



Student/Parent Playbook

"Home of the Tigers!"

Mascot: Tigers

School Colors: Purple and Yellow

Principal: Mr. Justin Robicheaux

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STUDENT/PARENT PLAYBOOK
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**WELCOME TO HIGHLAND ELEMENTARY
HOME OF THE TIGERS**

Dear Parents:

Welcome to Highland Elementary. We are looking forward to working with you to make this an exciting and rewarding year of academic growth for each of our students. This year our motto is "We are Team Highland, where our:

Tigers have
Exceptional
Academic
Minds.

We want our students to strive to live up to this motto every day.

A number of policies have been made to provide an orderly, safe, and secure environment in which to learn and grow. **Please read the policies and discuss them with your child.** Although this document should govern the expectations, it does not cover every situation. In the event a situation is not covered, it will be addressed based upon the principal's discretion.

Sign and return the last page of this handbook to help us know you have received a copy and that both you and your child are familiar with the school's policies for the 2016-2017 school year.

Sincerely,

Justin Robicheaux

Justin Robicheaux
Principal

MISSION STATEMENT

Highland Elementary School seeks to create a challenging learning environment that encourages high expectations for success through developmentally appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

VISION STATEMENT

Highland Elementary strives to be a school of excellence that promotes academic success for all stakeholders to ensure that students are on track to be college and career ready.

SCHOOL PHILOSOPHY

Highland Elementary School was established by the East Baton Rouge Parish School System for the purpose of preparing students to assume their places as responsible, productive citizens in our community, state, nation and world. To accomplish this mission, we provide experiences and opportunities for each student to develop to his or her fullest potential. We seek to impart knowledge to our students, as well as, the thinking skills necessary to use that knowledge. We are charged with assisting students in acquiring the skills, attitudes and insights that will help them live effectively and productively in a challenging and changing world.

Values and Beliefs

We believe...

- Everyone deserves to be treated with dignity and respect.
- We must demonstrate, encourage, and expect responsible behavior.
- All students are individuals with unique talents and abilities.
- All students should be given the opportunity for an appropriate education to help them reach their potential.
- We are committed to preparing our students for the future.
- Learning should be provided in an inviting and stimulating environment.
- Learning is a lifelong process with responsibility shared by the learner, school, home, and community.

GOALS FOR STUDENTS

- A. All students will develop competencies in utilizing resources, exercising rights and responsibilities and decision-making strategies.
1. All students will learn to engage in appropriate classroom, public, and school behavior.
 2. All students will learn to consider the viewpoints of others.

3. All students will recognize that they are important to themselves and others.
4. All students will learn to respect and show appreciation for their principal, teachers, staff, other students, property, and the educational process.
5. All students will learn to value their unique characteristics and abilities.
6. All students will develop and incorporate an understanding of how attitudes and values affect decisions and actions.
7. All students will participate in drug awareness education.

B.

C. All students will develop competencies in the basic cognitive skills that are reflective of continued learning.

1. All students will become functional readers.
2. All students will become knowledgeable of the basic mathematical computations, problem-solving skills and strategies, computer awareness, graphing interpretations, geometry, and the meaning of fractions.
3. All students will become effective communicators through oral and written expression.
4. All students will develop competencies in Social Studies and Science through research, technology and inquiry.

D. SCHOOL HOURS

7:55	Arrival Time for Teachers
8:00	Teachers on Duty
8:00	Arrival Time for Bus Riders and Walkers
8:05	Arrival Time for Car Riders
8:00 – 8:25	Breakfast Served in Classroom
8:25	SCHOOL DAY BEGINS (Tardy Bell Rings)
3:25	Dismissal Time for all Students
3:40	Dismissal Time for Teachers

Students who are car riders should NOT arrive earlier than 8:05 a.m. or remain on campus later than 3:35 p.m., unless they are participating in a supervised extended day program on campus.

ARRIVAL AND DEPARTURE

The school driveway is one-way and one-lane. All cars will enter at the entrance of the parking lot and drop off students at the door of the auditorium.

