grades 5-7: Conduct Referrals carry over each quarter.

**PLEASE NOTE:** The administration and staff of Kehoe-France will administer the discipline policy consistently and appropriately. Students and teachers have a right to a safe campus where mutual respect exists and learning is the primary objective. The administration reserves the right to determine discipline based on the seriousness of a particular infraction and discipline history. Careful consideration is given to individual situations, so that the school's response to the student is appropriate.

## **School Discipline Hierarchy**

Infractions that result in morning detention include but are not limited to the following:

- Three conduct referrals
- A cell phone that is seen or heard
- Disrespect
- Dishonesty
- Four tardies

Infractions that result in in-school suspension and/or Saturday School include but are not limited to the following:

- Insubordination
- Use of profane or obscene language
- Disrespect for authority
- Fighting or instigating a fight
- Cheating
- Bullying
- Failure to serve assigned detentions
- Use of cell phone on campus during school hours
- Forgery
- Plagiarism
- Inappropriate comments on social media/cyber bullying
- Obscene acts or gestures
- Stealing money or property
- 5 morning detentions

Infractions that result in an out of school suspension or expulsion include but are not limited to the following:

- Possession of a weapon
- Vandalism
- Leaving campus without permission



- Gambling
- Drug or alcohol use
- Disrespectful public conduct
- Frequent suspension
- Threats of violence

A threat is defined as an expression with the intent to do harm or act out violently toward someone or something. A safeguarding committee comprised of the Health & Safety Coordinator, school counselor, teacher, and principal will appropriately handle situations involving the investigation of any possible threats. Law enforcement will be privy to all actions involving a perceived threat to anyone in the Kehoe-France community.

### **Homework and Tardies**

- Students are tardy after 8:00 AM.
- 4 tardies per quarter = morning detention
- Missed homework = points lost on daily/participation grade.
- If missed homework becomes an issue, a teacher will communicate with parents via:
  - Phone call
  - Email
  - Conference
- A student has extended time to complete homework when absent due to illness. It is the students' responsibility to get and complete any missed assignments in the teacher's allotted time.

### **Cell Phone/Smart Watch Policy –**

The use of cell phones and smart watches are not permitted on campus without permission of the principal/administrator.

- Cell phones that are seen or heard will be taken away and the student will serve a morning detention.
- A cell phone that is being used on campus by a student during school hours (7:30-3:30) will be taken away and the student will serve a Saturday detention.
- Parents will be called when cell phones are taken away and must pick up the phone from the school. The morning detention or Saturday detention will be served the next school day/Saturday after the offense.
- The use of smart watches by students is strictly forbidden. The same regulations on cell phone use are applicable to smart watches as well.

## **Section E:**

# **Kehoe-France Sexual Harassment Policy**

## **SEXUAL HARASSMENT POLICY**

Title IX of the Education Act of 1972 bans sexual discrimination.

Kehoe-France will take timely action and effective, responsive action to address any acts of harassment, sexual or otherwise, among staff and faculty members, among staff/faculty members and students, and among students. Any and all alleged incidents shall be reviewed by the faculty committee.

What is often considered teasing or a "boys will be boys" or "girls will be girls" attitude is in effect, harassment.

These acts can range from explicit and offensive sexual reference and name calling to unwelcome touching, intimidation, and indecent propositions.

Such acts are no longer considered as simply inappropriate behavior but are in fact sexual harassment, regardless of the age of the harasser.

Harassment is also a factor in name-calling between students of the same sex and ridiculing a student because of a disability, race, religion, or ethnic origin.

Kehoe-France will use reasonable means to identify and stop harassment of students by students as well as cases involving school personnel.

Parents, students, and school personnel are put on official notice that sanctions will be applied to conduct that is found to be sexual harassment.

How can a person identify harassment? If it makes them feel bad or scares them it should be reported immediately to the homeroom teacher, the principal or one of the assistant directors. This person in turn will confront the harasser and after consultation with the principal and directors, action will be taken. This action can be in the form of a conduct report, suspension, or expulsion depending upon the degree and/or frequency of the acts. The range of remedies or penalties for an adult can range from a reprimand to termination. Action will also be taken if there is retaliation for bringing a complaint.

Parents are encouraged to discuss harassment in depth with their children and be sure that they are fully aware of their responsibility from both perspectives; as a recipient or as a perpetrator.

Parents, students, and school must face this issue squarely and openly to maintain a learning environment that is safe and secure for all students.

# **Section F:**

## **Kehoe-France Bullying Policy**

## **BULLYING POLICY**

Bullying is prohibited and is defined as repetitive abusive behaviors with the intent to harm another where there is an imbalance of power present.

