

Faculty and Staff Handbook

2022– 2023



10187 Twin Cedars St.
Baton Rouge, LA 70816
(225) 293-9950 Office

Sharon C. Thomas, principal
SThomas5@ebrschools.org



Statements of Purpose

Better Schools. Better Futures!

EBRPSS Bold Goal

The East Baton Rouge Parish School System will be a top ten Louisiana School District by 2020 building an innovative and globally competitive educational choice for all families.

EBRPSS Mission Statement

The East Baton Rouge Parish School System, in partnership with our community, educates all students to their maximum potential in a caring, rigorous, and safe environment.

EBRPSS Vision Statement

The East Baton Rouge Parish School System students will graduate with the knowledge, skills and values necessary to become active and successful members of a dynamic learning community.

School Mission Statement

Cedarcrest-Southmoor Elementary enables each child to reach their highest potential through positive relationships with families and our diverse community. We strive to provide a multi-media approach to 21st-century learning, through a safe, supportive environment that promotes self-discipline, motivation, and academic excellence. We nurture and produce skilled individuals to compete in a global community.

School Vision Statement

Cedarcrest-Southmoor Elementary students will matriculate through the elementary grades proceeding with the knowledge, skills, and values necessary to become active and successful members of school learning communities at all levels.



One Team ~ One Mission!

Cedarcrest-Southmoor Elementary will develop a collaborative learning environment characterized by:

- 1. A positive, professional, caring attitude toward students as demonstrated by administrators, faculty, and staff members.*
- 2. A comprehensive and flexible curriculum to meet the varied abilities and diverse needs of the individual student and ensure adequate preparation for a lifetime of maximum artistic and academic achievement.*
- 3. Demonstrate mutual respect while maintaining an open line of communication and interaction among administrators, faculty, staff, students, parents, and the community.*
- 4. The promotion of exemplary citizenship through high expectations regarding behavior. Effective disciplinary guidelines have been established and will be consistently enforced, resulting in a safer, more productive learning environment.*
- 5.*



Administrative Team

Principal

Ms. Sharon C. Thomas
SThomas5@eberschools.org

Assistant Principals

Ms. L. Payne
@eberschools.org

Ms. C. Wells
CSmith2@eberschools.org

Leadership Team

Ms. J. Signater-Math Coach
JSignater@eberschools.org

M. London - Literacy Coach
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Cedarcrest-Southmoor Elementary

Handbook Signature Page

August 1, 2022

Cedarcrest-Southmoor Faculty and Staff,

Welcome to the 2022-2023 school year at Cedarcrest-Southmoor Elementary. I am excited about starting a new school year with new and veteran faculty and staff members.

The purpose of this handbook is to provide teachers and other school personnel with established policies and procedures for the successful operation of the school. The contents will guide communication, organization, and management as we pursue the broader goal of ensuring that every Cedarcrest-Southmoor student experiences the best possible educational opportunity. All policies and procedures are per the policies established by the Louisiana State Department of Education and the East Baton Rouge Parish School Board. If you doubt a school policy, please refer to the EBRPSS website. Current EBRPSS policies are published on the website and are subject to change without notice.

Observe and follow the policies carefully and refer to them often. Evaluate each procedure for improvement and not for criticism. You are responsible for the content of this manual and are expected to adhere to the policies outlined. The lack of adherence to a specific policy can result in official documentation.

Sign the bottom portion of this page and return it to my box **by 3:30 p.m. October 26, 2022.**

Thank you,

Sharon C. Thomas, Principal

I have read the Cedarcrest-Southmoor Handbook and understand that I must abide by the policies outlined.

Name: _____

Signature: _____

Date: _____



Professional Allegiance and Ethics

The success of this school's operation and the children's education depends greatly upon us as a faculty. Our relationships and attitudes toward the school and our positions reflect in our teaching and the children's work. As professional persons, we are expected to be professional in our attitudes, loyalty, and conduct. The following list gives examples of professional allegiance:

1. Always give the best that you are capable of giving.
2. Speaking professionally about students, parents, and colleagues - AVOID negative talk about students and peers.
3. Exhibit respect towards everyone regardless of race, religion, and socioeconomic level.
4. Promote a positive image of our school, other schools, and the school system.
5. Take professional concerns to the principal. If teachers discuss school policies or personnel, they should do so positively, constructively, and only if all the information is factual.
6. Promote productive relationships within our school system.
7. Maintain a professional demeanor when you discipline students.
8. Exhibit a spirit of cooperation and sharing with colleagues.
9. Build a student's self-esteem with positive responses, either verbally or through facial expressions.
10. Be on time for school, your duty post, and classes.
11. Doing your part within your grade level, on committees, and during special projects.
12. Enforce school rules in your classrooms and campus so that your students are a good reflection of your ability to set limits and enforce standards.
13. Seek and accept suggestions and advice from other colleagues.
14. Nurture yourself – spiritually, emotionally, and intellectually.
15. Express interest regarding professional growth experience. Take care of yourself!
16. Avoid dispensing literature that seeks to destroy harmony in our school system.
17. Comply with school, parish, and state regulations and guidelines.
18. Avoid the use of political and parental pressure on fellow professionals.
19. Avoid giving preferential treatment to select students.
20. Dress professionally.



Work Day Schedule and Responsibilities

All teachers are expected to be at school and prepared to begin working no later than **7:55 a.m. daily and remain until 3:40 p.m.** The clock in the office determines the official school time. Make sure to “check in” AND “check out” on the front computer daily as this system serves as the school’s official attendance record.

- ✓ Attendance is **MOST** important as we stress excellent attendance from faculty, staff, & students.
- ✓ **You are not allowed to leave campus without permission from an administrator.** If for any reason you need to leave the school grounds during the school day, you **must**:
 - Notify the principal, Ms. Thomas, in writing. (email or text) SThomas5@ebrschools.org or 225-200-5655.
 - Enter your absence into Frontline.
 - Complete a “Request for Leave” Google form.
 - **Only after written approval** can you clock out using the front computer.
- ✓ All classroom teachers are expected to begin instruction by 8:15 a.m. (ReThink Ed: SEL)
- ✓ Duty teachers must report to their duty post at 7:55 a.m. and remain on duty until 8:30 a.m.
- ✓ Teachers are **not** to permit students to visit or disturb other classes.
- ✓ Teachers are **not** to visit other classes while classes are in session.
- ✓ The custodian’s hours are from 6:00 a.m. until 7:00 p.m. Please check with the principal if you plan to work past 6:00 p.m. for your safety.
- ✓ **Check your email and mailbox every morning and afternoon.**

Paraprofessionals

Paraprofessionals should arrive **no later than 7:55 a.m.** Everyone must be on duty by 8:00. Be sure to sign in each day in the front office. After signing in, check your mailbox in the teachers’ workroom. Be sure to check your EBR email upon arriving at your classroom. The end of the work day is 3:25 for paraprofessionals. Respect your students and coworkers by not taking off for unnecessary reasons.

- Notify the principal in writing. (email or text)
 - SThomas5@ebrschools.org or 225-200-5655
- Complete a “Request for Leave” Google form.
- **Only after written approval** can you clock out using the front computer.



TEACHERS AND STAFF ARE NOT TO LEAVE CAMPUS AT ANY TIME DURING THE SCHOOL DAY, FOR ANY REASON, WITHOUT NOTIFYING AND GAINING WRITTEN PERMISSION FROM THE PRINCIPAL.