1. **STUDENTS MAY NOT BE DROPPED OFF BEFORE 8:05 A.M. Proper supervision will not be provided until that time.**
2. Carpoolers will be dropped off and picked up in the front of the auditorium. For student safety do **NOT** drop students off on the street/parking lot or ask them to walk to the street to meet their ride. Carpool students must be picked up promptly by 3:35 P.M. The teachers' workday ends at 3:40 P.M. and there is no supervision after this time. Students who are picked up late will be reported to child welfare and attendance.
3. In the mornings, children in grades Pre-K through 5th go directly to the hallways of their grade level wing after receiving .

4. Students arriving after 8:25 A.M. must be escorted to the office and signed in by a parent to receive a tardy pass before they can go to class.
5. Handicapped parking is reserved **ONLY** for those authorized.
6. Five (5) MPH is the maximum speed in the driveway.
7. There will be NO PASSING other vehicles (buses included) in the driveway. The unpredictable behavior of children requires that you follow this rule.
8. Students will not be allowed to make any change in their usual after- school dismissal procedure unless the weather is severe preventing the walkers/bike riders from getting home safe.
9. When picking children up after 2:00 P.M, please park in the parking lot in front of the school, away from the bus zone.

CHECK-OUT POLICY & PROCEDURES

You should make every effort to see that your child is in school by 8:25 a.m. and stays until 3:20 p.m. daily. Early check-outs disrupt the learning process in the classroom and cause the child who is checked out to miss part of his/her instructional day. Unless your child is ill or you have a real emergency, please do not plan to pick up your child until 3:20 pm. If you must check your child out, please report directly to the office and sign your child out. Be prepared to report the reason for your child leaving early, present a valid I.D, and remain in the office until the child is called.

Do not send someone other than the parent to pick up a child without notifying the office and designating it on your child's emergency form. This is for the safety of the child. Please do not plan to come in and check out your child just to avoid waiting in line for dismissal time.

Please adhere to the following procedure for student check-outs:

- A. Parents must report to the office to check out a student. Parents who plan to check out a child early must handle this before 3:00 P.M. in order to avoid confusion and danger in the bus lines. Students will not be allowed to check out after 3:00 P.M.
- B. The clerical staff or administrator will call the student to the office once the parent has arrived at school.
- C. Written parental permission must be presented if someone other than the parent picks up a student. The office will contact you by phone to verify permission. Please leave a phone number where you can be contacted. This is for your child's protection.
- D. Sign the check-out book in the office.

TARDINESS

Being on time is important. Children are tardy when not in the classroom by 8:25a.m. If children are tardy, they must report to the office accompanied by an adult to check them in and allow them to get an admit slip before they can go to class.

Students who are not picked up by 3:35 pm will also be considered out of compliance.

PARENTS OF STUDENTS WHO ARE HABITUALLY TARDY WILL BE REPORTED TO CHILD WELFARE AND ATTENDANCE AFTER EVERY 5TH TARDY.

ABSENCES

By Louisiana State law, children must attend school 160 days of the 180 day school year in order to be considered for promotion. If a child has more than 20 unexcused absences, he/she will be retained, regardless of grades.

An absence is considered excused when a child's absence is due to; his/her illness, an immediate family members' illness, death in the family (not more than a week) and absences due to observance of faith based holidays.

Whenever your child is absent, you should send a written excuse with him/her when they return to school. This excuse can be a physician's statement or a personal handwritten or typed note from parents explaining specific reason for absence, date child was absent, and parent's signature. This should be done for each and every absence and must be done within 5 days of the child's absence. Make up work will only be given for excused absences.

Please keep in mind that state law requires a truancy report be filed with Child Welfare and Attendance after every 5th unexcused absence for all students.

IX. VISITATION



Parents are encouraged to visit Highland Elementary School and become a part of our excellent academic program.

A. ALL VISITORS MUST REPORT TO THE FRONT OFFICE TO SIGN-IN AND BE ISSUED A VISITOR'S PASS BEFORE GOING TO A CLASSROOM OR ANY AREA ON CAMPUS FOR ANY REASON.

- Visitors or parents will **NOT** be allowed to interrupt the teaching and learning process by conferencing or visiting with a teacher during instructional time. If a visitor or parent would like to meet with a teacher, the visitor can schedule a meeting/conference during "non-instructional" time. Please contact your child's teacher by contacting the school.
- Parents are allowed to observe in a classroom **ONLY** when accompanied by the administration or a designee. Please contact the school to schedule an appointment.