Examples include but are not limited to:

- Physical intimidation or assault
- Extortion
- Oral or written threats
- Teasing
- Putdowns
- Name calling
- Threatening looks
- Gestures or acts of aggression (Overt and Covert)
- Cruel rumors & false accusations
- Social Isolation
- Cyber-bullying

School personnel will not tolerate any bullying on school grounds or at any school sponsored activity. In addition, Kehoe-France expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). Kehoe-France expects staff members who become aware of an incidence of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- Counseling
- Parent conference
- Detention
- Suspension and/or Expulsion

# **Section G:**

## **Kehoe-France Special Needs Policy**

## **PHILOSOPHY**

We believe that all students are unique learners with individual needs. We will do our best to accommodate and meet the needs of all students with the resources and relationships available to us. It is our goal to cultivate each student's greatest social-emotional and academic potential at our school.

### **Guiding Principles**

- Foster a safe learning environment where all children can learn, recognize, and respect individual learners' needs.
- Provide appropriate challenges, with support, based on student's individual differences and needs.
- Implement differentiated instruction to best promote individual student growth and achievement.
- Use data driven practices to monitor student growth and communicate any changing needs to all appropriate stakeholders.
- Continue to develop and encourage an attitude of compassion and understanding between all teachers and students.
- Protect the privacy of a student's educational records.
- Further empower teachers with ongoing professional development for methods and strategies to provide appropriate and successful accommodations.

### **Definition Of Special Needs**

Our special educational needs population includes students who need accommodations or modifications to curriculum in order to meet their learning needs and facilitate continued social-emotional, academic growth. These students may include, but are not limited to: students with an active evaluation, English language learners with a barrier in language instruction, students in need of counseling support, students with medical or health issues, students with behavioral issues, high achieving or gifted students who are driven to pursue further inquiry.

### **Roles & Responsibilities**

First and foremost, the school will raise staff awareness of the needs of our exceptional students and then implement the following plan:

1. Classroom teacher will identify and refer exceptional students to the school counselor.
2. Counselor classroom observation with documentation
3. Parent-teacher-counselor meeting with documentation
4. Administration and teacher meeting to discuss documented observations and determine recommendation
5. If deemed necessary, counselor will refer student for appropriate evaluation.
6. Upon receipt of evaluation, counselor will schedule a conference between parent-teacher-counselor (include other appropriate staff or student if necessary). Discuss recommendations provided by evaluation, and team completes an individualized student learning plan (ISLP) to be signed by all present that includes information regarding progress meetings.
7. The counselor will document all meetings and provide appropriate feedback as needed.

**Support Given/Services Provided**

Accommodations and modifications based on Kehoe-France individualized student learning plan (ISLP) will be implemented for those students who qualify. Kehoe-France works closely with outside agencies to provide services to help our students be successful whenever necessary.

**Statement Of Revision**

Our special needs policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.



## **Section H:**

# **Kehoe-France Language Policy**

## **PHILOSOPHY**

We believe language is intertwined in all school functions and we aim to create a language learning environment that fosters the ability in students to think, create, and express themselves with confidence in at least the two languages of English and Spanish. We also aim to support students in their Mother Tongue language. We believe it is the responsibility of all teachers to assume the role of language teacher.

### **Guiding Principles**

- Promote an appreciation for the essential role of language
- Support students in the language of instruction (English) as well as in the development of Language B (Spanish)
- Prepare students for the 21st century global society
- Enable our students to be internationally minded
- Recognize the benefit of students learning multiple languages and being exposed to the respective cultures
- Challenge our students in a multilingual environment
- Understand the connection of all languages
- Support our students with a Mother Tongue language that differs from our Language A or B

### **Actions**

- School presents visual representations of Language A and B around entire campus.
- Teaching practices reflect the responsibility of all teachers to take part in language instruction.
- Encourage students with a Mother Tongue language that differs from the language of instruction to share appropriately, but also support students to develop skills within Language A and B at school.
- Assessments align with the language of instruction—Language A or B—and emphasize the important role of language in all learning.

### **Language A**

- The Language A we offer is English.
- Promote inquiry based authentic language learning.
- Focus on the transdisciplinary nature of language.
- All teachers accept their role as a teacher of language.

### **Language B**

- The Language B we offer is Spanish.
- PreK-2 attends one 25 minute session each week.
- PreK-3 through 4th grade students will attend Spanish twice a week. PreK-3 through K attend in 25 minute sessions. 1st-4th attend in 45 minute sessions.
- 5th-7th grade attend a 45 minute Spanish class two - three times each week.
- The focus of the curriculum is to develop the skills of listening, speaking, reading, writing, and media literacy in Spanish, in addition to a basic understanding of the culture.
- Adherence to the Louisiana World Language Standards  
<http://www.louisianabelieves.com/docs/default-source/academic-standards/modern-language-standards.pdf?sfvrsn=11>

### **Statement Of Revision**

Our language policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.