



Parent/Student Handbook 2020-2021

Brownfields Bears Student Expectations

- Be Respectful
- Be Responsible
- Be Safe

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Baton Rouge, Louisiana 70811

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Fax: 225-774-5437

Principal - Mrs. Jo Cox

Administrative Dean-Mrs. Crystal Ezeff

Principal's Message

Dear Students and Parents,

Welcome to Brownfields Elementary Magnet School. On behalf of our exceptional faculty and staff, I extend our best wishes to you for a successful 2020-2021 school year, a year focused on the philosophy of ONE TEAM-ONE MISSION.

This handbook provides you with detailed information about school policies and procedures. It is to be used as a supplement to the district's Student Rights and Responsibilities Handbook. I ask that you and your child take the time to review its contents. We make every effort to provide the most accurate and up-to-date information, but some information may not reach us until after the printing date. Any required corrections, changes, etc. will be given to your child at the opening of school in August.

The faculty at Brownfields Elementary is committed to providing an exemplary instructional program that meets the academic, social, and emotional needs of our students. We strive to promote the joy of learning through the recognition of successes through maintaining a disciplined environment where students feel safe, secure, and happy.

Through the team effort of our parents, community, students, and staff, we will provide our students a highly successful learning experience.

Please make sure that you and your child sign the acknowledgement form on page 5 of this handbook and then return it to your child's teacher.

In closing, I want to take this opportunity to thank you for choosing the East Baton Rouge Parish School System and Brownfields Elementary Magnet School for the education of your child. I look forward to working as a team with you as we educate every child, every moment, of every day.

Sincerely,

Jo Cox
Principal



Brownfields Elementary Magnet School

Parent/Student Handbook

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Brownfields Elementary Magnet School Vision and Mission Statement

Vision: Brownfields Elementary Magnet School is a place of excellence, in partnership with parents and our community, where children achieve their full potential in academic, creative, personal, physical, and social-emotional development.

Mission: Brownfields Elementary Magnet School will partner with all stakeholders to provide an academic environment infused with physical and emotional support where students reach their highest academic potential becoming life-long learners and productive citizens in our school and community.





Brownfields Elementary Magnet School

STUDENT/PARENT HANDBOOK

ACKNOWLEDGEMENT FORM 2020-2021

Please complete this form and return it to your child's homeroom teacher:

Student Name (please print)

Grade

Date

Our signatures indicate that we have received, read, and understand the 2020-2021 Student/Parent Handbook which includes the following documents:

- Title I Compact for Student Success, A Parent/Student/School/Teacher Agreement
- School-Based Parent & Family Engagement Policy
- Internet Usage Policy
- Media Release Form

Parent/Guardian Signature

Teacher Signature



Principal Signature

Parent/Legal Guardian Media Consent Form

I hereby consent to the use of any photographs/video taken of my child by the East Baton Rouge Parish School System or the media for the purpose of advertising or publicizing events, activities, facilities, and programs of the East Baton Rouge Parish School System in newspapers, newsletters, websites, television, radio, and other publications, communications, and advertising media.

By law, the East Baton Rouge Parish School System protects the privacy of the students and is prohibited from releasing students' personal information.

From time to time, representatives of the news media are invited to campuses to cover events at our schools. When this happens, there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark one off the choices below and return to school.

_____ **Yes**, I allow my child/children to be identified in any good news district or school publication.

_____ **No**, I do not want my child/children identified in any good news district or school publication.

Please Print:

Student's Name: _____

Address: _____

City: _____

State/Zip: _____

Parent/Legal Guardian Signature: _____

Parent or Guardian if above person is under 18:

Parent/Guardian's Name: _____

Address: _____

City: _____

State/Zip: _____

Parent/Legal Guardian Signature: _____

East Baton Rouge Parish School System | 2020-2021 School Year Calendar

6 Independence Day Holiday

Certified Employees Return
13 (11 months)
20 (10 months)

Support Employees Return
14 (11-months)
21 (10 months)

| JULY 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JANUARY 2021

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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1 Christmas/Winter Break
(No School)

4 Certified Employee In-Service

5 Students/Support Staff
Beginning of 2nd Semester

18 M.L. King Day (No School
for Students and Employees)

3-5 Employee In-Service

4 9- Month Support

6 First Day of School for
Students

| AUGUST 2020 | | | | | | |
|-------------|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

FEBRUARY 2021

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

15-16 Mardi Gras Holiday
(Students, 9, 10, 11, 12
Employees off)

17 Professional Development
(Students do not attend)

18 End of 4th Six Weeks

7 Labor Day

16 Early Dismissal
(11:30 a.m./ Secondary/ 12:45
p.m. Elementary)

17 End of 1st Six Weeks

| SEPTEMBER 2020 | | | | | | |
|----------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

MARCH 2021

| S | M | T | W | Th | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

9 End of 3rd Nine Weeks

12 Parent Teacher
Conference/Professional
Development
(Students do not attend)

ACT Testing Date
March 9, 2021

9 Parent Teacher
Conference/Professional
Development
(Students do not attend)

12-13 Fall Break
(No school for Students and
Employees)

14 End of 1st Nine Weeks

29 End of 2nd Six Weeks

| OCTOBER 2020 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

APRIL 2021

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

1 End of 5th Six Weeks

2 Good Friday
(School System Closed)

5-9 Spring Break (Students, 9,
10, 11 Employees off)

Spring Testing Dates:
PBT Grades 3-4 (April 21-23)
CBT Grades 3-8
(March 29-April 30)
CBT Grades 9-12
(April 15-May 14)

3 Election Day
(No school for Students and
Employees)

23-27 Thanksgiving Holiday
(Students, 9, 10, 11-month
employees off)

| NOVEMBER 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

MAY 2021

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

7 Last day for Seniors

18-20 Early Dismissal
(11:30 a.m./ Secondary/ 12:45
p.m. Elementary)

20 Last Day for students
(End of 2nd Semester)

21 Last Day for Teachers

16-18 Early Dismissal
(11:30 a.m./ Secondary/ 12:45
p.m. Elementary)

18 End of 2nd Nine Weeks
End of 3rd Six Weeks

21-31 Christmas/Winter Break
(End of 1st Semester)

| DECEMBER 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

JUNE 2021

| S | M | T | W | Th | F | S |
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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

7 Certified and Support
10-month Employees last day

28 Certified and Support
11-month Employees last day

SCHOOL-PARENT COMPACT



The Brownfields Elementary Magnet School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2020-2021.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Brownfields Elementary Magnet School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - By following the recommended EBRPSS curriculum, Brownfields Elementary Magnet School will provide all students with the opportunity to grow and learn in a rich, rigorous environment moving every student forward.
 - Tier 1 ELA Curriculum Grades PK-5 (PK-Big Day; K-2-EL Education Curriculum; 3-5-Guidebooks 2.0; Gifted-Wit and Wisdom)
 - Tier 1 Math Curriculum Grades PK-5- Eureka Math
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - During the 1st 9-week grading period (October 9, 2020)
 - During the 3rd 9-week grading period (March 12, 2021)
 - Conferences will be held as requested by teachers and parents
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - **Progress Report Dates:** September 11, 2020; November 17, 2020; February 9, 2021; April 19, 2021
 - **Report Card Dates:** October 16, 2020; January 7, 2021; March 11, 2021; May 25, 2021
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - *Before and After School by appointment*

- *During Teacher Planning Periods (by appointment)*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- Volunteer by helping with our fund raisers, reading to children, supporting efforts such as Literacy Night, Math Night, Read Across America, help to facilitate parent meetings, etc...