SCHOOL DRESS CODE

East Baton Rouge Parish School Board Policy, states that uniforms for elementary school students are:

1. Burgundy shirts/blouses (Grades K-5) or Navy shirts (Pre-K) with a collar are acceptable (turtlenecks are acceptable in winter). **NO** t-shirts.

2. Navy blue bottoms (pants, shorts, skirts, skorts, and jumpers, not more than 5" above the knee), NO jeans, biking shorts, tight fitting/stretch pants, sweatpants, or capri pants. Shirt tails must be tucked in.
3. Belts MUST be worn on bottoms with belt loops; shirts/blouses MUST be tucked in. NO oversized or name plate buckles will be allowed for safety reasons.
4. Navy Blue, Burgundy, and/or black coats, socks, jackets, sweaters, parkas, sweatshirts, etc. are preferred, but existing winter wear may be worn. NO colored shirts are to be worn over uniforms.
5. Hooded jackets may be worn outside **only**.
6. No caps of any sort or sports head bands are to be worn inside the school building.
7. Closed-toed shoes/sneakers; NO sandals, high heeled shoes, or flip-flops.
8. School t-shirts may be worn on spirit day. Every Friday is Spirit day for students. It is a day to show your school spirit by wearing your school t-shirt. Uniform bottoms must be worn with school t-shirt.
9. NO fake or sculptured nails are allowed and no hoop earrings. Again, this is for your child's safety.

IF YOU NEED FURTHER ASSISTANCE OR HAVE ANY QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CONTACT THE SCHOOL AT 225-766-1272.

DRESS CODE VIOLATION POLICY

In accordance with the district policy, the following disciplinary actions will be applied for non-compliance.

- 1st Offense – Verbal warning stating uniform policy.
- 2nd Offense – Telephone to parent from Guidance Counselor
- 3rd Offense – Student and Parent conference
- 4th Offense – 1 day of school suspension or after-school detention
- 5th Offense – 1 day of school suspension or after-school detention

PARENT/STUDENT DRESS CODE

The following dress code was developed by the Highland Elementary School Leadership Team.

- A. Students and parents shall dress in a manner which is not disruptive to the educational process or the orderly operation of the school.
- B. The following items of clothing are prohibited: see through apparel, including slashed or torn pants, bare midriffs, bare backed tops, halter tops, and short shorts.
- C. Profane and obscene language or pictures on any article of clothing or school item (book sacks, gym bags, etc.) is prohibited.
- D. Parents, who are not dressed properly, will be asked to reschedule the visit and will not be allowed in the classroom or on the school campus.

HOMEWORK POLICY



Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject and instructional needs of the student.

- A. Homework, including tests, may be assigned over the weekend or during holidays. Students must adhere to the required assignments to include reading 30 minutes each night.
- B. All assignments are to be checked for accuracy and completion. Most homework will be graded; however, in some cases it will not be graded. This does not include projects or any other home assignment that the teacher designates as to be graded. "Do-At-Home" projects may be given to students at various times during the year. Teachers will provide parents/students with a description of the project, requirements, timelines, and a grading rubric.
- C. Because Highland Elementary understands the value of home learning, completed homework daily by our students will be expected.
- D. Students with excused absences will be allowed to complete assignments. However, this work MUST BE completed within 2 school days.
- E. Students failing to complete homework assignments may be required to complete it during recess periods.
- F. Students who repeatedly fail to complete homework assignments may lose:
 - 1. Field Trips
 - 2. Class Parties
 - 3. Field Days
 - 4. Other Incentives as determined by principal

Please click on the image below for homework assistance.

Homework Louisiana offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

X. DISCIPLINE



- Highland Elementary will follow the East Baton Rouge Parish School System discipline policy as outlined in **"The Student Rights and Responsibilities Handbook."**

- Highland 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), and to accept responsibility for their own behavior.
- The faculty and staff of Highland Elementary will display kindness and respect for its students but will not allow behavior that will interrupt the teaching process and infringe upon the rights of others. A discipline committee has designed a school wide Discipline Policy that includes the utilization of Class Dojo for students in grades Kindergarten through 5. All students are responsible for bringing their Class Dojo sheets home for parent's signature every week. Students will be required to return Class Dojo sheet signed on Monday.