Teacher Absence

Teachers **must** access Frontline to register their absence regardless of the need for a substitute teacher. All ancillary and specialty teachers are required to request a substitute when absent. Teachers must go online to Frontline if they are to be absent or attending an in-service/planning day; this is the teachers' professional responsibility. If you are going to be out, get a substitute.

- ✓ If an emergency occurs, you must **CALL and SPEAK WITH the principal (225-200-5655)**. Report absences to Frontline as soon as you know you will be out, even if it is several weeks in advance.
- ✓ Teachers are granted ten (8) sick leave and (2) personal days each school year. You can accumulate sick leave from year to year. The sick leave is to be used only for your illness, illness in your family, or some situation that will qualify as an emergency. A doctor's excuse is required after a total of (6) consecutive days.

After five consecutive days are missed, a medical certificate is needed. This certificate is on the EBRPSS website under the Human Resources tab.

In case of a planned absence, the teacher is responsible for having well-written lesson plans and materials available for the substitute. All teachers should have a readily available "Sub Binder" in their classrooms in case of an unexpected absence.

Teachers and staff members are responsible for arranging with another staff member to cover their duty. Substitutes are not responsible for your duty.

Paraprofessionals are asked to secure substitutes when they are absent. Teachers are asked to accept emergency duty.

If you need to make a doctor's appointment, we encourage you to make the appointment first thing in the morning or last thing in the afternoon.



Substitutes

The teacher's responsibility is to go online and register with Frontline, the EBRPSS absence portal. All teachers should report absences on Frontline. This is a district and school mandate. Please call as soon as you know you will be out, whether personal or professional. It is difficult to obtain a substitute on district professional leave days; therefore, requesting a substitute as soon as possible is crucial. It is **not** the responsibility of the office staff to secure a substitute when teachers are absent.

Substitute Binders

It is the responsibility of the teacher to have a substitute binder (August 8th) labeled and displayed with the following information in a visible area on your desk:

It should be updated to reflect what students are currently working on.

- DETAILED lesson plans
- Emergency lesson plans
- Class list and seating chart
- Teacher Duties
- Attendance procedures
- Daily Routines
- Daily schedules and procedures
- Emergency and medication information for children with unique concerns
- Ancillary schedules and procedures
- Duty schedule and procedures
- Responsible student helpers
- Discipline procedures



- ✓
- ✓ Reading and Math groups
- ✓ Lunch schedule and lunchroom procedures
- ✓ List of students riding the bus, going to extended day, and car riders
- ✓ Fire Drill Procedures
- ✓ Name and room numbers of teachers for assistance
- ✓ Split List for Unexpected Absences



Frontline Instructions

Online System: <https://absenceadminweb.frontlineeducation.com/access> (do not begin with www.)

Help Desk: 922-5400 Cheryl Cremeens

It is the policy of the EBRPSS that ALL EMPLOYEES must register their absence in Frontline. There are NO exceptions, and it must be reported whether or not you require a substitute teacher during your absence.

Your user ID and Password will remain the same as last year. If you wish to change your Password, go online and click on the "Forgot Password" tab.

School Intercom Announcements

The school office will **not** interrupt instructional time for routine administrative tasks unless it is an urgent matter. However, when requests are made, you are responsible for submitting requests at the designated time.

Teacher Evaluations

All certified employees will follow the State Department of Education's COMPASS model, which includes the following:

1. Complete Professional Growth Plan (PGP) and two Student Learning Targets (SLTs)
 - a. At least (1) informal observation and (1) formal observation.
2. Teachers will receive administrative and peer walkthroughs throughout the school year.
3. Evaluation
 - a. (K-3 and ancillary teachers) - 50% of the evaluation will be on the observations, and 50% will be on the success of SLTs
 - b. 4th and 5th grade Core subject teachers – 50% of the evaluation will be on the observations, 35% on VAM, and 15% will be on the success of SLTs
 - c. The administration will observe everyone. Everyone will get their observer and evaluator assignments **by October 1, 2022**. For additional COMPASS information



and to locate the Teacher Support Toolbox, please visit the Louisiana Department of Education website: www.louisianabelieves.com.

Teacher Breakfast, Lunch, Soft Drinks, Snacks

PRIOR APPROVAL by the principal is required for ordering lunch from local restaurants for special occasions. Breakfast, lunch and/or snacks cannot be eaten during instructional times or while on duty.

School Food Service

Breakfast and lunch are free for all East Baton Rouge Parish School System students.

Field Trips

Bag lunches must be ordered at least twenty working days in advance. The Food Service office requires this time to order the necessary food choices.

Waste Control

Students will pick up their napkins, forks, and milk. Please have the students leave the dining room as clean as they found it.

Cafeteria Procedures

Students are permitted to bring lunches from home. Carbonated or canned drinks are **not acceptable**. Children can bring no outside food items to school unless they are eating a bag lunch. A child cannot bring his beverage or snacks to eat with his school lunch. These items will not be allowed in the cafeteria.

Breakfast is available at school from 8:00-8:20 each morning. It is free for all students. Special diets require a doctor's statement with the instructions and food items listed. The cafeteria staff can prepare no diet until the cafeteria manager has received this statement.



Attire & Dress Code - Professional Attire ONLY

As role models for students, teachers will maintain a professional appearance at school; this is our customer's first impression of us. We will make sure our image is one of respect and professionalism. If you are in question as to the professionalism of your attire, **do not** wear it. Dressing as a professional sends important messages to the entire school community, including our students, parents, and community members. Professional dress sets a tone for the school and makes a statement about our pride in what we do and who we are. It is understood, however, that certain learning activities will require more casual clothing. Use your best judgment and follow the guidelines below:

- Clothes must cover all undergarments and fit correctly.
- Open-toe shoes are acceptable. (No flip-flops)
- Blue jeans and denim skirts may be worn every Friday
- Cleavage should **not** be visible.
- Clothing **must** be professional and appropriate for the "office."
- The following is **not** allowed:
 1. Warm-ups, sweat pants, yoga pants, or tight-fitting clothing.
 2. Shorts
 3. Jeans with holes or appearing as a hole in the clothing
 4. Revealing clothing
 5. Low-rise shirts or blouses, spaghetti straps, off the shoulder or tank tops
 6. Plastic/rubber flip-flop sandals
 7. Hats in the building (unless it is a PBIS activity)
 8. Skirts and dresses shorter than three inches above the knee



Student Dress Code

The Student Rights and Responsibilities Handbook states the district disciplinary policy for non-compliance. Faculty and staff are to enforce the student uniform policy. We are all responsible for every student on campus. Reinforce the uniform policy with all children. The uniform for elementary school students is:

- Burgundy shirts with a collar. (Turtlenecks are acceptable during the winter). Shirts MUST be tucked in and worn with navy blue uniform bottoms.
- Navy blue pants, shorts, skorts, skirts (fingertip length)
- Blue or Black jackets, coats, sweaters, sweatshirts, etc.
- Pants and shorts must be worn at the natural waistline. (No underwear exposed)
 - Belts must be worn if the article of clothing has belt loops.
- Earrings must be stud earrings; loop and drop earrings are a safety hazard.
- On student free dress days, Students may dress out of uniform, but must adhere to the regulations regarding length of shorts and skirts.

