Brownfields Bears Student Expectations

- Be Respectful
- Be Responsible
- Be Safe

11615 Ellen Drive
Baton Rouge, Louisiana 70811
Phone: 225-775-3527
Fax: 225775-5437
Principal - Mrs. Sandy Shepard
Assistant Principal - Ms. Beth Cox
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 2017-2018 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, 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 4 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,

Sandy S. Shepard
Principal

ONE TEAM-ONE MISSION
Principal’s Message – Parent Letter
Parent/Student Handbook Acknowledgement Form
Media Consent Form
Brownfields Elementary School Mission Statement
Title I Compact for Student Success, A Parent/Student/School/Teacher Agreement
School Calendar

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</tr>
</tbody>
</table>
Please complete this form and return it to your students’ classroom teacher.

__________________________________________ Grade________ Date__________
Student Name (Please Print)

Our signatures indicate that we have received, read, and understand the 2017-2018 Brownfields Elementary Parent/Student Handbook which includes the following documents:

- Bus Policy and Rules (Pages 23 & 24)
- Title I Compact for Student Success (Page 7)
- School Based Parental Involvement Policy (pages 25-29)
- Internet Usage Policy (page 24)
- Media Release Form (Page 5) Complete and return to teacher.
- Library Policies (page 13)

__________________________________________       ______________________________
Parent/Guardian Signature                        Teacher Signature

__________________________________________
Principal Signature
Parental/Legal Guardian Media Consent Form

I hereby consent to the use of any photographs/video tape 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, website, other publications, television, radio and other 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 campus 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 of 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:___________________________________________

Signature:____________________________________________

Parent or Guardian if above person is under 18:

Parent/Guardian’s Name:_______________________________

Address:____________________________________________

City:________________________________________________

State/Zip:___________________________________________

Signature:____________________________________________
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.
In order to assure all students' success in school, all parties agree to the following:

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Parent/Guardian</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide high quality curricula and instruction aligned with the Louisiana Content Standards, as well as student performance expectations.</td>
<td>Provide activities and lessons aligned with the Louisiana Content Standards, as well as, student performance expectations.</td>
<td>*Attend at least one parent/teacher conference every nine-week grading period.</td>
</tr>
<tr>
<td>2</td>
<td>Provide a minimum of two parent/teacher conferences per nine week grading periods.</td>
<td>Provide high expectations for all students in an encouraging and supportive manner.</td>
<td>Supervise homework and study time.</td>
</tr>
<tr>
<td>3</td>
<td>Report on an ongoing basis about students' progress in each subject area.</td>
<td>Provide a well disciplined and managed classroom so all students have the opportunity to learn.</td>
<td>Provide a quiet place for my child to work, study, read, etc.</td>
</tr>
<tr>
<td>4</td>
<td>Provide opportunities for parental involvement and communication.</td>
<td>Provide an open line of communication with parents.</td>
<td>Provide the necessary materials my child needs for his/her success.</td>
</tr>
<tr>
<td>5</td>
<td>Provide a safe, orderly environment in which children can learn.</td>
<td>Provide experiences in all subject areas.</td>
<td>Keep open lines of communication with my child's teacher's) by attending parent/teacher conferences, written communication, etc.</td>
</tr>
<tr>
<td>6</td>
<td>Provide assistance to students through small group and individual instruction, as well as, innovative strategies and programs, etc.</td>
<td>Provide classroom lessons that meet the needs of students through whole class, individual, small group instruction and innovative strategies and programs.</td>
<td>Support the school and the teachers in maintaining a disciplined environment.</td>
</tr>
<tr>
<td>7</td>
<td>Make sure my child is on time and attends school on a regular basis. Encourage my child to do his/her best.</td>
<td></td>
<td>Be a positive role model for other students.</td>
</tr>
</tbody>
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I have read the above and agree to do all to assure success.