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Attending at least one parent/teacher conference each nine-week grading period
- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television our children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions related to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

OPTIONAL ADDITIONAL PROVISIONS

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Respect classmates, teachers, administrators and other school staff
- Be a positive role model for other students
- Follow school and classroom rules and regulations

Additional Required School Responsibilities (requirements that schools must follow, but optional as to being included in the school-parent compact)

Brownfields Elementary Magnet School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Brownfields Elementary Magnet School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.

2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

Brownfields Elementary Magnet School

Parent & Family Engagement Policy

2020-2021

Brownfields Elementary Magnet School recognizes that parents* are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research shows that student academic success and high self-esteem are closely related to parent and family engagement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades, higher test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty and staff of Brownfields Elementary Magnet School is committed to establishing programs and practices** that create a climate of mutual trust and respect. The East Baton Rouge Parish School System supports having a PTA (Parent Teacher Association) committees and organizations such as the School Improvement Team (SIT) in every school.

At Brownfields Elementary Magnet School we also believe that the education of our children is a shared responsibility. Engagement of the school, the family, and the community creates a stronger educational system and improves the quality of life for students, their families, and the entire Brownfields Elementary Magnet School community.

In order to build an effective home-school partnership, Brownfields Elementary Magnet School will provide the following:

***Communication-Establish various forms of communication that encourage regular discussions about school programs, students' academic progress, and behavioral management.

***Parenting-Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.

***Student Learning at Home-Share information with families about how to provide learning activities at home, help students with homework, and plan for success in school.

***Volunteering-Encourage parental participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.

***School Decision & Making and Advocacy-Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

***Collaborating with the Community - Identify, enlist and welcome community resources of all types to strengthen schools, families, and student learning.

Brownfields Elementary Magnet School is committed to reaching out to all parents including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks to develop relationships with community organizations that provide services to children to foster community collaboration.

Title I Parental and Family Engagement Policy

The East Baton Rouge Parish School System recognizes that schools that receive funds through the Title I federal program have specific criteria for parental and family engagement.

Provision for substantive parental and family engagement in these schools is established under ESSA. This provision mandates the following components:

Communication

Clear and consistent communication is the foundation of effective parental and family engagement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

Program Development

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parental and family engagement. A written copy will be distributed to parents.

Partners in Learning Compact

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

School Choice

Parents, whose children attend a school that does not meet adequate yearly progress (as measured by the Louisiana Department of Education) within a specified time period, have the option of transferring their children to another designated school, under guidelines set by the East Baton Rouge Parish School System.

Teacher Certification

In keeping with the requirements of the ESSA Education Act, upon request, schools shall provide parents of children in Title I schools information about the certification status of their children's teachers.

Volunteering

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success.

Coordination and Support

Program coordination and technical assistance for Title I schools in planning and implementing effective parental and family engagement activities will be provided through the efforts of the office of Federal Programs.

Working with school-based personnel, the office of Federal Programs will coordinate the use of annual Partners in Learning compacts and other on-going parent and family engagement activities. Additional school-based outreach activities will also be developed and implemented with a focus on increasing active parental and family engagement and building on current activities that have been successful.

Building Capacity for Parental Engagement

Activities designed to build the capacity for strong and meaningful parental and family engagement in Title I schools shall include the use of Home-School Liaisons to foster communication, parent participation on School Improvement Teams, school level Parent Advisory Councils, and opportunities to volunteer.

Parents of Title I students will be provided with timely information about the Title I program and parental and family engagement requirements for schools under ESSA, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

Parent and Family Engagement Activities

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary dependent upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

Integration with Other Programs

The East Baton Rouge Parish School System's Title I Program will coordinate and integrate its parental and family engagement strategies with those of other local, state and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

Evaluation

Assessing the effectiveness of the parental and family engagement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the engagement of parents. Measures will include:

- Family Night parent evaluations
- Attendance at Family Night and other parent engagement activities

- Annual program evaluation completed during the spring semester of each school year.
- Results of school-based survey “Measure of School, Family, and Community Partnerships” by J.L. Epstein et al., ©2002 Corwin Press, Inc.

Notes:

*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental engagement policy underscores the importance of the participation of adult family and community members in students' lives.

**This policy complies with the requirements of the ESSA. ESSA mandates involving parents in developing a parental engagement policy, asking that parents share responsibility for student progress in academic achievement and community engagement. ESSA charges schools with the responsibility of creating programs and resources for effective parental engagement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools. Specific policy implementation action steps are identified in Addendum II (Parent Engagement Policy Guidance Document).

***These six categories are based on the six types of parent and family engagement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action*.

Revised / Approved: August 10, 2020

Dear Parent or Guardian,

Please remove this page and return to your child's school, so that we may have a record that you have received and reviewed this policy.

Thank you,

Jo E. Cox

July 27, 2020

This is to certify that I have received and reviewed a copy of "Brownfields Elementary Magnet School's Parent and Family Engagement Policy."

Parent's Signature

Date



**A Compact for Student Success
A Parent/Student/School/Teacher Agreement
East Baton Rouge Parish School System**



**Brownfields Elementary Magnet School
2020-2021 School Year**

In order to ensure that all students succeed in school, all parties agree to the following:

| | School | Teacher | Parent/Guardian | Student |
|---|--|---|---|--|
| 1 | Provide high quality curricula and instruction aligned with the Louisiana Student Standards, as well as students' performance expectations. | Provide activities and lessons aligned with the Louisiana Student Standards, as well as, students' performance expectations. | *Attend at least one parent/teacher conference every nine-week grading period. | Arrive to school on time daily. |
| 2 | Provide a minimum of two parent/teacher conferences per nine week grading period. | Provide high expectations for all students in an encouraging and supportive manner. | Supervise homework and study time. | Attend school daily. |
| 3 | Report students' progress on an ongoing basis in each content area. | Provide a well disciplined and manageable classroom so that all students have the opportunity to learn. | Provide a quiet place for your child to complete homework, study, complete projects, and read. | Attend school prepared and ready with materials needed and homework assignments completed. |
| 4 | Provide opportunities for parental engagement and communication. | Provide ongoing and clear lines of communication with parents. | Provide the necessary materials for your child to be successful. | Stay attentive and actively participate in classroom activities. |
| 5 | Provide a safe and orderly environment for students to learn. | Provide learning experiences in all content areas. | Keep clear lines of communication with your child's teacher. This includes attending parent teacher conferences, phone calls, and written communications. | Follow school and classroom rules. |
| 6 | Provide assistance to students by incorporating small group and individualized instruction, as well as,utilizing innovative strategies and programs. | Provide classroom instruction that meets the needs of all students through direct instruction, individualized instruction, small group instruction, and innovative strategies and programs. | Support the school and the teachers in maintaining an environment that is conducive to learning. | Respect classmates, teachers, administrators, and other school staff. |
| 7 | | | Make sure that your child is prompt and attends school on a regular basis. Encourage your child to do his/her best. | Be a positive role model for other students. |

**I have read the above and agree to do all to ensure success.
Signatures:**

School Administrator

Teacher

Parent/Guardian

Student

Brownfields Elementary Magnet School Policies

I. School Schedule

8:00am → Arrival time for students/Breakfast begins

Students arriving on campus before 8:00am will be sent to morning care and a fee of \$10.00 will be charged to the parent payable on the day services are received.