ALL EMPLOYEES ARE RESPONSIBLE FOR ENFORCING THE UNIFORM POLICY

The principal, assistant principal, and dean will make the final determination of appropriate dress.



Copy Machine

The monthly fee is very costly for the copier. The bulk of copies should be made on the DUPLO. Grade levels should plan activities and worksheets together to limit the usage of the masters. All teachers will receive a copy code from the secretary and a monthly copy limit. **Practice sound judgment in determining what is copied. Less is more in terms of the number of copies made.** If you feel you need more paper or copy points, email the principal stating your request and reasoning for the request. Using a variety of instructional methods will reduce paper and pencil activities. **When possible, copy on the front and back of a sheet.** Examples of alternatives to worksheets:

- ❖ Math/Science/Reading Notebooks, Reading Response Journals, Math POD Journals
- ❖ Math problems from the board: Daily 6 (Add, Subtract, Multiply, Divide, Time, & Money)
- ❖ Creative writing, Science/SS Performance Tasks, etc.
- ❖ Using the ELMO, ActivBoard, Whiteboards, Kagan Strategies
- ❖ Project-Based Learning Activities, Small Group Centers/Stations
- ❖ Mini-dry erase boards
- ❖ Star Reading, AR, FlipCharts, etc.

Make copies during your planning period, before or after school. Copies made during planning are to be made after the meeting. Collaborative planning and PLCs are not intended for making copies. Copying will not take place once students arrive at campus. Do not expect others to watch your students for you to make copies. All teachers should be in their classrooms at 8:00 to begin receiving students.

Students are **not** to be sent to the office to request copies. Students will be sent back to the classroom. The clerk and secretary will not accommodate this request. If there is a unique situation, please notify the principal. The copier in the main office area is for **office use** only.

Die Cutter & Laminating

The die cutter is located in the workroom and may be used by all teachers, student teachers, and parent helpers **after training**. Students are **never** to use the die cutter. **Mrs. Babb will do lamination.** The laminating machine is located in the workroom. Place all requests for laminating in the designated area.



Lounge/Kitchen/Work Areas

The faculty lounge & workroom is a special area for multi-purpose use. Please remember that while it is a lounge and work area, noise levels should be considered with its location. Monitor that your **conversations are appropriate. Students are NOT allowed in the lounge. Parents and their children are NOT to use the faculty lounge. They are to wait in the office.** Please do not send a student with money to buy you a soda; respect their instructional time! The refrigerator will be cleaned out every Thursday afternoon at 1:30 pm. All food left in the refrigerator must be stored in sealed containers. Please be considerate of others by removing uneaten food promptly. Do not place large or open drink containers in the refrigerator. Rinse your dishes, and tidy up around the sink, microwave, and coffee pot after use.

The Executive and Main Office Area

Please adhere to the following guidelines at all times:

- Items on the secretary and clerk's desks are considered personal property and are **not** available for general use. **Respect the front office personnel. Do NOT go behind their desks or take things without permission.**
- The secretarial area is to be treated as a business area.
- The secretary and clerk will **not** handle personal business, type for teachers or make appointments, pick up lunch, etc., for staff members.
- **Do not congregate in the office at any time.** Visiting prohibits office personnel from taking care of their responsibilities.
- If you use emergency cards, return them. Please do not leave them in view of others by leaving them on the front counter.



Mailboxes and Phone Calls

Employees should **check their emails and school mailbox twice daily** (ex., Morning, planning period, afternoon, lunch/recess break). Many deadlines and reminders will be emailed to you. The office does not assume responsibility for mailbox messages that were not checked. All phone messages of a non-emergency nature will be placed in your mailbox. Urgent messages will be delivered to the faculty/staff immediately. **Do not use your cell phone to contact the office unless there is an emergency.** Do not leave the school number for personal business. Please notify the office if we can be of assistance in individual circumstances.

Telephone Use

A telephone is located in the teacher's workroom for professional use. Long-distance calls are only allowed for professional use. Students do **not** use the office telephone unless the call is related to illness or an emergency. (Forgetting a note, field trip money, or homework is NOT an emergency.) **Students should never be sent to the office to use the phone without a written note** from the teacher stating the reason for the call. The office staff or the principal will approve the request. School personnel will make all phone calls and state the reason for the call when contacting parents/guardians.

Additionally, please **notify the office when a call to the parent has been made unsuccessfully so the office can refer the return call to the correct person.**

Personal Cellular Telephone Use

Cell phone use in the classroom or on school grounds is limited to **off-duty time**. Employees may use cellular phones for job-related communication, provided such use does not disrupt the learning environment. Never should an employee be observed anywhere on campus using **earbuds or earphones**; this includes the breezeway, cafeteria, classroom, lounge, carpool area, and the office. Cell phones should not be placed on 'ring' during school hours. If you have an emergency, please notify the principal. Unauthorized cell phone use by teachers or staff will be documented by the administration and submitted to Human Resources.

Students are prohibited from having and using cell phones on campus. During state-mandated testing, cellular telephones are not allowed on the school campus by students, teachers, or staff. Cell phones will be confiscated and must be picked up by a parent or authorized guardian on the first offense. Second offense: cell phone confiscated for the remainder of the year. Third offense: suspension for noncompliance.



Messages to the Office

All messages to the office should be **written**. Do **not** send messages to be delivered orally by a student. Students **MUST** have a **classroom pass**. Students will be returned to the classroom without a pass.

Personal Items

Teachers' personal items should not be accessible or available for students. Anything of value should be locked, left in your car, or put away during the school day. The school is **not** responsible for the theft of personal items.

Smoking

Smoking/vaping is not allowed at any time on the school campus or school grounds (including the Istrouma Baptist Church parking lot).

PTO

Parent-Teacher Organization – Our monthly PTO meetings will be held on the third **Thursday** of every month at 5:30 p.m. You are encouraged to attend each of these meetings. In addition, encourage your parents to become involved. Your involvement will have a direct impact on the participation of your parents.

Student Info

Students will **not be allowed to change** their usual after-school dismissal procedure (going home on the bus, going to the daycare, etc.) **unless** the teacher or principal is authorized **in writing by the child's parent or guardian**. Make sure you check with students at the start of every school day to ensure that these notes are not overlooked. Parents may also email these requests.

There will be no student checkouts **after 2:30 p.m.** unless the principal approves. Parents will be asked to wait in the carpool line to receive their students.



Faculty Meetings

Each school is required to have professional faculty meetings. In addition, Administrative Meetings will be held whenever deemed necessary by the principal. Most routine information and announcements will be emailed to you or sent by written memo to avoid impromptu meetings. Every week, you will receive a **Memo via email**. Please refer to the weekly memo for upcoming dates, deadlines, and information necessary to communicate effectively with all school personnel.