Behavior Interventions:

- Reteach and/or model the expected behavior to the class
- Reteach and/or model the expected behavior to the individual student (Minor Behavior Tracking Form* is started and -1 Class Dojo point.)
- Recess Detention (Minor Behavior Tracking form is continued and -1 Class Dojo point.)
- Time-Out Teacher – (Complete and send Behavior Tracking form to partner teacher and -1 Class Dojo point. Phone notification must be made to the parent by the end of the day.)
- Office Referral and/or immediate removal* (Complete and send Behavior Tracking form and Office Referral to the office. -1 Class Dojo point. Phone notification must be made to the parent by the end of the day.)

A. CELL PHONE POLICY

The following policy and procedure is for all students at Highland Elementary:

- Students must keep cellphone and any accessories in their book bag from the moment they get on the bus in the morning until they get off the bus in the afternoon. For students who are car riders or walkers, please be sure that cellphone and any accessories are secured inside of book bag before entering the school campus.
- Cellphones should not be visible at any time during the school day.
- If the above policy is not followed, disciplinary actions will be applied.
 - 1st Offense: Cell phone will be confiscated and parents will be notified.
 - 2nd Offense: Cell phone will be confiscated and parents must come to the school to pick up the cell phone.
 - 3rd Offense: In/Out of School Suspension.

HIGHLAND SCHOOL RULES

Highland Elementary is a Positive Behavior Interventions Support (PBIS) school. This means that our discipline plan is based on a positive behavior reward system. Students are rewarded through our management app Class Dojo. The following matrix explains our Expectations and Rules by setting.

Expectations	Cafeteria Rules	Playground Rules	Restroom Rules	Hall Rules
P Personal Responsibility	Keep area neat and clean	Line up quickly and quietly	Paw pass required	Paw pass required
A Act Respectfully	Quiet Zone	Use kind words	Respect property and respect privacy of others	Quiet zone
W Winning Attitude	Use good manners	Show good sportsmanship	Wait patiently	Greet teachers and visitors
S Safety First	Keep hands, feet, and objects to self. Wash and dry hands.	Use equipment safely	Wash and dry hands. Keep area clean	Keep hands, feet, and objects to self. Walk quietly.

PARENT/SCHOOL COMMUNICATION

We believe that communication between parents, students, teachers, the administration, and the community is vital if we are to truly meet the needs of the students we teach. Therefore, we will use a variety of means to communicate with parents on a regular basis. These include, but are not limited to, the following:

- *Parent Access Center (Please see below for more information)*
- *Parent/Teacher Conferences*
- *School Website—updated regularly*
<http://ebr.oncoursesystems.com/websites/12782727>
- *Student Work Packets (Sent home every 10 days)*
- *Report Cards (Every 9-weeks)*
- *Progress Reports (Every 4½-weeks)*
- *Phone Calls*
- *Notes Home*
- *Parent Workshops*
- *Open House*
- *P.T.O.*



If you have any questions, please do not hesitate to communicate with the school.

XI. PARENT ACCESS CENTER

Teachers will not be able to call for each grade. This communication is uploaded in the Parent Access Center and can be viewed daily at <https://parentaccess.ebrpss.k12.la.us>.

Directions:

1. Click on or enter the link in your internet browser.
2. Enter your username and password.
3. Click on the tab you would like to view (Classwork, Interim Progress, Report Card, Discipline, etc.).

If you have any questions, please contact the school.

XII. CONFERENCES

Parent and Teacher

1. Arrangements for conferences can be made by calling your child's teacher at the school between 8:00 A.M. and 3:40 P.M. at 225-766-1272. Please arrange all Parent-Teacher conferences with your child's teacher first. Parents may also complete the conference request form found in the school office. Please try not to bring small children into conferences. Please

do not interrupt students during instructional time between 8:00 AM-3:35PM for an unscheduled conference with the teacher as you may be asked to leave.

Parent and Administrator

Parents should schedule conferences with the principal only between the hours of 7:30 A.M. – 9:00 A.M. and 2:00 P.M. – 4:00 P.M. This enables the principal to spend more time in the classroom.

XIII. GRADING & REPORT CARDS

1. Student work packets – samples of student’s work will be sent home every 10 days.
2. Report Cards will be given out at the end of each 9-week period. Grades and instructional levels are marked on this report.
3. Mid-Nine Week Progress Reports –The progress reports inform parents of the students’ progress during the nine week period.
4. Parents are encouraged to visit the Parent Access Center website at any time to view their child’s progress.