All children report to the cafeteria to pick up breakfast and then report to their classroom. Students enjoy breakfast in the classroom with their teacher and classmates. Students who are not eating breakfast will report directly to the classroom.

8:00-8:25am → Breakfast is available for pick-up in school cafeteria

Breakfast stops being served at 8:25am. Students must arrive by 8:15am in order to have time to receive their breakfast and report to class on time.

8:25am → ALL students should be in class/Carpool Ends

Students arriving after 8:25am via carpool or walkers will need to enter through the office.

8:30am → School Day Begins

Students arriving to school after 8:30am are tardy and must be checked into the office by a parent/guardian receiving a tardy slip to submit to their classroom teacher.

The ONLY tardies that are EXCUSED are for medical appointments, which must be supported with written documentation on official letterhead from the doctor/dentist.

Habitual tardies will require a parent conference with a member of the administrative team. Excessive tardies will be reported to the Child Welfare and Attendance Office.

2:45pm → Children are NOT allowed to be checked out after 2:45pm

3:25pm → Dismissal Begins

Students will not be allowed to change their usual route home at dismissal without prior written authorization by the child's parent/guardian. This authorization is to be submitted to the Executive Secretary or School Clerk in writing. Phone calls will NOT be accepted. Faxed requests can be made prior to 10:00am.

3:40pm → ALL STUDENTS MUST BE PICKED UP

This is the end of the teacher's work day. Students remaining after 3:40pm will be sent to extended day and a \$10.00 fee per child will be assessed payable the day of services rendered. If fees are not paid, students will not be able to attend extended day.

II. Check-Out Procedures

*It is important that **ALL EMERGENCY NUMBERS** are current on the student's Emergency Card.

Parents must report to the office to check out a student.

Students will NOT be permitted to check out after 2:45pm.

Students are called to the office by office personnel.

Check-out electronically if available, if not, complete the check-out slip generated in the office and present a picture ID. Written parental permission must be presented if someone other than the parent or authorized designee picks up a student. Inform the designee to bring proper identification in order to pick up the student. Verification will be made prior to releasing the student. The office will contact you by phone to verify permission.

III. Attendance Requirements and Tardies

The minimum number of required school attendance is 170 days for elementary and middle school students. If a student is in attendance less than 170 days per school year, the student will not be passed to the next grade. Students missing ten (10) or more days of school without doctor's excuses will not be promoted to the next grade. Exceptions to this policy can only be made in the event of extenuating circumstances as verified by the Office of Child Welfare and Attendance (CWA) in consultation with the Principal (Bulletin 741).

Students who miss school will have three (3) days from the time they return to school to bring a note stating the reason for the absence(s).

A note from the parent/guardian may not automatically excuse a student who is absent. It does allow students to make up missed assignments. Notes received after the three (3) day time period will NOT be accepted.

A doctor's statement is required if a student is absent three (3) or more consecutive days. If absences are excessive, a doctor's statement may be required for each day a student is absent. Students shall be required to make up ALL work within three (3) days of their return to school.

If a student is chronically absent or late (tardy) to school, the parent and/or student will be referred to the CWA. If changes in attendance are not observed, CWA will submit a file to EBR Truancy Court.

A student who accumulates four (4) unexcused tardies is assigned to TOR. The parent/guardian is contacted by the principal or a designee and MUST provide proof of residency. A student who refuses TOR is suspended, pending a parent/guardian conference. If the parent comes that afternoon or the next morning, no suspension is officially recorded. If a parent does NOT come for a conference as requested, the student is officially suspended for two (2) days and is assigned to the Discipline Center.

The whole procedure begins again. **This procedure is outlined in the Students' Rights and Responsibilities Handbook.**

After five (5) unexcused absences/tardies, the Truancy Office will contact parents.

IV. District Illness Policy

Your child will be excluded (cannot attend) from school for the following reasons:

- Vomiting, diarrhea, and/or fever above 100 degrees F. Your child should remain at home until he/she has not vomited or had diarrhea and/or is fever free for 24 hours without medication.
- Nasal discharge for more than 3 days. IF allergy related, parent must provide documentation from physician that is not contagious.
- Persistent cough for more than 2-3 days. IF asthma related, must provide documentation from physician.
- RASHES: Any pink, red, or bluish-purple rash. Any bumps and/or blisters; including Chicken Pox.
- Pink Eye: Must provide documentation from physician that the child is being treated with medication. IF eye itching and redness are allergy related, must also provide documentation from physician.
- Lice: The child must remain at home until treated and no live lice are present.

V. Visitation

Parents are encouraged to visit Brownfields Elementary and become a part of an excellent academic program. For the safety of our students and staff, we must know who is on the school campus. So, **ALL** visitors must check in with the office and observe the following rules while visiting our school.

ALL visitors must sign the Visitor's Roster Sheet in the front office and be issued a Visitor's Pass before going to a classroom or onto the campus for any reason.

If parents wish to observe in a classroom, please be guided by the following:

- Schedule a visit if at all possible.
- Only parents or legal guardians are allowed in the classrooms for observations.
- When visiting, obtain a visitation form from the front office, enter the classroom quietly, and be seated in the rear of the classroom. You may observe for up to 20 minutes, one time daily. **RETURN** the visitation form to the front office with the comments written on the back (sample visitation form can be found on page 34).
- Do **NOT** disturb your child, other students, or the teacher. Remember this is an observation. Teaching and learning will continue, uninterrupted, for all students.
- Please do not come late in the day when the teacher is getting children ready for dismissal.
- Arrangements for conferences can be made by calling the school between 8:00am and 3:00pm at 225-775-3527. The message will be forwarded to the child's teacher.
- Visitors **MUST BE** dressed appropriately. (No pajamas, slippers, spaghetti straps, short dresses/skirts/shorts, cleavage, no inappropriate language or illustrations on t-shirts, pants should be worn at the natural waist, undergarments should not be visible, etc...)
- Do **NOT** bring pre-school children, younger siblings, or other school aged children that are not enrolled at Brownfields when you come to observe in the classroom, work as a volunteer, or when attending school events during school hours (i.e., field day, class parties, **PBIS** monthly events, etc...).