Grade Level Meetings/Collaborative Planning

Each grade level is expected to operate as a team. **Grade levels will divide the team's responsibilities** to ensure professionalism and promote the team's spirit. It is your responsibility to report to the **meetings at the scheduled time. Be on time!** Each grade level will have a chairperson to represent the team; this person will report directly to the principal and serve on a committee with other grade-level chairpersons. Grade levels will meet weekly during your planning period to **plan lessons collaboratively. We will meet this year on Friday.**

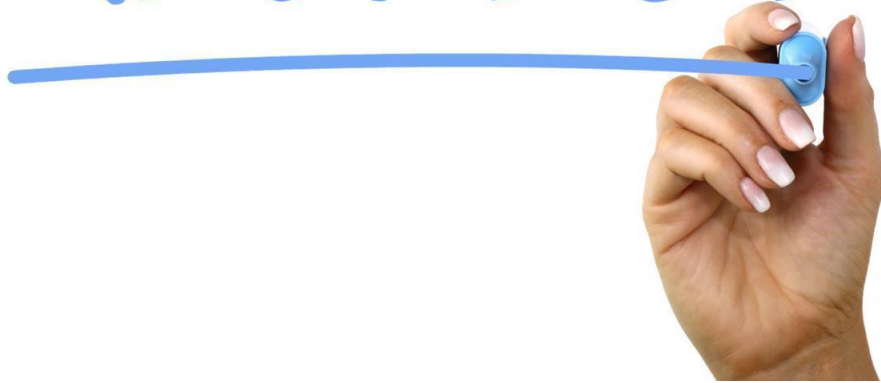
Professional Learning Communities – Teachers will be expected to regularly collect and examine appropriate assessment data of their students to produce information on student achievement that guides instruction and intervention. Each year, a classroom improvement plan will be formulated that lists strategies for instruction and necessary interventions for students. Included in the improvement plan will be a Data Notebook, which will serve as the collection document for all assessment information and form the basis for the classroom improvement plan, which will identify areas of strength and weaknesses for all students in the class. **We will meet weekly (PreK-2 as grade level teams; 3-5 subject specific).**



SCHOOLWIDE DISCIPLINE

EBR 2022-2023
**NOTHING *is*
IMPOSSIBLE**
"It always seems impossible until it's done."
NELSON MANDELA

RESPECT



EBR 2022-2023

**NOTHING *is*
IMPOSSIBLE**

"It always seems impossible until it's done."

NELSON MANDELA

School Wide Discipline Plan

Good discipline is essential in any teaching situation. Use the state behavior report for zero-tolerance offenses or repeated severe offenses. It is **not** the teacher or staff members' right to determine consequences for students; the principal will decide the consequence based on each instance. Teachers and staff members DO NOT have the authority to suspend, ask a parent to pick a child up or determine the consequence's nature. Do not threaten a child with spanking, suspension, etc.

Cedarcrest-Southmoor's PBIS Discipline Committee will work toward a consistent understanding of expectations. Each grade level should have a written plan for incentives and consequences for appropriate behavior; this plan should be followed with fidelity in each classroom. Weekly conduct should be sent home as documented parent/teacher communication.

Learning motivates students to move forward toward a common goal. Order is the foundation on which knowledge is built. The following are factors in achieving that order:

1. Teach and model school rules starting the first day. Post these rules in your classroom and discuss them daily. Ask parents to sign that they have read the rules and will support you if consequences for breaking them are needed.
2. Establish positive and negative consequences as a grade level.
3. Be well planned—set goals based on students' readiness levels and learning styles.
4. **Bell to Bell Instruction. Daily instruction begins at 8:30 a.m. and ends at 3:25 p.m.**
5. **Build relationships with students and their families:** Make sure each student knows that you care about them as a person even when you do not tolerate their behavior.
6. Do not use sarcasm, humiliation, or argue with students. Be very sensitive with the words and gestures you use.
7. Be firm and high in your expectations of children. Convey these expectations.
8. **Supervise Students at ALL times: Have visual supervision. Never sit or stand children outside classrooms as punishment as children must not be left unattended.** Children may be placed away from other students or group activities within the classroom.
9. Communication: Involve parents early and often when a problem arises. Document all parent/teacher communication.
10. **Call all parents during the first week of school with positive news.**
11. All staff members are responsible for all students.
12. A referral must be sent to the office with the child in the event of an offense.
13. **For students with chronic behavior issues, a behavior plan** must be created and modified if needed.



14. The teacher should have a parent-signed copy of the Student's Rights and Responsibility Handbook.
15. The teacher must address all school rules in the school and district handbook (including rules for riding the bus) on the first day of school.

Tips for Good Discipline:

Teachers have two discipline responsibilities. First, to help students learn they are responsible for their behavior and second to provide a safe and secure learning environment. Methods designed to prevent undesirable behavior are more effective than those that correct mistakes. Positive forces are generated where class activities are organized to keep students constructively busy with purposeful, enjoyable work during the class time. "Plan at your seat and teach on your feet." This adage will eliminate many disturbances.

The following are not acceptable methods of discipline. Please inform substitutes.

1. **Group punishment when behavior is mainly one or two individuals.**
2. Negative physical contact with students such as jerking, pulling hair, pinching, shaking, shoving, kicking, and slapping.
3. **Yelling** at students.
4. Assigning sentences or words to be written X number of times.
5. Extra pages of homework.
6. Using children as monitors.
7. Telling students to "**shut up**".
8. **Taking away the recess of an entire class**

Do not hesitate to discuss serious behavior problems with the principal, assistant principal, dean, time out room moderator and/or counselors. This places the principal in a better position to understand the child's need or problem as well as respond to parent comments. Once a teacher turns a problem over to someone else like the principal or counselor to take command and to talk to the student, it will be handled as soon as possible. However, teachers should attempt to solve problems themselves in the classroom using the principal as the last resort. Once a teacher gives his/her power away to the principal, he/she is unlikely to get it back.

When you send a child to the office or send a behavior letter home, you should be in a position to support your actions by giving recorded facts. If the student persists in misbehaving, and the teacher has already done all of the foregoing things, the teacher can then resort to using the TOR or



referral report. Guidelines for referring students to TOR must be followed or the student will be sent back to the classroom. Administrators are the only ones to assign students to TOR.

Time Out Room

A time-out monitor is available for disruptive students. However, keep in mind they must be accompanied by a parent/teacher communication log, PBIS documentation form, and evidence of repeated offenses. Students will not be allowed to keep others from learning during instructional time. Students should be escorted to TOR by the dean. Students should not be given this job. It is the teacher's responsibility to provide the student with classwork to complete while in TOR. Try to give children choices with behavior. Give them opportunities to lessen punishment with positive behavior. Students will not be subjected to ridicule, sarcasm, dry humor, yelling or screaming by an Instructor. Remember who the adult is and who the child is...words can hurt! All students should receive a weekly conduct form to be signed by the parent/guardian and returned to the Instructor.

TOR can be used for:

- Cause Injury to others
- Habitually writes/uses obscene language
- Fighting behaviors (hitting, kicking, punching, throwing objects, etc.)
- Stealing (iPads, cell phones, etc.)
- Obscene behavior

TOR cannot be used for:

- Completing homework
- Daily punishment.
- Anything that occurs outside of the classroom setting i.e. at recess, PE, arts block, or in the lunch room.



Zero Tolerance Discipline Program

The East Baton Rouge Parish School Board shall strongly emphasize positive discipline measures when dealing with disruptive behavior and infractions of students. The School Board takes a position of "zero tolerance" with regard to weapons, explosives, physical attacks or batteries, fighting, and illegal narcotics, drugs, alcohol, and controlled substances. Such conduct will not be tolerated by the School Board.