Signatures:

School Administrator

Teacher

Parent/Guardian

Student
EBRPSS | 2017-2018 CALENDAR

Board Approved 11/17/2016

**JULY 2017**
- Independence Day (All Employees Off)
- 13 Start day for 11 Month Employees
- 20 Start day for 10 Month Employees

**AUGUST 2017**
- 3-8 Employee In-service
- 9 First Day of School for Students

**SEPTEMBER 2017**
- 4 Labor Day (No School for Students & Employees)
- 20 End of 1st 6 weeks
- 20 Early Dismissal (11:30 a.m. Secondary/12:45 p.m. Elementary)

**OCTOBER 2017**
- 6 Parent Teacher Conference Elem/Professional Development (Students do not attend)
- 9 Fall Break (All Employees Off)
- 11 End of 1st 9 weeks

**NOVEMBER 2017**
- 1 End of 2nd 6 weeks
- 20-24 Thanksgiving Holiday (Students, 9,10,11 month employees)
- 22-24 Thanksgiving Holiday (12 month employees)

**DECEMBER 2017**
- 14-18 Early Dismissal Days (11:30 a.m. Secondary/12:45 p.m. Elementary)
- 18 End of 3rd 6 week
- 19 Contingency Day
- 19-29 Christmas Winter Break

**JANUARY 2018**
- 1-3 Christmas/Winter Break (No School)
- 3 Employee In-service
- 4 Students Return Beginning of 2nd Semester
- 15 Martin Luther King Day (No School for Students & Employees)

**FEBRUARY 2018**
- 12-14 Mardi Gras Holiday (Students, 9,10,11 month employees)
- 15 End of 4th 6 weeks
- 12-13 (12 month employees)

**MARCH 2018**
- 8 End of 3rd 9 weeks
- 16 Parent Teacher Conference Elem/Professional Development (Students do not attend)
- 29 End of 5th 6 weeks
- 30 Good Friday

**APRIL 2018**
- 2-6 Spring / Easter Break (No School)

**MAY 2018**
- 9 Last Day for Seniors
- 18-22 Early Dismissal Days (11:30 a.m. Secondary/12:45 p.m. Elementary)
- 22 Last Day for Students
- 23 Last Day for Teachers
- 23 Contingency Day
- 28 Memorial’s Day

**JUNE 2018**
- 7 Last Day for 10 month Employees
- 28 Last Day for 11 month Employees
BROWNFIELDS ELEMENTARY SCHOOL POLICIES

1. School Schedule

8:00    Arrival time for students/Breakfast Begins
Students arriving on campus before 8:00 am 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.

8:00-8:25   Breakfast is available for pick-up in school cafeteria
Breakfast stops being served at 8:25 am. Students must arrive by 8:15 in order to have time to receive their breakfast and report to class on time.

8:25    ALL students should be in class

8:30    School Day Begins
Students arriving to school after 8:30 am must be checked into the office by a parent/guardian receiving a tardy slip to submit to the 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.

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

3:25    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 10:00 am.

3:40    ALL STUDENTS MUST BE PICKED UP
This is the end of the teacher’s work day. Students remaining after 3:40 pm will be sent to extended day and a $10 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 services.)
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 2:45 pm.

Students are called to the office by office personnel.

Sign out electronically if available, if not, complete the check-out slip generated in the office and present a picture identification. Written parental permission must be presented if someone other than the parent or authorized designee picks up a student. Prepare the designee to bring proper identification in order to pick up the child. 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 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 or 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 (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 Office of Child Welfare and Attendance (CWA). If changes in attendance are not observed, Child Welfare and Attendance will submit a file to EBR Truancy Court.

A student who accumulates (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 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 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 it 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 (Chicken Pox).

Pink Eye: Must provide documentation from physician that 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 School and become part of an excellent academic program. For the safety of our students, 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.

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 page 32).

Do NOT disturb your child 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 8:00 am and 3:00 pm at 225-775-3527. The message will be forwarded to the child’s teacher.

Visitors MUST BE dressed appropriately.

Do NOT bring pre-school children, younger siblings, or other school age students when you come to observe in the classroom or work as a volunteer.

**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.

FOOD OR DRINK IS NOT ALLOWED IN FRONT OF STUDENTS OR IN 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, 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 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 a resource for all students and books should be maintained and cared for in order for all students to have equal access to the collection.

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. Younger brothers and sisters many NOT be involved in school parties.

Each class will be allowed to have a birthday celebration each month. All birthdays for the 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 or 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 without parental participation/attendance.

Any student with a behavioral referral or TOR for that grading-period may not be allowed to attend a field trip without parental attendance/participation.

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.