VI. Parent Volunteers (VIPS)

Check in at the front office, sign the VIPS log, and obtain a VIPS tag. Wear this tag at ALL times while on campus. Report to the assigned work area – either the classroom or designated area.

Please check in your cell phone with the school secretary. She will provide you with a ticket to retrieve your cell phone upon leaving campus.

Food and drinks are not allowed in front of students or in the classrooms. Drinks must be consumed in the lounge. Drinks must be in a non-see through container. No cans or commercial cups.

VII. Personal Items

Please place your child's name on ALL school supplies, sweaters, coats, hats, gloves, raincoats, book sacks, etc. We do not encourage students bringing extra clothing, handbags, books, jewelry, musical instruments, cell phones, electronic devices, or computer games because they are not covered by the school system's insurance. Any losses should be reported to law enforcement. Claimant recourse for loss of this type would be against the perpetrator, not the school system.

Personal items that interfere with the learning process will be taken away from students and not returned until the last day of school. Students should not bring electronic devices, cell phones, toys (including toy guns and gun look-alikes), radios, comic books, playground equipment (including balls, and jump ropes), items to sell, or unnecessary money to school.

VIII. Library Policies and Check-Out Procedures

Students shall be required to pay full price for textbooks and library books which are lost or damaged beyond use. The school library is resource for all students and books should be maintained and cared for in order for all students to have equal access to the collection.

Lost or damaged books **MUST** be paid for. Parents cannot replace these books as they are specially bound for Library usage.

IX. Parties and Snacks

Each class will be allowed two (2) parties per year that are held during school time. These are held at Christmas and the end of the year. Student or teacher birthday parties, etc. cannot be held at school. Siblings and/or children not enrolled at Brownfields may **NOT** be involved in school parties.

Each class will be allowed a birthday celebration each month. All birthdays for that month will be celebrated on the designated date. Classes will celebrate with cupcakes and juice. This is **NOT** a party, but a small recognition/celebration for students.

ALL refreshments must be prepackaged. Homemade refreshments **CANNOT** be served at school activities or parties.

Students are **NOT** to bring snacks to school. Chewing gum or food of any kind on the bus or at school is **NOT** permitted. Students may **NOT** sell candy or any other items on buses or on the school campus.

X. Field Trip Policy

Students must have written EBRPSS permission from a parent/guardian to participate in a field trip.

Students **MUST** ride the bus to and from all field trips.

Children other than those with permission to attend are not allowed on school field trips. Siblings and/or children not enrolled at Brownfields are not permitted to attend field trips.

Any student with a behavior referral or TOR for that grading period **may** not be allowed to attend a field trip. **The administrator will make ALL decisions to deny a child field trip attendance.** Behavior expectations must be reviewed with the parents prior to the trip.

All permission forms and money due **MUST** be turned in at least **TWO FULL WEEKS** before the trip. The school will not accept forms or money after the set deadline.

Field trip money is **NON-Refundable**. Expenses have been paid or committed to the vendor and the school will not be reimbursed.

Chaperones must adhere to the Field Trip Chaperone Agreement at all times. Chaperones are representative of Brownfields Elementary and must conduct themselves accordingly.

XI. Procedures for Emergency Situations

Specific procedures are outlined for use when it becomes necessary to send students home at times other than scheduled dismissal time (natural disaster, civil defense alert, extended bomb search, emergency shutdown of essential facilities, or fire emergency). The decision to close a school comes only from the Superintendent's Office.

The following rules apply:

- Parents are notified of dismissals in advance through the media, so that they may make plans for a responsible adult to take care of their children if they cannot be at home.
- Students will be released to parents who arrive at school to pick them up. **No child will be released to any person other than his/her parent(s) during an emergency without written permission from the parent.** Parents must follow the school check-out procedures during emergency situations. Each child must be told how he/she is to get home if there is a change of an emergency concerning unstable weather conditions or other unforeseen emergencies.
- Children who ride buses will be kept in a safe place until the buses arrive.
- In the rare emergency that requires the students and staff to immediately leave the area of the school building or surrounding properties, we have been given permission to walk to Brownfields Baptist Church. The church is located at 11998 Plank Road. The contact person is Pastor Steve Bridges and the telephone number is 225-775-2500.

XII. Messages

Parents will be contacted for illness or emergencies by office personnel, teacher(s), or health clinic staff.

Only messages of **EXTREME** emergency can be relayed during school hours. **If you must deliver a message or bring an item to your child, please report to the front office.** Office staff will be sure your child receives messages and items.

Students will not be allowed to call home for books, homework, etc. Make sure your child is prepared as he/she leaves home.

XIII. Change of Address, Telephone, and/or Emergency Contact Information

Please keep the school informed of **ANY** changes of address, telephone numbers, or emergency contact information. It is **IMPORTANT** that we are able to **reach you at all times** in cases of illness, accident, or emergency.

XIV. Grading and Reporting

A school work-packet containing test papers and weekly assignments will be sent home every two weeks. You are to sign and return this envelope and papers immediately. If you do not receive the packet, please contact your child's teacher.

Parent/Teacher conferences may be held each nine weeks.

Progress Reports will be sent home each 4 ½ week period. Report Cards will be sent home each nine weeks.

Students in grades 1-5 will receive Honor Roll for all A's (Principal's List) or A's and B's (A-B Honor Roll) for all A's or A's and B's in all academic subjects on or above level, excluding conduct. To receive these honors, no academic grade can be lower than a B. Students with a C in one nine-weeks who improves the following nine-weeks will receive the Bears on the Move Honor.

Parents can monitor their children's academic progress, school attendance, and disciplinary activity by accessing the EBRPSS's electronic system. Please contact your child's teacher for more information.

Meet and Greet will be held at the beginning of the school year for the purpose of introducing you and your child to the Brownfields Elementary faculty and staff.

Open House will be held in August for the purpose of providing parents the opportunity to see their child's classroom, receive important information, and meet the teacher. (This is not a time for conferencing with teachers. Please schedule a conference if you would like to discuss your child's performance.)

XV. Standards for Promotion

Teachers shall, on an individual basis, determine the promotion of each student according to the local Pupil Progression Plan. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills. To be promoted in grades K through 5, a student must meet the following criteria:

- A minimum of four quality points earned or an annual average of 1 quality point in both reading and mathematics in grades K-5. In grades 1-5 students must pass two other subjects with the same quality point requirements.
- A student may not be promoted if an "F" is earned in both 3rd and 4th nine weeks in the same subject.
- A performance level of on or above grade level in reading and math. The term grade level refers to the grade placement with respect to skills as indicated according to adopted textbooks, district approved curriculum aligned to state standards as grade appropriate for each grade level.
- Students are expected to score "Basic" in at least two core academic subjects, including ELA, math, science, and social studies. Struggling students who do not score basic in at least two core subject areas shall be provided with an individualized academic plan (See Grade 4 promotion section of the document). Academic improvement plans and required interventions shall continue with 5th graders until such times as the student meets academic expectations in accordance with Bulletin 1566, section 705. Any student not meeting promotion criteria may be required to attend the extended year or summer remediation program, if available, to be considered for promotion via SBLC waiver process.
- Parents must be given a review of their child's progress at each grading period and be encouraged to be a part of the team to plan interventions to accelerate progress when needed.