CLASSROOM

Students will:

1. Demonstrate respect and obedience to teachers or designee.
2. Show courtesy to others.
3. Respect rights, property, and opinions of others.
4. Observe class and school rules.
5. Practice self-discipline.
6. Work quietly.
7. Use time effectively.
8. Take care of all school materials.
9. Take care of desks and other furniture.
10. Keep desk area neat and clean.
11. Report promptly to class.

CAFETERIA

Students will:

1. Demonstrate good table manners.
2. Students may talk during lunch quietly in a whispering voice.
3. Exhibit quiet, orderly movement inside and outside the lunchroom.
4. Maintain neat, clean eating areas.
5. Follow directions of teachers promptly.
6. Show courtesy towards others.
7. Help maintain a quiet, pleasant lunchroom atmosphere.
8. Practice good sanitary habits.

GENERAL CAMPUS



Students will:

1. Practice quiet, orderly movement from one location to another.
2. Help maintain a neat and clean campus and buildings.
3. Demonstrate good safety habits.
4. Not bring gum, candy, toys, makeup or other personal items.
5. Keep restrooms neat and clean.
6. Practice self-discipline.
7. Demonstrate respect/courtesy.
8. Follow directions.
9. "Walk to the right!"

PLAYGROUND

Students will:

1. Stay in designated play area.
2. Use playground equipment safely and properly.
3. Practice good safety habits in all play activities.
4. Obey directions of duty personnel promptly.
5. Demonstrate respect and courtesy to others.
6. Maintain a "Hands-and-Feet-to-Yourself" attitude.
7. Cooperate with others in the use of school playground materials/equipment.
8. Practice self-discipline.

Classroom and School Rules:

1. Be Respectful.
2. Be Responsible.
3. Be Safe.

If you choose to Break a Rule:

1. Verbal warning/Remove from the situation
2. Mark conduct sheet
3. Time out in room
4. Student sent to buddy classroom
5. Parent contacted by note or phone
6. A portion of recess may be taken
7. TOR/Principal



**In the event of severe offense, the student will be sent directly to the office. **Conduct sheets will be sent home daily and/or weekly (depending on the grade) as needed.

Positive Behavior Incentives:

Student will be rewarded with a PBIS celebration at the end of the month.

Student will receive verbal praise for a job well done/recognition.

Student will have their name called over the morning/afternoon news.

Student will be rewarded during awards programs.

Corporal Punishment

Corporal punishment is NEVER allowed. The use of corporal punishment may result in termination.



Duty/Student Supervision

STUDENTS SHOULD NEVER BE UNSUPERVISED

Teachers are to teach students responsible behavior patterns and to establish methods and strategies for ensuring compliance. All teachers and ancillary personnel have duty. All faculty and staff are expected to be on time for duty assignments and to supervise students closely. A serious liability issue is created when a person is not at their duty post. A teacher may not supervise children in two or more separate rooms during the same period of time. A teacher must be in a position to see all students. Children are NOT to be left in rooms for recess or any other time without the teacher in the room with the child. Children are NOT to be sent to the front office for punishment or discipline during recess or school events. Students that are to stay inside from recess or not participate in physical activities due to illness supported by a doctor's note MUST be sent to a classroom that is in session. They must bring work with them while they are supervised by another teacher. If a co-worker is NOT on duty, send for them immediately. If necessary, send for an administrator. It is not a regular substitute's responsibility to take the duty of a teacher. Teacher aides, student teachers, and volunteers such as parents, grandparents can be on duty with a teacher, but never alone.

Students should never be unsupervised!

Morning Bus/Carpool Duty

DO NOT congregate and visit with other duty personnel. Monitor students as they get off the bus. Once carpool has begun, we will only unload ONE bus at a time. Have them form an orderly line prior to entering the campus. Carpool duty is NOT over until 8:30 a.m. Monitor and enforce rules at ALL times.

Playground Duty

Duty personnel are to walk the students to the playground area. **Teachers are NOT to congregate or visit while on duty positions. Teachers should actively monitor the students and cell phone use is prohibited while on duty.** At the end of recess, teachers will blow a whistle/signal for students to meet them at a designated area. Students should have a procedure in place for lining up. Balls that go over the fence cannot be retrieved by the student, so please notify the custodial staff if needed. **Forbidden Recess Activities** (Make sure students are aware of the following activities)

- Kicking (Kung Fu type activities)
- Any type of tackle sport



- Gymnastics
- Piggy back riding (jumping on each other's backs)
- Running on the breezeway
- Climbing on fences
- Pulling others off playground equipment
- Talking in line at the end of recess
- Throwing rocks, sticks, branches, etc....

EBR 2022-2023
**NOTHING *is*
IMPOSSIBLE**
"It always seems impossible until it's done."

NELSON MANDELA

Afternoon Duty Schedule

Duty Teachers - Report to duty post.

Dismissal will begin at 3:10 p.m. Please make certain your students are packed and ready for dismissal. Duty teachers are responsible for children assigned to you until they have been picked up. Students are NOT to be sent to extended day for drop-in without confirming from the parent that extended day fees will be paid that day.

At 3:10 p.m. duty teachers will assume their duty positions. The office will then proceed with calling buses, etc. At dismissal time all teachers are to monitor the hallway as students are dismissed from the classrooms by standing at the door as your students exit. Teachers are to stand at their classroom door monitoring the students in the classroom and the students on the breezeway/hallway. Please monitor ALL students moving from point A to point B. Follow the duty schedule with fidelity. Duty is to be covered at ALL TIMES, NO EXCEPTIONS!

If a student has missed their method of transportation home, the homeroom teacher will call the parent and ensure the student will be picked up from the office.

WHEN ON DUTY:

1. Report to your duty station no later than the assigned time.
2. Make sure it is included in your lesson plans for substitutes, and that you have a faculty member to cover your duty post if you are absent.
3. You have an assigned area. Keep moving to cover the area. BE ALERT!
4. Do not visit with duty partners.
5. Handle as much as you can when a discipline problem arises. Help children resolve the issue. Work with them. Short time out periods are more effective than long periods.
6. Very serious problems should be written up on a discipline referral. Injured students should be brought to the office. An accident report must be completed immediately! The duty teacher should call the parent or parents of students injured and complete an accident report. Please always inform the homeroom teacher of the event.
7. We are ALL on duty at all times. As a team, we succeed!



TEACHER~S STUDENT ACCOUNTABILITY



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Promotion Policies for Kindergarten – Grade 5

To be promoted in grades K through 5, a student must meet the following criteria: A “D” average in 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 3rd and 4th nine weeks in the same subject. A student must have (4) quality points to be promoted to the next grade at the end of the school year. 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.

Fourth Grade transitional promotion standards:

- Pupil progression plans must include guidance outlining what evidence should be considered in the place of statewide assessments (e.g., performance on benchmark assessments, course grades).
- LEAs must continue to offer summer school to non-proficient students.
- LEAs continue to make placement decisions for students transferring to public schools from nonpublic schools or home study programs.

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

Grading Scale for Kindergarten

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



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

Grading Scale for Achievement in Grades 1-5

Grading Scale for Regular Courses

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

The teacher who has been responsible for instruction for at least 23 days of a reporting period must mark a student's Report Card.



Retention Policy

Students shall not be retained more than once in grades K-3 and once in grades 4 and 5 for a total of two times in K-5.