Kindergarten through fifth grade will be graded from the following scale:

Grading Scale

A = 100% – 93%

B = 92 – 85%

C = 84 – 75%

D = 74 – 67%

F = 66 – 0%

XIV. OBSERVATIONS

We encourage parents to become actively involved in their child’s education. We welcome and encourage you to observe in the classrooms. Please follow the rules listed below when you come to observe.

1. Classroom observations will be held between the hours of 10:30 a.m.-2:30 p.m. due to the uninterrupted 90 minutes reading block.
2. Call or visit the office at least 48 hours prior to the day you wish to observe to complete a Classroom Observation Request Form.
3. On the day of your observation you must report to the office to sign in and get a visitor’s pass.
4. Enter the classroom quietly. Please do not stop the teacher’s lesson.
5. Observe quietly. Please do not talk with your child or the teacher.
6. Limit your stay to no more than 20 minutes and leave the room quietly.
7. We ask that you DO NOT bring small children or additional visitors with you.

XV. SCHOOL CAFETERIA

BREAKFAST

Our school participates in the parish-wide free breakfast program. Breakfast is free to all students and there will be no collection of breakfast money. Visitors may not eat breakfast at school. Breakfast will be served during: 8:00-8:20 a.m.

LUNCH

Our school lunch program is excellent and provides many learning opportunities to teach nutrition, etiquette, and manners. The "Type A" lunch that is served meets the dietary requirements for growing boys and girls.

It is our desire that everyone participate in the lunch program. In case of allergies, a parent should send a note to the cafeteria manager and to the teacher.

Parents/Guardian will be allowed to eat with their child and must pay the cost of an adult plate (\$4). Parents may not bring any fast food or take-out food into the cafeteria.

LUNCHES THAT ARE BROUGHT TO SCHOOL:

- Students are permitted to bring their own lunch from home. We ask if you choose this for your child that you adhere to the following:
 - Lunches must be brought consistently.
 - All lunch items should be securely packaged in a lunch box or bag.
 - Beverages must be placed in containers (NO CAN SODAS AND NO FAST FOOD). Milk can be purchased if desired.
 - **Teachers cannot heat food for students. Parents must pack lunches that do not require heating. This is for safety reasons.**

XVI. FUNDRAISERS

We will have school-wide fundraisers throughout the school year to assist in purchasing more updated resources for our students. The following is a list of a few fundraisers we will host during the school year: Jean Day, Snack Attack, and Jersey Day.

Earn money and supplies for our school just by sending in Campbell's Soup Labels, Box Tops for Education labels, Community Coffee UPC's, old cell phones, and empty laser and inkjet cartridges. For more information on these programs, you can visit these websites: www.communitycoffee.com, www.boxtops4education.com, www.labelsforeducation.com, and www.fundingfactory.com.

XVII. PARTIES

- A. Due to our large enrollment, birthday parties are not permitted at any grade level. Two classroom parties are permitted during the school year.

- A. Each class will be allowed two parties. These are held at Christmas/Winter Holidays and at the end of the year. Student or teacher birthday parties, etc. cannot be held at school. Younger brother and sisters may not be involved in school parties.
- B. **NO HOMEMADE REFRESHMENTS CAN BE SERVED TO ANY STUDENT AT ANY SCHOOL ACTIVITY OR PARTY.** This is a district policy.
- C. "Surprise" parties for the teacher are not allowed.
- D. Pre-packaged treat bags may be passed out at the end of the school day for Easter, Halloween, and Valentine's Day.

FIELD TRIP POLICY

XVIII.

- A. Students must have written permission from a parent or guardian to participate in a field trip.
- B. Students **MUST** ride the bus to and from all field trips.
- C. Children other than those students with permission to attend are not allowed on school field trips.
- D. Students missing school and attending field trips other than those planned specifically for them shall be reported to the Supervisor of Child Welfare and Attendance.

XIX.

PROMOTION POLICY

Students must be in attendance for 160 days per school year in order to be promoted to the next grade.

E.B.R.P. Promotion Policies For Kindergarten – Grade 5:

If a child does not reach the prescribed level of 67% in both reading and mathematics, the child may be recommended for extended year if one is available, and shall be recommended for retention if pupil progression standards are not met.