The Progress Reports and report cards for grade K will be marked with the symbols O, S, NI, and U.

| Grading Scale for Kindergarten | |
|--------------------------------|------------|
| Grade | Percentage |
| O (Outstanding) | 100-93 |
| S (Satisfactory Work) | 92-80 |
| NI (Needs Improvement) | 79-67 |
| U (Unsatisfactory Work) | 66-0 |

Non-Core, Non-Academic Ancillary classes such as music, physical education, art, foreign language, and computer courses also utilize the Kindergarten grading scale.

The following scale shall be used to calculate quality points for promotion purposes:

| Kindergarten Grading Scale Quality Point Conversion | | |
|---|------------|----------------|
| Grade | Percentage | Quality Points |
| O | 100-93 | 4 |
| S | 92-85 | 3 |
| S | 84-80 | 2 |
| NI | 79-67 | 1 |
| U | 66-0 | 0 |

The Grading Scale for Achievement for core academic courses in Grades 1-5 is as follows:

| Grading Scale for Regular Courses | | |
|-----------------------------------|------------|----------------|
| Grade | Percentage | Quality Points |
| A | 100-93 | 4 |
| B | 92-85 | 3 |
| C | 84-75 | 2 |
| D | 74-67 | 1 |
| F | 66-0 | 0 |

Promotion of Students in Grade 4

Each LEA shall identify third and fourth grade students who have not met an acceptable level of performance that would enable them to successfully transition to the next grade level. Fourth grade students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan that adheres to the following requirements:

- The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses, discuss any other relevant challenges, and formulate an individual academic improvement plan designed to assist the student in achieving proficiency in all core academic subjects. All participants shall sign the documented plan and meet to review progress at least once more before the next administration of the LEAP assessment.
- The student shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency. Instruction shall be aligned with state academic content standards.
- The student shall be identified as requiring an academic improvement plan in the state Student Information System (SIS).
- The student shall be afforded the opportunity to receive grade-level instruction during the summer.
- Each LEA shall adopt a written policy pertaining to the development of individual academic improvement plans. This policy shall be included in the Pupil Progression Plan.
- The Department shall audit a random sampling of students identified as needing an individual academic improvement plan in each local education agency each year.

The LDOE will provide to each LEA a roster of third and fourth grade students who have scored below the "Basic" achievement level in at least two core academic subjects. Such roster will assist the LEA in making final determinations relative to students' required individual academic plans.

- The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with this pupil progression plan.
- The individual academic plan shall continue to be in effect until such time as the student achieves a score of "Basic" in each of the core academic subjects that initially led to the development of the student's individual academic plan.

Beginning in the 2017-2018 school year and each year thereafter, fourth grade students must meet the academic criteria outlined in the previous section (K-5 promotion) in order to be considered for promotion. Additional promotion criteria shall be considered if the student does not score “Basic” in at least two core academic subjects including ELA, math, science, and social studies. For these academically struggling students, promotion decisions will be made according to a preponderance of evidence including but not limited to any of the following:

- ✓ Coursework from throughout the school year
- ✓ Previous state mandated test scores
- ✓ Participation in spring/summer remediation and evidence of student work upon completion of program
- ✓ Student attendance during the regular school year, school year remediation and summer remediation
- ✓ Portfolio of LEAP like student work in the areas where the student failed to meet the promotion criteria such as district benchmark assessments, LEAP 360 assessments, EAGLE assessments, and other progress monitoring measures.
- ✓ Evidence from other allowable district approved interventions and supports including those listed above

For 4th grade students who have not met the acceptable level of performance on statewide assessments, the SBLC of that school shall make the final retention or promotion decisions based on the above criteria and shall initiate an individual academic improvement plan.

By the last day of school of each school year, academically struggling students will be identified and individual academic improvement plans will be enacted. Per Bulletin 1566, Section 701 guidelines, the plans should be reviewed with and signed by the student’s parent or legal guardian. Copies of the signed Individual Academic Improvement Plan, Parent/Legal Guardian Agreement Form, and the Individual Academic Improvement Plan Template must be placed in the student’s cumulative file, reviewed annually and continue until such time as the student meets academic expectations (a score of Basic in each of the core academic subjects that initially led to the development of the student’s individual academic plan) for specific interventions and supports identified in the plan.

Plans must identify a minimum of two interventions and supports to be provided during the school year and/or during the summer. Allowable interventions and supports to be included on the Individual Academic Improvement Plan are as follows:

- ✓ Placement in the classroom of a teacher rated “Highly Effective” or “Effective Proficient”
- ✓ Completion of summer remediation program that includes curriculum fully aligned to the Louisiana State Standards and limits below grade level content to no more than 35% of total instructional minutes
- ✓ Additional instructional time during or outside of the school day
- ✓ Grade level instruction that is aligned to the Louisiana State Standards, which may include limited below grade level content and support needed to address the student’s identified weaknesses

* If fourth grade LEAP scores are not available by the last day of the school year, schools should utilize the roster of third grade students who have scored below the “Basic” achievement level in at least two core academic subjects provided by the Louisiana Department of Education to assist with making final determinations relative to students’ individual academic plans.

XVI. Physical Education

Physical Education is a required subject in the schools of Louisiana. Every child in school (unless physically disabled) is required to participate. Students must have a written statement from a physician before school personnel can excuse them from active participation.

XVII. Homework Policy

Homework is an extension of classroom learning. All classes will have homework at least four (4) nights each week. It is suggested that the amount of homework not exceed 20 minutes for grades K-2 and 40 minutes for grades 3-5, excluding required nightly reading and special projects.

The time designated for homework does not include reading or math fact fluency. Each child should spend:

- 10 Minutes Reading in grades K-1
- 20 Minutes Reading in grades 2-3
- 30 Minutes Reading in grades 4-5
- 5-10 Minutes Math FACT PRACTICE/FLUENCY in grades 1-5

All assignments are to be checked for accuracy and completion. **If the assignment is worth assigning, it is worth going over and being picked up.** Homework will not be graded. This does not include projects or any other home assignment that the teacher designates to be graded.

Students with excused absences will be allowed to complete assignments. However, this work **MUST BE** completed within three (3) school days upon return.

Students who repeatedly fail to complete homework assignments may lose privileges only if consequences have been established by the teacher and are consistently implemented. Such activities may include recess, field trips, class parties, field days, free time, free dress, and etc.