Follow-up interventions must be in place to address academic deficiencies of students during the “retention” year. Those interventions must be well documented to demonstrate efforts to promote academic growth. Students who have been retained should be referred to the SBLC for consideration of Referral to the Pupil Appraisal Team to determine if an individual evaluation is warranted. Results must be documented and kept in the cumulative folder.

The decision for promotion following summer remediation will be made by the appropriate school staff at the school where the child will attend the new school year. Change in grade placement must be determined within the first ten days of the student’s attendance at the school.

*If a student has already been retained the maximum and also has absences in excess of the state attendance requirements in Bulletin 741, Rev. '84, the state requirements take precedence.

A parent teacher conference must be held and documentation of interventions provided before a School Building Level Committee (SBLC) conference. Once the teacher has requested the SBLC, it is the responsibility of the SBLC Coordinator/Counselor to notify the parent, teacher and others in writing of the meeting by sending a letter home to parents or placing a telephone call to the parents. No later than the beginning of the third nine weeks, parents shall be notified in writing that their elementary or middle school child’s promotion is in jeopardy.

A School Building Level Committee (SBLC) meeting will be held when it is determined that a child is in jeopardy of not meeting the promotion requirements for the present grade. The role of the SBLC shall be to assist the classroom teacher in designing intervention strategies that could further ensure meeting the requirements for promotion. This should be done as early in the school year as possible. Teachers need to have documentation and artifacts in order to provide a snapshot of the students’ performance abilities. The teacher must request the SBLC through the guidance counselor. The guidance counselor is responsible for scheduling the SBLC.

Promotion of students in grade 4

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



The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses, discuss any other relevant challenges, and formulate an individual academic improvement plan designed to assist the student in achieving proficiency in all core academic subjects. All participants shall sign the documented plan and meet to review progress at least once more before the next administration of the LEAP assessment.

1. The student shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency. Instruction shall be aligned with state academic content standards.
2. The student shall be identified as requiring an academic improvement plan in the state Student Information System (SIS).
3. The student shall be afforded the opportunity to receive grade-level instruction during the summer.
4. Each LEA shall adopt a written policy pertaining to the development of individual academic improvement plans. This policy shall be included in the Pupil Progression Plan.
5. The Department shall audit a random sampling of students identified as needing an individual academic improvement plan in each local education agency each year.

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

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

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



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

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

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

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

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

*If fourth grade LEAP scores are not available by the last day of the school year, schools should utilize the roster of third grade students who have scored below the "Basic" achievement level in at



least two core academic subjects provided by the Louisiana Department of Education to assist with making final determinations relative to students' individual academic plans.



EBR PUPIL PROGRESSION PLAN POSSIBLE GRADE COMBINATIONS FOR PROMOTION/RETENTION

A student in grades 1-5 in an elementary school must meet both requirements listed below.

1. A minimum of 1.0 quality point for a yearly average.
2. A "D" or higher for the third or fourth nine weeks period in order to receive a passing final grade in a subject.

Note: Each line on the chart below represents a different student's record.

Nine Week Grades				Meets First Requirement Quality Points	Meets Second Requirement	
1	2	3	4			
						Pass
D	D	D	D	1	YES	YES
D	D	D	F	0	NO	YES
D	D	F	D	0	NO	YES
D	F	D	D	0	NO	YES
F	D	D	D	0	NO	YES
D	D	F	F	0	NO	NO
D	F	D	F	0	NO	YES
F	D	D	F	0	NO	YES
D	F	F	D	0	NO	YES
F	D	F	D	0	NO	YES
F	F	D	D	0	NO	YES
D	F	F	F	0	NO	NO
F	D	F	F	0	NO	NO
F	F	D	F	0	NO	YES
F	F	F	D	0	NO	YES
F	F	F	F	0	NO	NO
F	F	F	F	0	NO	NO
C	D	D	F	1	YES	YES
C	D	F	F	0	NO	NO
C	F	D	F	0	NO	NO
C	C	F	F	1	YES	NO
C	F	C	F	1	YES	YES
F	C	F	C	1	YES	YES
F	F	C	C	1	YES	YES

Conversion Table

Letter grades to quality points:

- A – 4 quality points
- B – 3 quality points
- C – 2 quality points
- D – 1 quality point
- F – 0 quality points

Yearly Grade Averages

- 3.50 – 4.00 quality points - A
- 2.50 – 3.49 quality points - B
- 1.50 – 2.49 quality points - C
- 1.00 – 1.49 quality points - D
- 0.00 – 0.99 quality points - F



Records and Reports

Class Record Books: You are expected to keep accurate records of work, grades and attendance. You must be able to justify report card grades with evidence. You must conference with every parent the first nine weeks on or before October 5th (Parent Teacher Conference/Professional Development Day). Record dates of conferences with parents on an official EBRPSS conference form. Keep a record in your grade book of the grades given each nine weeks, in addition to the regular daily test grades. Keep all graded assignments in child's folder/binder and have it readily available should a parent request a conference.

Gradebook reports, conference forms, and parent communication logs will be due at the end of each nine weeks for review.

Record Keeping:

Roll Book – Be sure to make it easy to interpret by including the skill in the title. One grade per subject each week. Secretary will maintain enrollment figures by grade and classroom. All things equal, new students will be placed in the classroom with the lowest enrollment. Review CUM folders of new students as soon as possible in order to note legal responsibilities you may or may not have, ex: 504 Plans, IEP, academic interventions, behavior interventions, etc.

Gradebooks will be checked each week for the following:

- Accurate gradebook setup
- Variety of assignments given (tests, classwork, projects, written assignments, etc.)
- # of assignments given (at least 1 per week)
- Use of Benchmark Tests as Unit Test grade (Math, ELA, Science, & SS)
- Current assignments posted and published weekly
- All courses are calculated using no weights

Teachers should remember when giving assignments it is important to differentiate instruction with a variety of activities, projects, group assignments, quizzes, and Benchmark tests. Benchmark Exams are to be included in your gradebook as a full test grade (100 points). A progress report will be sent home (via the student) at the end of each 4 ½ week period.

Report Cards:

Report cards will be checked by the principal each nine-week period. This is a permanent, legal document. You will be given a date and time to have all grades posted in JCampus. Be sure they are accurate, and complete. All grades must have documentation to support the recorded grade. "D" or below grades must have a comment. If a student drops a letter grade putting their promotion in jeopardy, a parent/teacher conference is mandatory! The last report card must indicate next year's grade (reflecting promotion or retention). House final report card in the CUM folder at the



end of the year and documentation of conference forms with signatures of parents to note students with promotion in jeopardy issues.



Grade Book Checklist

The following is an outline of how your Report Card binder should be organized.