The decision for promotion following a summer program will be made by the appropriate school staff at the school where the child will attend the new school year.

To be promoted in grades 1 through 5, a student must have:

- An annual average of 67% (D average, one quality point without rounding) in both reading and mathematics and two other subjects.
- A "D" or higher must be earned during the third and fourth nine weeks periods.
- 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 that individual needs are met and continuous progress occurs, alternatives to retention with documented efforts, may include the follow: Special Auxiliary Programs, Looping, Transition Classes, Extended Day, and Extended Year.

GRADING AND REPORTING

In order to keep you informed of the progress of your child, we ask that you participate in Parent/Teacher conferences throughout the year. An **Open House** will be held at the beginning of the school year for the purpose of introducing you to each teacher and explaining what will be expected of your child.

- A. Once every 10 days, the teacher will send home a **"School Work Packet"** containing classwork and test papers. You are to sign and return this envelope the next day. **Please return all papers.** If you do not receive the packet, please contact your child's teacher.
- B. **Progress Reports** will be sent home once between report cards. **Report cards** will be sent home each nine weeks.
- C. Students in grades K – 5 will receive Honor Roll for **"All A's" or "A/B's"** in all academic subjects on or above level including conduct and work habits. **No grade on the report card can be lower than a "B".**

LOST/DAMAGED TEXTBOOKS

All textbooks, equipment, library books, and materials are loaned out to students. Students are expected to return these items in good condition. They will be expected to pay for damages and losses.

A. INCENTIVES

- B. Students will be recognized for their positive, cooperative behavior through incentives (classroom and school wide programs). The following list shows examples of incentives used.

- Praise (Class Dojo)
- Rewards (stickers, name on bulletin board, etc.)
- Positive notes/Calls to Parents
- Positive Behavior Support rewards (PBIS)



SCHOOL DRUG POLICY

- A. The School Drug Policy applies to all students in the East Baton Rouge Parish School System.

- B. The teacher, principal, or other administrators may search the person of a student when there is probable cause to believe that the student has drugs in his/her possession.
- C. Students possessing a drug (controlled dangerous substance) shall be reported to the School Drug Enforcement TASK Force for investigation.
- D. Parents and/or guardians shall be contacted immediately.

SCHOOL BUS POLICY

Our goal is to ensure our students are transported to and from school as safely as possible. 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:

- A. Be familiar with and follow local board and school level policies for school bus transportation. Sign and return the school bus agreement within the first week of school.
- B. Have children ready and at their designated pickup points along the route.
- C. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
- D. Assist when there are disciplinary actions.



BUS RULES

A bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

Cooperate with the driver; your safety depends on it!

1. Enter and exit the bus quietly at all times.
2. Keep hands, feet, negative comments, or objects to yourself and away from other students, windows, or doors.

3. Present written permission from your parents, and approved by the principal, to your bus driver to get on and off the bus at a stop other than your own.
4. Quietly remain seated in your assigned seat until the bus driver gives you permission to stand.

The Bus Driver and the parents will initially handle discipline problems on the bus. Bus Drivers will attempt to resolve problems by contacting the child's parents. A bus referral from the bus driver will be sent to parents for student misbehavior. Referrals must be signed by parents and returned to the bus driver. If it is not returned the next school day, the child will receive a second referral slip. If this doesn't improve the behavior, bus drivers have been instructed to notify the principal. The principal may revoke bus privileges for students who do not follow to the rules.

XX. SNACKS

- A.
- B. Students are NOT to bring snacks to school. Any snacks brought to school, other than those that accompany and homemade lunch, will be confiscated and the student will face disciplinary action. Chewing gum, chips, or foods of any kind on the bus or at school will not be permitted. Students may not sell candy or any other items on buses or on the school campus.

XXI. HEALTH POLICIES

- A. We ask that you please do not send your child to school when he/she is ill. **Return the Permission for Emergency Treatment Form** so that we may have important information needed if your child becomes ill.
- B. **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 nearest hospital by ambulance at the expense of the parent or guardian.**
- C. If a child is too sick to stay in the classroom, the teacher will send him/her to the office and the secretary or other school personnel will call the parents to come pick up their child. The school must have a home telephone number and at least one emergency number to call in such cases. Please make sure that you have submitted an emergency card to school. You must update our records if your phone number changes during the school year.