XVIII. Student of the Month Criteria

- Grades of A, B, and/or 1-C ONLY in ALL content areas (Math, Reading, Language/Spelling, Science, & Social Studies) for the month
- Grades of A or B in conduct for the month (No Cs)
- Perfect attendance for the month
- Proper uniform attire daily (shirt tucked in at all times with a BELT, correct socks, etc.)
- Respect others (faculty, staff, teachers, students, bus drivers, etc.)
- Completes homework regularly, all school projects, completes classwork, meets accelerated reading goal, shows math fact fluency growth, and etc.
- Always meets/exceeds school-wide expectations: Be Respectful, Responsible, and Safe
- **A MODEL FOR ALL OTHER STUDENTS**

Rewards: Certificate, Free Dress Pass, Homework Pass, and Attend Student of the Month Breakfast with Family

XIX. Student Dress Code

General Dress Code Guidelines that ALWAYS apply:

Students shall dress in a manner which is not disruptive to the educational process or the orderly operation of the school. The following guidelines also apply to free dress days.

Tops/Bottoms

The school uniform for students includes burgundy shirt with collar and navy bottoms with a **belt** and navy, black, or white crew/ankle socks. Pre-K wears navy shirts.

School uniforms will be worn daily. Shorts, skirts, and jumpers must NOT be more than 5 inches above the knee. Shorts are encouraged underneath skirts and jumpers. Navy, white, black, or burgundy solid color, ankle length leggings or tights may be worn under shorts, skirts, and jumpers. **No other colors will be accepted.**

Belts MUST be worn, if the garment has belt loops. All pants, shorts, and skirts should be worn at the natural waist. Belt loops can be cut off for pre-k and kindergarten students.

Shirts and blouses must be tucked in at all times. Shirts worn under the uniform must not be seen so that the uniform shirt ONLY is visible on campus.

Shirts and blouses must have a collar. Exception: Burgundy turtlenecks are acceptable in colder weather.

Prohibited Clothing

The following items of clothing are prohibited at all times: see through apparel, slashed or torn pants, striped, patterned, or any colored leggings (other than navy, white, black, or burgundy solid colored), bare midriffs, bare backed tops, halter tops, spaghetti straps, short shorts, high heeled shoes, and open toe/open backed shoes.

Students may wear their personal “Class Spirit Shirts” on Fridays, on field trips and special school occasions. Approved club uniforms (Girl Scouts, etc.) may be worn on meeting days.

Profane and obscene language or pictures on any article of clothing or school item (book sacks, gym bags, etc.) is prohibited for students and parents.

Accessories

No head wear may be worn in the classroom (Exceptions: religious headwear). Caps, hats, hoodies, or any other head covering may NOT be brought or worn at school, UNLESS the weather is bitterly cold.

For safety reasons, dangling or loop earrings will NOT be worn by students on campus. Only stud earrings are allowed.

Fingernails must be clean and NATURAL. Artificial fingernails are NOT ALLOWED.

Hair styles must not be disruptive to the educational process.

Closed toed shoes or sneakers ONLY. Shoes laces MUST be tied NOT tucked or shoes should have Velcro straps. Footwear with soles must be worn in school facilities and on school grounds. Footwear with wheels, open toe shoes, flip flops, and/or slippers are NOT allowed.

We recommend the Pre-K and Kindergarten parents purchase elastic waist shorts/pants that do not have belt loops.

Disciplinary Procedures for Students in Non-Compliance with the Mandatory Uniform Policy:

First Offense: Letter of reminder (warning) sent to the parent/guardian from the principal/designee with the requirement that it be signed and returned the following day.

Second Offense: Telephone call by the principal/designee to the parent/guardian.

Third Offense: Parent/guardian will be required to attend a conference with the principal/designee.

XX. Discipline

Brownfields Elementary will follow the EBRPSS discipline policy as outlined in “The Student Rights and Responsibilities Handbook.”

Brownfields Elementary expects its’ students to respect the rights of all other students, to accept and respect the authority of all adults who are a part of our school (principal, teachers, secretary, clerks, attendants, custodial staff, cafeteria staff, bus drivers, substitutes, parent volunteers, etc.), and to accept responsibility for their own behavior.

The faculty and staff of Brownfields Elementary will display kindness and respect for its' students, but will not allow behavior to interrupt the teaching process and infringe upon the rights of others.

Severe Infractions → The following student behaviors will result in written referrals:

- Fighting Behaviors (hit, kick, punch, push, throw objects, and/or etc.)
- Bringing inappropriate or injurious articles to school or school activity
- Committing an immoral or vicious act
- Using profane language
- Being disrespectful toward instructor, other staff, or other student
- Leaving class, campus, or other location without permission
- Defacing or destroying property
- Refusing to sit in assigned seat
- Willful disobedience

School-wide Discipline Policy:

- All students in grades K-5 will receive a weekly conduct grade based on EBRPSS, Brownfields Elementary, and teacher's classroom rules. Students will receive a weekly report to be acknowledged and/or signed by the parent/guardian and returned to the teacher.

The conduct grade on the report card will be determined from weekly conduct grades. Conduct grades will affect participation in school activities such as recess, parties, field day, field trips, PBIS events, etc.

Students will be recognized for their positive, cooperative behavior through incentives provided by their individual classroom and school-wide programs.

Consequences:

Time out, suspension, and/or expulsion may be used when necessary. The following list gives examples of student behavior warranting this type of consequence:

- Disrespect for the authority of teachers and staff by talking back, arguing, ignoring, etc.
- Use of inappropriate and/or profane language
- Fighting on the campus, in class, or on the bus
- Stealing
- Threatening students or adults
- Disrupting the classroom
- Defacing school property

- Sexual harassment/misconduct

Weapons (real or look alike) are **NOT ALLOWED** on campus. This is state law. These signs are posted about the campus and shall be enforced

“Any student or non-student found guilty of carrying a firearm on a school campus or school bus shall be imprisoned at hard labor for up to five (5) years.” (L.R.S. 12:95.2)

XXI. School Drug and Weapons Policy

The School Drug and Firearms Policy applies to **ALL** students in the EBRPSS.

Any teacher, principal, or administrator may search any building, desk, locker area, or grounds for weapons. The teacher, principal, or administrator may search the person of a student when there is probable cause to believe that the student has in his/her possession any of the items prohibited on the school campus.

Students possessing drugs (controlled dangerous substance) shall be reported to the School Drug Enforcement **TASK** Force for investigation.

Parent/guardians shall be contacted immediately.

Carrying a firearm by a student or non-student on school property is unlawful and the intentional possession of a firearm on one's person on a school campus during regular school hours or on a school bus is prohibited. This includes “Toy Weapons.”

The provisions of this section shall not apply to: 1. A federal, state, or local law enforcement officer in the performance of his/her official duties. 2. A school official or employee acting during the normal course of his/her employment or as a student acting in direction of such school employee.

If a student is arrested for carrying a concealed weapon on campus, the principal shall immediately notify the student's parent/guardian.

Whoever commits the crime of carrying a firearm, whether by a student or non-student on school property, shall be imprisoned at hard labor for not more than five (5) years.

XXII. Cafeteria Policies

Breakfast is **FREE** and served from 8:00am to 8:25am. If a child is going to eat breakfast at school, he/she must arrive by 8:15am and go directly to the cafeteria. Lunch is **FREE**.