Tabs should be labeled as following:

1. 1st Nine Weeks
2. 2nd Nine Weeks
3. 3rd Nine Weeks
4. 4th Nine Weeks
5. Progress Reports (printed)
6. Report Card (paper)

Behind each tab (for each Nine Weeks) the following should be printed in the following order:

1. Define Assignments
2. Report Card Summary
 - a. The sheet where you upload your grades
 - b. Highlight Grades
 - i. D-yellow
 - ii. F- pink
3. Student Score Sheet
 - a. Make sure to select printable and check off grades and averages
 - b. If you retest a student do not replace the grade. It needs to be a new define assignment with the student average from the 1st test and the retest. EXC the other students that did not need the retest.
 - c. Bonus points needs to be a new define assignment and students that did not get them needs to have EXC.
 - d. Before selecting show withdrawn students on score page, email a PDF copy before selecting the withdrawn students so administration can see the class average.
 - i. Please select grouped for show withdrawn students
 - e. Indicate whether the students are the following:
 - i. ELL
 - ii. in SBLC process
 - iii. Promotion in Jeopardy
 - iv. Repeating the Grade
 - f. Highlight Grades
 - i. D-yellow
 - ii. F- pink
4. Conference Schedule Calendar
 - a. Write the Student's Name and time of the conference
 - i. If the teacher and parent met, highlight to indicate the conference was completed



- ii. If the teacher and parent did not meet, write *NS* next the student's name to indicate the parent was as *No Show*.
5. Progress Report Summary
- a. The grades should be placed in the binder in the following order:
 - i. ELA
 - ii. Math
 - iii. Social Studies
 - iv. Science
 - v. Conduct
 - vi. Work Habits

Visitors

Parents are encouraged to visit Cedarcrest-Southmoor Elementary School and become a part of our Blue Jay Family. Please read the following guidelines carefully:

1. All visitors must check in on the computer in the front office, receive a pass, and have it signed before visiting any part of the school. The badge must be worn at all times in the building. Refrain from cell phone use when conducting business. Parents may visit the classroom for 20 minutes WITH notification. They must complete a classroom observation procedure form BEFORE visiting. **NO CONFERENCE MAY BE HELD AT THIS TIME.**
2. Parents are not allowed to bring other children to school when they come to observe in the classroom or to work as a volunteer.
3. Parents should enter the classroom quietly and be seated quietly and quickly in the rear of the room. The teacher should continue instruction.
4. 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.
5. Cell phone use is prohibited in the classrooms. It is unlawful for any parent to photograph and/or video any children without parental/administration consent.

At Cedarcrest Southmoor Elementary, we strongly encourage and welcome parent volunteers in the classrooms and in the school. In order to ensure a safe school environment, it is important that all parent volunteers understand and adhere to the following East Baton Rouge Parish School System Policies.

School Volunteers

The East Baton Rouge Parish School Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the Board welcomes volunteers and endorses a Volunteer Program in the district, subject to suitable regulations and safeguards, to be promulgated by the



Superintendent or staff, in cooperation with the schools.

Appropriate effort shall be made to incorporate the use of school volunteers into all schools as well as any or all other programs or activities of the school district.

The Board's Volunteer Program shall meet certain requirements, including, but not limited to the following:

1. Every volunteer permitted to assist personnel in any school related program shall sign a volunteer behavior agreement stating that he/she understands and will abide by all policies, regulations, and procedures of the School Board.
2. The agreement shall include a statement that the volunteer shall not abuse any child or student by physical or emotional means or commit any criminal act involving a minor student.
3. Every volunteer shall agree to undergo, and shall undergo, an extensive criminal background check as required by statute. This process may begin at the VIPS Office.
4. Every volunteer shall agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program.

Class Parties

Each class will be allowed two parties, one in winter and one in the spring. Birthday parties cannot be held at school in grades K-5th; however, parents can bring a treat at the end of the day for all students to celebrate their birthday. Treats can also be given at the end of the day on special occasions (Halloween, Valentine's Day, etc.)

Parent Conferences and Communication

A parent communication folder /notebook/binder is required for each teacher to utilize. DOCUMENT all parental contacts. Be specific and factual. The folder/notebook/binder should contain parent communication logs (from Remind, Dojo, JCampus, etc), parent/teacher conference forms and student emergency forms. Positive parent communication is extremely important. Be sure to speak with parents regularly, not just the parents of students having difficulty. It is your responsibility to conference/communicate with parents through parent-teacher conferences. Conferences may be scheduled during arts block/planning time, and on designated days provided for this purpose. Do not schedule conferences during instructional time. If a conference is scheduled during the school day, please allow adequate time for the meeting, and be sure to end conferences on time so you can pick up your students.

On parent/teacher conference days, you are expected to explain to parents the instructional level of the student in reading and math (and other content areas, if applicable). Document information on the conference form. Explain quality points and requirements for promotion. Make certain to have all necessary documentation prior to meeting with the parent. Communication binders will be turned in to the principal at the end of every nine weeks for review.



A minimum of (3) three conferences shall be scheduled for those students whose promotion is in jeopardy. You must document each conference. Conferences with these parents are to be held every nine weeks or as needed. The conference form must be marked "Promotion in Jeopardy" in the appropriate area on the form.

If a parent cannot attend, a telephone conference may be held. Document the conference on the Parent-Teacher Conference Record in lieu of a personal conference only after every attempt has been made to arrange a personal conference, telephone conference may be held. This conference must be documented on the parent/teacher conference form. The form should be copied and sent home for parent signature.

If you have been unsuccessful at scheduling a conference with parents, try these attempts before notifying the office.

1. 2 or more written notices (keep a copy for your record)
2. 1 letter mailed to the parent
3. 2 or more attempts to contact the parent by phone (keep record)
4. Notify the office immediately when you have unsuccessfully attempted and documented the above and the Administration will call the parent to schedule a conference.

Documentation/Items for Parent Folder

- Information from report cards
- Rubrics from projects
- Tests (all subjects)
- Student skills checklists
- Student Rights and Responsibilities Handbook
- Parent- School (website codes) - Required to sign in with the parent and review
- Parent/Student Handbook
- Web Sites for Parents
- Intervention/Enrichment Data
- Media Permission Form
- After School and Before School Care Registration Forms
- School Calendar of Special Events
- Volunteer Sheet
- Medicine Forms
- State Library Resources
- PTO Membership Form
- T-Shirt and Sweatshirt Order Forms

We will use a variety of measures to communicate with parents including but not limited to:

- Parent/Teacher Conferences
- School Newsletter
- School/Teacher Websites
- Facebook
- Remind 101
- Work Packets (sent home biweekly. Please adhere to the schedule found in the school calendar. Report Cards
- Progress Reports
- Phone Calls



- Notes Home (positive and corrective)
- Open House
- SCHOOL Messages

- Twitter/Instagram
- E-mail

Work Packets

Work packets are sent home every two weeks containing test papers and graded work. The schedule is printed in the school calendar.

1. A parent/guardian signature is required to indicate they have seen the work.
2. All papers in the data binder must be returned to the teacher. Parents who have neglected to return papers in the binder will not receive another binder and must come to the school to sign for data binder.
3. Teachers should create a folder for each student. Student documentation should be stored in a box at the end of the year. The box should be labeled "2020-2021 Student Documentation" and should be kept until the third week of the next school year.

from the file room. All folders must be returned to the office before 3:30 in the afternoon the same day it is checked out. They are kept in the office for safety and convenience. CUM folders are kept in alphabetical order. CUM folders cannot be removed from the school for any reason. Be extremely careful about adding additional remarks of a personal nature as the CUM folder may be reviewed by parents. Each CUM folder is protected by law.