XXII. MEDICATION AT SCHOOL

- A. A. As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medications cannot be administered before or after school hours.

B. Possible exceptions to the general policy:

1. Medication for behavior modification.
2. Insect sting allergy – must have a note from the physician with specific instructions.
3. Anticonvulsive medications. (Ex: Dilantin, Phenobarbital)
4. Medication of asthmatic conditions.
5. Extenuating circumstances.

C. C. Antibiotics and other short-term medication, including non-prescription medications, **SHALL NOT BE GIVEN AT SCHOOL**

D. D. Children shall not be allowed to have medication in their possession on the school grounds. Teacher and principals have the right to take the medication from the child and contact the parents for appropriate information.

E. E. Prior to administering any medication during school hours, the following will be required:

1. The Parental Consent/Physician's Order Form must be completed by the physician and signed by the parent or guardian.
2. The medication shall be taken to school by the parent or guardian in a container labeled by a pharmacist. Unlabeled medications will not be administered by school personnel.
3. No more than a month's supply of medication will be kept at school. The empty bottle will be sent home with the child.
4. At the beginning of each school year and anytime there is a change in medication, a new form from the physician shall accompany the new prescription.
5. All medication shall be recorded daily on the Medication Log. The Parental Consent/Physician's Order Form shall be attached to the Medication Log.
6. Because of potential danger, medication shall be kept under lock and key in a secure, central location.
7. The principal will designate the person to administer the medication. The person designated shall have received instruction on administration of medication.

XXIII. CHANGE OF ADDRESS, TELEPHONE/EMERGENCY NUMBERS

Please keep the school informed of any change of address, telephone number or emergency number. It is important that we are able to reach you at all times in cases of illness or accident.

XXIV. PROCEDURES FOR EMERGENCY SITUATIONS

Specific procedures are outlined for use when it becomes necessary to send students home at a time other than the scheduled dismissal time such as: a natural disaster, civil defense alert, extended

bomb search, emergency shutdown of essential facilities, or fire emergency. The decision to close a school comes from the Superintendent's office. The following rules apply:

XXV. 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.

A. 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 emergency concerning unstable weather conditions or any other unforeseen emergency.

XXVI. Children who ride buses will be kept in a safe place until the buses arrive.

XXVII. MESSAGES

XXVIII.

- A. Only messages of urgent importance can be relayed during school time as this interrupts the teaching process. If you must deliver a message or bring an item to your child, PLEASE REPORT TO THE OFFICE.
- B. Only office personnel, the teacher, or health clinic staff will contact parents in cases of illness or emergency.
- C. Students will not be allowed to call home for books, homework, etc. **Make sure your child is prepared as he/she leaves home.**

XXIX. PERSONAL ITEMS

Please place your child's name on ALL school supplies, sweaters, coats, hats, gloves, raincoats, book sacks, etc. This enables us to return lost items to your child.





Highland Elementary School

Parent & Family Engagement Policy

2016-2017

Highland Elementary 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 Highland Elementary School 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 Highland Elementary School 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 Highland Elementary School community.

In order to build an effective home-school partnership, Highland Elementary School 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.

*****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.

Highland Elementary 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 Parent & 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 parent & family engagement.

Provision for substantive parental involvement in these schools is established in Section 1118 of No Child Left Behind. 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.

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 2002 Federal No Child Left Behind 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 parent involvement activities will be provided through the efforts of the Title I Parental Involvement Coordinator and the EBRPSS Office of Federal Programs.

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

Building Capacity for Parent & Family Engagement

Activities designed to build the capacity for strong and meaningful parent & 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 parent involvement requirements for schools under the No Child Left Behind Act of 2001, 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 & family engagement 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 parent & 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 parent & family engagement 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 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 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: May 2016

Highland Elementary
STUDENT/PARENT HANDBOOK
ACKNOWLEDGEMENT FORM 2016-2017

Please complete this form and return it to your homeroom teacher by August 19, 2016.

Student Name (please print) Grade Date

Our signatures indicate that we have received, read, and understand the following documents:

- Title I Compact for Student Success, A Parent/Student/School/Teacher Agreement
- Highland Parent & Family Engagement Policy
- 2016-2017 Highland Student Handbook

Student Signature

Parent/Guardian Signature

Teacher Signature

Justin Robicheaux

Principal Signature