Procedures for payment: Students purchasing milk only or extra milk must pay daily. No prepayments will be accepted for this. Cash payments for additional meal items are **ONLY** accepted in envelopes with the child's name, ID number, and teacher's name on the outside.

Bag Lunches: Students who forget bag lunches will not be allowed to call home, but will eat in the cafeteria. Carbonated and/or canned drinks are **NOT** allowed in the cafeteria.

Parents and other adult family members are encouraged to have lunch with their children. Please call the cafeteria, 225-775-3522, and make a reservation prior to 9:00am so they can prepare enough food. You may NOT bring commercially prepared food (McDonalds, Subway, Burger King, etc.) in its original wrapper/bag to the cafeteria. These items must be re-packaged before they can be brought into the cafeteria (this includes beverages and soft drinks in bottles and cans).

XXIII. Health Policies

Return the permission for Emergency Treatment Form so that we may have important information needed if your child becomes ill.

In the event that a child becomes seriously ill and his/her parent/guardian or the designated person cannot be reached, he/she will be taken to the hospital by ambulance at the expense of the parent/guardian.

XXIV. Medication at School

Medication shall not be given at school unless it is certified in writing by the attending physician that such medication(s) cannot be administered before or after school hours.

Antibiotics and other short-term medication(s), including non-prescription medications, shall NOT be given at school.

Children shall not be allowed to have medication(s) in their possession on the school grounds. (Any student having medication(s) in their possession will be subject to the EBRPSS Student Rights & Responsibilities guidelines for discipline.)

XXV. Bus Policy

Parents/guardians should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children.

Responsibilities of parents/guardians are as follows:

- Be familiar with and follow local board and school level policies for school bus transportation. Sign and return the attached agreement within the first week of school.
- Have children ready and at their designated pickup points along the route.
- Cooperate with the school and bus driver in teaching children safety precautions and good manners/habits for school bus passengers.
- Assist when there are disciplinary actions.
- Your child's safety is our greatest concern.

XXVI. Bus Rules

In order to promote the safe operation of the school bus, students are required to be aware of and obey the following **safety rules:**

- Be on time; **the bus will NOT wait.**

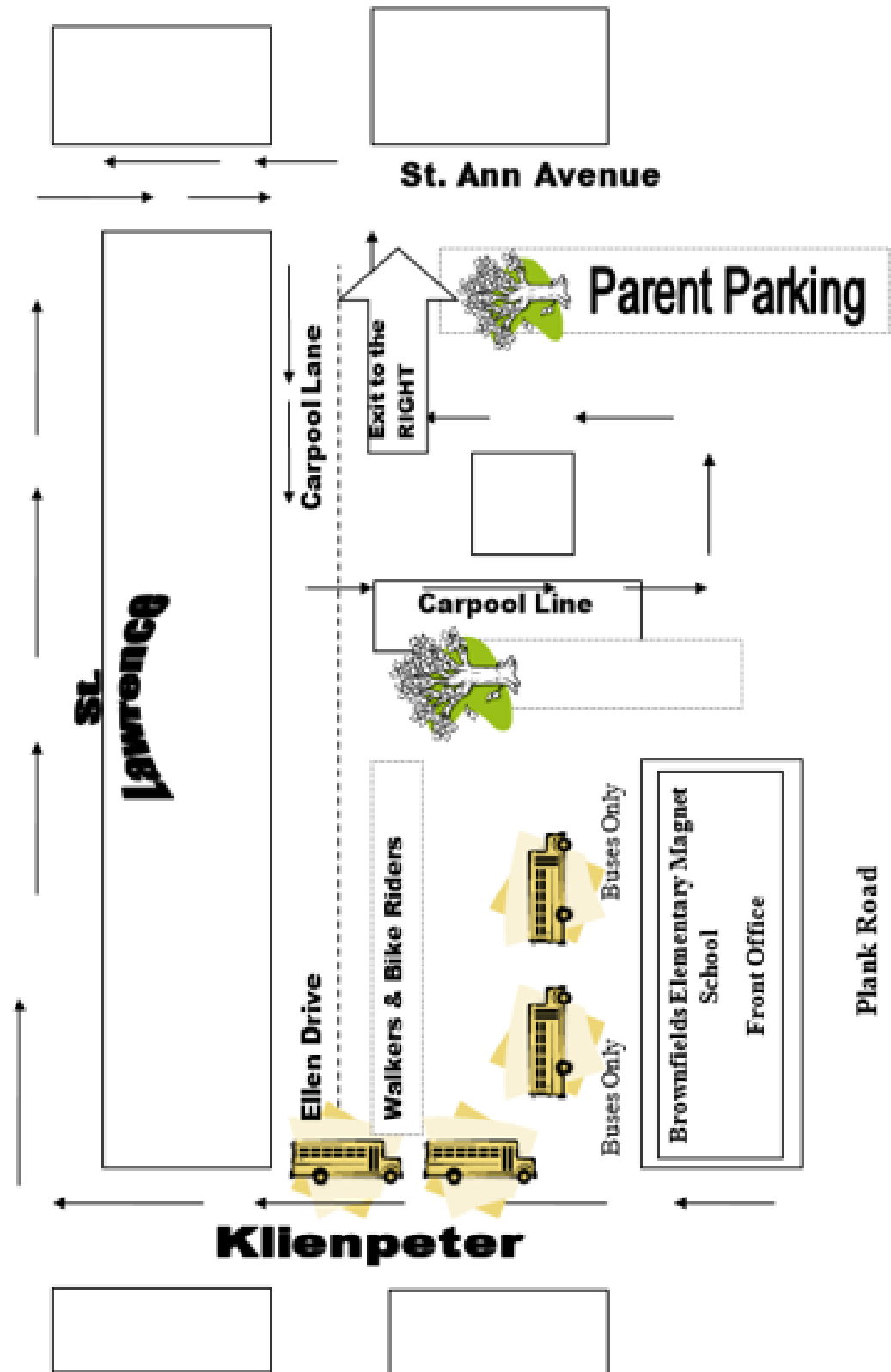
- Stand a safe distance off the street and wait until the bus is stopped and the driver motions to you before you approach the bus. Do not stand in the street while waiting for the bus.
- If you must cross the street to board the bus, do so very carefully. Wait for your driver's direction and cross at least 10 feet in front of the bus after the driver signals it is okay to cross. You should also check for traffic in both directions before crossing.
- Cooperate with the driver, remain quiet, and DO NOT distract the bus driver.
- Sit in the seat assigned to you by the driver. Do not stand when the bus is in motion.
- Do not extend arms, head, or other objects out of the windows or doors.
- Do not throw objects in the bus or out of the windows or doors.
- Do not use the emergency door except for emergencies; usually directed by the driver.
- Do not damage the bus in any way.

XXVII. Internet Safety and Network Use Policy

Our school expects all students to adhere to the Internet Safety and Usage Policy adopted by the EBRPSS. Please review the policy in its entirety. This policy is located on the EBRPSS website and the EBRPSS Student Rights and Responsibilities Handbook and Discipline Policy.