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 some 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 procedure during emergency situations. Each child must be told how he/she is to get home if there is a chance 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 illnesses 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/Emergency Numbers

Please keep the school informed of ANY changes of address, telephone number, or emergency number. 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.) Awards will be presented by semester.

Parents can monitor their children’s academic progress, school attendance, and disciplinary activity by accessing the East Baton Rouge Parish School System’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(ren) to 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.

**XV. Standards for Promotion**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93%</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>92-85%</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>84-75%</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>74-67%</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>66% and below</td>
<td>0</td>
</tr>
</tbody>
</table>

*This change went into effect for the 2011-2012 school year.

Students must be in attendance 170 days per school year in order to be promoted to the next grade.

Promotion Policies for Kindergarten – Fifth Grade:

To be promoted in grades K-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 1-5, students must pass two other subjects.

A student may not be promoted if an “F” is earned in both the third and fourth nine weeks in the same subject.

The term, grade level, refers to the grade placement with respect to skills as indicated according to adopted curriculum and the Louisiana Student Standards.

Any student not meeting these criteria may be required to attend the extended year program, if available, to be considered for promotion.

Parents must be given a review of their child’s progress at each conference period and be encouraged to be a part of the team to plan interventions to accelerate progress when needed.

To ensure the individual needs are met and continuous progress occurs, alternatives to retention may include the following: Transition and Acceleration.

The 2015-2016 Pupil Progression Plan will be consulted regarding progression associated with high stakes testing for the 2017-2018 school year.
The grading Scale for achievement in Kindergarten is as follows:

“E” = 93% - 100%  Excellence in Performance
“S” = 80% - 92%  Satisfactory Work
“NI” = 67% - 79%  Needs Improvement
“U” = 0% - 66%  Unsatisfactory Work

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 will be given daily. Daily homework practice supports and reinforces the curriculum and mastery of standards. NON-COMPLIANCE WILL NEGATIVELY AFFECT STUDENT’S GRADES.

All assignments are to be checked for accuracy and completion by parents.

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

Students failing to complete homework assignments will do so during their recess.

XVIII. Student of the Month Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades of A or B in all content areas for the month</td>
</tr>
<tr>
<td>Grades of A or B in conduct for the month</td>
</tr>
<tr>
<td>Perfect Attendance for the month</td>
</tr>
<tr>
<td>Proper attire (uniform) daily</td>
</tr>
<tr>
<td>Respect others (faculty, staff, students, bus drivers, etc…)</td>
</tr>
<tr>
<td>Completess homework, school projects, etc…</td>
</tr>
<tr>
<td>Meets school-wide expectations: Be Respectful, Responsible, &amp; Safe</td>
</tr>
<tr>
<td>Is a model for other students and recommended by the teacher</td>
</tr>
</tbody>
</table>
Rewards:
Certificate, Free Dress Pass, Homework Pass, Portrait and Biography posted in the Cafeteria, Student of the Month Breakfast

XIX. Parent/Student Dress Code

General Dress Code Guidelines that ALWAYS Apply:

Students and parents shall dress in a manner which is not disruptive to the educational process or the orderly operation of the school.

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 the winter.

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, short shorts, high heeled shoes, and open toe/open backed shoes.

Students may wear their personal “Class Spirit Shirts” on field trips and special school occasions.

Profane and obscene language or pictures on any article of clothing or school item (book sacks, gym bags, etc...) is prohibited.
No head wear may be worn in the classroom (Exceptions: Religious headwear). Caps, hats, 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.

Students are not allowed to wear fake fingernails.

Closed toe shoes or sneakers only. Shoe 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 is NOT allowed, open toe shoes, flip flops, and/or slippers are not allowed.

Hair color must be natural. Hair styles must not be disruptive to the educational process.

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

Spirit shirts may be worn with uniform bottoms on Fridays.

Approved club uniforms (Scouts, etc.) may be worn on meeting days.

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

1. 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.

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

3. Third Offense: Parent/Guardian will be required to attend a conference with the principal/designee.
XX. Discipline

Brownfields will follow the East Baton Rouge Parish School System 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
- Possession of weapons/contraband
- Sexual Harassment
- Cursing Teacher/Staff/Student
- Physically/Verbally out of control

SCHOOOWIDE DISCIPLINE POLICY—All students in grades 1-5 will receive a weekly conduct sheet worth 100 points.