Click the following link to view the [1:1 Technology Handbook & Administrative Guidelines](#).

Brownfields Elementary Dismissal Map



Brownfields Parent Classroom Observation Procedures

We want parents to be a part of the school setting whenever possible. However, please remember the observations, even for a trained observer, provide a snapshot in time or a limited view of a complex series of interrelated experiences and activities.

When parents visit a classroom to observe, please consider the following:

Sign in at the office using the School Check-In computer as VISITOR using the "Observation Visit" option. The VISITOR tag must be visible to verify that you have checked in at the school office. Please remember to "check-out" through the office as well when your observation is completed. Turn in cell phone and receive a claim number for claiming your phone upon leaving.

Please fill out the section below and leave the form at the front desk **AFTER** your observation is completed. Teachers have been made aware of these observation procedures and will go on with their regular teaching routine while you are in the classroom.

| | |
|--------------------------------|-----------------------------|
| Parent/Guardian's Name: | Date of Visit: _____ |
| Student's Name: | Time In: _____ |
| Teacher: | Time Out: _____ |

Please limit your observation time to **20 minutes**. Lengthy observation tend to distract children from learning activities. If you want to spend extended time in the classroom, contact the teacher in advance to coordinate a time/date for a visit.

When entering the classroom, find an unoccupied chair at the back of the room and make yourself comfortable **Be sure to place your cell phone on silent.** We ask that any observations regarding other children in the classroom remain confidential.

Please **do not** attempt to carry on a discussion or conference with any student or with the teacher at this time. The teacher's responsibilities are to the students and the instructional program. Conference appointments with the teacher may be made with the teacher to discuss your observation or any concerns related to your student. You can leave the information on this form that you will turn in to the office before leaving with your information regarding scheduling a conference.

| | |
|--|--|
| Please Phone Me: (list numbers below) 1. _____ 2. _____ | Please arrange a conference: (Circle a day and fill in a convenient time.) I am available... Mon. Tue. Wed. Thur. Fri. _____AM _____PM |
|--|--|

Parents are encouraged to participate in our classroom volunteer program. If you wish to volunteer your services to work in the classroom, let the teacher know and he/she will set up plans for your active involvement and assistance during an extended time you wish to spend at school.

Questions and/or comments: Please give us feedback regarding your observation. You may use the back of this sheet.

*****RETURN THIS SHEET TO THE FRONT OFFICE UPON CHECK OUT*****



Brownfields Elementary Magnet School

Field Trip Chaperone/School Volunteer Expectations & Agreement

Chaperones will be defined as any adult placed in supervisory roles by the trip leader/teacher.
Volunteers will be defined as any adult assisting with on campus events during and/or after school hours.

Chaperones/Volunteers must:

- Be a parent or legal guardian, OR someone designated by the parent who is 21 years or older.
- Be qualified by having read and agreed to the expectations.
- Be firm, yet fair if necessary when dealing with students on a trip/or at the school.
- Be cooperative when working with the coordinating teacher and other volunteers.
- Model appropriate behaviors for students.
- Comply with school and district policies.
- Remember you are providing supervision for students, not just going on a personal trip or visiting.

Conduct

Chaperones attending any Brownfields Elementary Magnet School Field Trip and/or volunteers serving to assist with on campus events, shall at all times represent the school and in that sense act as an ambassador for the school. Therefore, appropriate and professional behavior is expected at all times for the duration of the trip or on campus activity. At no time shall any participant cause a situation of embarrassment, safety, or endangerment for any member of the field trip or the school.

STUDENTS

As field trips are considered an extension of the classroom, the Student Code of Conduct shall be enforced at all times.

ADULTS

It is in the best interest of all of our students that each chaperone/volunteer must agree to the following mandated guidelines before attending a Brownfields Elementary Magnet School Field Trip.

- No alcoholic beverages or illegal drugs shall be consumed by any trip participant at any time during the trip.
- Tobacco in any form is not permitted by any trip participant for the duration of the trip (this includes vaping).
- No use of foul or profane language will be tolerated by any participant.
- Refrain from cell phone use while attending the field trip (including on the bus).
- May not administer any medications, prescription or non-prescription, to students.
- Only age-appropriate topics of discussion shall occur when around students during the trip.
- Appropriate attire is required as an example to the students for field trip events.
- Chaperones must adhere to and will not deviate from the scheduled itinerary.
- Chaperones are NOT allowed to bring other children on the field trip (siblings, students not enrolled at Brownfields, etc...)
- Chaperones should follow the school bus when departing and returning to the school.
- No other members of a student's family are allowed to "show up" at the site of the field trip.

- Expressing your personal views about the school during a school sponsored trip is not permitted in the presence of students.
- Chaperone training does not necessarily mean you will be able to attend all field trips

Violations in the above standards could result in the following:

- Forfeiture of volunteer and chaperone privileges for future school trips and future school-related events.

I agree to accept the responsibility of chaperone/volunteer and in doing so, agree to abide by all the above terms and meet all requirements as specified by the school. I will do my due diligence to represent Brownfields Elementary Magnet School in a professional and positive manner.

Chaperone/Volunteer Signature and Print

Date

Student Name/Grade/Teacher—Please Print

Frequently Asked Questions

What steps can I take to make sure that my child(ren) are safe?

Parents/guardians should make sure that we have the most recent contact information (address, phone number, etc) on file. Support schools in ensuring that your child(ren) are following social distancing guidelines. If you suspect that child has any symptoms of COVID-19 or any other contagious illnesses, please keep them home.

What time does school take in?

Students can be here as early as 8:00 a.m. Students who arrive earlier will be sent to Extended Day and assessed a \$10 drop-in fee.

Why was my child marked tardy, I dropped them off before 8:30 a.m.

Students should be in class by 8:25 a.m. Though, we do allow a 5-minute grace period, if your child is not in class by 8:30 a.m., your child will be marked tardy by the teacher.

I picked up my child a little late, why was I charged a fee for extended day?

Dismissal begins at 3:25 p.m. Students who are not picked up by 3:40 p.m., will be sent to extended day and charged a \$10 drop-in fee. This fee is due at the time of pick up or no later than the next school day.

It's my child's birthday, can I bring cake/cupcakes for the class?

Each class will be allowed a birthday celebration each month. All birthdays for that month will be celebrated on the designated date.

When is the latest my child can be checked out?

Students may not be checked out after 2:45 p.m.

I need to do an observation in my child's classroom. What do I need to do?

Please make sure that you check in with Ms. Stiles or Mrs. Dobbins in the front office. You should receive a visitor's pass. Without the visitor's pass, you may be asked by personnel to return to the office. Observations can last up to 20 minutes and can only be conducted by the child's parent or legal guardian.

Can I walk to my child's class drop something off to the teacher for my child?

Will my child be able to get breakfast if they are dropped off at 8:25 a.m.?

If your child is dropped off after 8:20 a.m., they will not have an opportunity to eat school breakfast. If you know that you will be late, please make sure that they have eaten breakfast before they arrive. Outside food is prohibited and students will be expected to go straight to class.