The conduct grade on the report card will be determined from weekly conduct grades. If a Conduct card/sheet is lost, the student receives a “66 F” for that week. After the second time the card is lost, a conference with the parent is required. Conduct card grades will affect participation in school activities such as recess, parties, field day, etc…

Students will be recognized for their positive, cooperative behavior through incentives (classroom and schoolwide 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 filthy 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 East Baton Rouge Parish School system.

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 and/or 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 parents.
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 years.

XXII. Cafeteria Policies

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

Lunch is FREE.

Students will be given a computer I.D. number which will be used for breakfast and lunch. Make sure your child knows his/her computer I.D. number.

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, I.D. Number, and teacher 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 9:00 am 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.
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 or the designated persons cannot be reached, he/she will be taken to the hospital by ambulance at the expense of the parent or 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.

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.
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 times; 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 OK to cross. You should also check for traffic in both directions before crossing.

Cooperate with the driver, remain quiet, 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 windows or doors.

Do not throw objects in the bus or out of windows or doors.

Do not use 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 East Baton Rouge Parish School System. Please review the policy in its entirety. This policy is located on the EBR Parish School System website and the EBR Parish School System Student Rights and Responsibilities Handbook and Discipline Policy.
Brownfields Elementary Magnet School

Parent & Family Engagement Policy

2017-2018

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 show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and 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 is committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement. The East Baton Rouge Parish School System supports having a PTA (Parent Teacher Association) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

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

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

***Communication—Establish various forms of communication (school to home, home to school, central office to home and vice versa) that encourage regular discussion about school programs and children’s academic progress and behavioral management.

Elementary Report Card Dates (3 Days after 9 weeks end)

October 16, 2017
January 8, 2018
March 13, 2018
Progress Reporting Dates (41/2 Weeks Reporting)

September 8, 2017
November 10, 2017
February 2, 2018
April 18, 2018

Work Packet Dates

August 23, 2017
September 6 & 20, 2017
October 4 & 18, 2017
November 1 & 15, 2017
December 6, 2017
January 24, 2018
February 7 & 21, 2018
March 14 & 28, 2018
April 11 & 25, 2018
May 9, 2018

***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 parents about how to provide learning activities at home, help students with homework, and plan for success in school.

***Volunteering***—Encourage and recruit parents’ 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, encourages, and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children.

Title I Parental Involvement 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 involvement.

Provision for substantive parental involvement in these schools is established in the Every Student Succeeds Act. This provision mandates the following components:

**Communication**

Clear and consistent communication is the foundation of effective parental involvement. 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 parent involvement. 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.

**Teacher Certification**

In keeping with the requirements of the Every Student Succeeds 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 parent involvement activities will be provided through the efforts of the Coordinators of Title I and the EBRPSS Office of Federal Programs.

**Building Capacity for Parental Involvement**

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools under the Every Student Succeeds Act, 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 Involvement 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 involvement 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 involvement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents. Measures will include:

Family Night parent evaluations

Attendance at Family Night and other parent involvement 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 involvement policy underscores the importance of the participation of adult family and community members in students’ lives.

**This policy complies with the requirements of the No Child Left Behind Act. NCLB mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB charges schools with the responsibility of creating programs and resources for effective parental involvement. 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 Involvement Policy Guidance Document).

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

Revised / Approved: 08/09/2017
08/09/2017

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 the Parental Involvement policy.

Thank you,

Sandy Shepard

____________________________________
Parent’s Signature

________________________
Date

This is to certify that I have received and reviewed a copy of “Brownfields Elementary Magnet School’s Parental Involvement Policy.”

____________________________________
Date
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 should consider the following:

1. Please read these procedures completely, 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.

<table>
<thead>
<tr>
<th>Parent Name:</th>
<th>Date of Visit:</th>
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<tbody>
<tr>
<td></td>
<td>Time In: Time Out:</td>
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<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Teacher:</th>
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</table>

2. 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.

3. When entering the classroom find an unoccupied chair 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.

4. 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.

<table>
<thead>
<tr>
<th>Please Phone Me: (list numbers below)</th>
<th>Please Arrange a Conference: (Circle Day and fill in convenient time.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I am available...</td>
</tr>
<tr>
<td></td>
<td>Mon. Tue. Wed. Thur. Fri. AM PM</td>
</tr>
</tbody>
</table>

5. 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. 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*****