PERSONNEL ALLOWED TO ACCESS RECORDS:

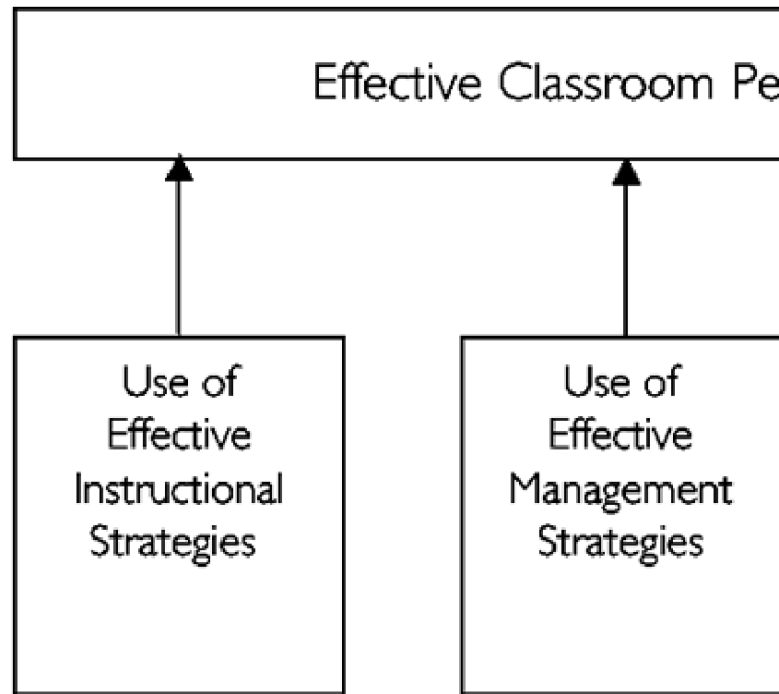
Qualified school personnel with a "legitimate educational interest" in a student may obtain permission to gain access to student records through the school principal or his/her designee, e.g., the counselor, teacher, etc. Parents and legal guardians may gain access to their children's records by submitting a request in writing or appearing in person at the principal's office. Within five (5) working days from receiving the request, the school must make available the information requested, and such inspection shall take place in the presence of qualified school personnel.

CUM Folders

It is the responsibility of the teacher to keep the CUM folders complete, current, and organized. Teachers are expected to make sure they have a CUM folder for each student on their roll by the end of the second week of school. As new students are added to your roll during the year, make sure the student has a CUM folder. Please sign the Check Out form (name and date) when removing a folder



CLASSROOM
or
INSTRUCTIONAL
POLICIES



Homeroom, Departmentalization and Content Teachers

Homeroom & content teachers BOTH have a responsibility of documenting promotion in jeopardy to parents. Conference forms may be used as well as letters of Promotion in Jeopardy. Homeroom & content teachers must contact parents as needed regarding behavioral concerns. Rules of conduct must be consistent. Conduct and work habit documentation must be the same for all teachers within each grade-level. Conduct sheets must be used daily, and should follow students to their content classes daily.

Lesson Planning

All annotated lesson plans should be posted in the Google Classroom by Thursday at 11:59pm. Effective lesson planning is essential to effective teaching/learning. Lesson Plans will be submitted by ALL teachers and staff members instructing students: classroom teachers, librarian, music, physical education, ESS/Resource, etc.

Plans will be prepared and submitted the Thursday preceding instruction by the close of the day to the Google Classroom. Plans should reflect specific lesson objectives (skills, concepts, standards), strategies (methods used to teach the objectives), and assessment (methods used to assess if learning occurred from lesson). Annotated lesson plans should be easy to understand

and be consistent with the curriculum. Plan wisely to meet your goals and objectives.

Teams should work together on plans to help each other with the creation of effective lessons promoting maximum student learning. Grade levels will meet to plan collaboratively every **Friday** during their planning period. Lesson plans should provide enough information that a substitute could use them should the need arise. Short videos may be shown only as a part of the instructional unit to enhance a lesson that is being taught. Movies may not be shown in any classroom without written permission from the principal.

Consider the following when planning:

- Concept Maps - use of a graphic organizer, Thinking Map, or Foldable to aid in developing a concept
- Formative Assessment - at least three different assessment strategies which can include teacher observation and written test ***This is needed for grade level planning time
- Grouping Strategies - small group activities, whole group activities, individual instruction
- Technology Integration
- Integrated Writing Instruction - including graphic organizers such as Thinking Maps, etc...
- Learning Styles - strategies for all learning styles (visual, auditory, kinesthetic)
- Test Taking Strategies – test taking strategies used in at least one lesson
- Performance Tasks – minimum one per week

A special education resource teacher will be creating lesson plans based on IEP



objectives. However, all teachers are responsible for providing intervention/remediation/enrichment based upon student needs.

All teachers that teach ESS/504/ESL students are expected to follow their IEP/504 Plan/Behavior plans and provide documentation.



Classroom Environment

Our primary purpose is teaching, but an orderly, attractive, clean room provides a better setting for learning. As you prepare your classroom for instruction, develop a plan for the use of space so that it facilitates instructional activities, ease of material distribution, retrieval, and smooth traffic flow. Housekeeping is everyone's responsibility. The grounds and buildings are to be cared for by the custodial staff. Classroom floors are to be swept and trash emptied daily by a custodian.

Custodians sweep, dust, and mop, but the classroom teacher is responsible for the overall appearance of the room. Your classroom is a reflection of you! Students perform better in an orderly, clean, organized environment. Employees are expected to keep their classrooms and other work areas orderly. Storage areas and teacher's desk drawers shall be kept orderly and accessible. At the end of the day, each teacher is responsible for having students do the following:

- All trash and pencils must be picked up off the floor and all materials neatly put away before the students leave each afternoon.
- Desks should be wiped down weekly for cleanliness and germ control.
- No food item may be kept in the classroom unless it is in an air-tight container.
- Make your classrooms attractive and inviting. Create an environment that is

conducive to learning. Use pictures, plants, students' work w/rubrics attached, anchor charts, diagrams...

- Student work is expected to be updated monthly.
- Bulletin boards should be meaningful and attractive, and they should reflect current content.
- All student work should be dated.
- Turn off your lights, document cameras, and projectors when the classroom is not in use.

Be cognizant of Fire Marshall Requirements

- Do not hang anything from the lights.
- Practice good housekeeping, especially under the sink.
- No spray paint or other flammable materials are allowed in the classroom.
- Do NOT use lightweight (two prong) extension cords anywhere in the school.
- All electrical outlets in your classroom must have three prongs. If one does not, let the office know so a work order can be written to change it out.
- All electrical outlets must have a faceplate. If one is broken, complete a work order and submit to the custodian.

If uncertain as to the requirements, ask the principal. Please make all custodial requests in writing and turn them into the office.



Classroom Look For's

- Word walls (academic, sight)
- Focus Walls (core subjects)
- Objectives
- Rules (only 5)
- Behavior management system
- PBIS poster-school expectations
- Calendar Area
- Small group instruction area
- Small group rotation area
- Substitute binder
- Data binder
- Lesson plan space on the wall
- Schedule
- Agenda
- Classroom library
- Student work Display
- Student writing display
- Celebration area
- Classroom motto
- How we get home display
- Data wall

Use of Movies in the Classrooms

TV's and Activboards are to be used for instructional purposes only. All programs viewed must be directly correlated to the current content being delivered. Lesson plans must reflect the viewing. Videos must be related to and support instruction. Parts of popular films that are related to the content being studied are allowed. Educational videos are ideally used in conjunction with instruction when they are stopped and discussed throughout the viewing. **All videos should be limited to 20 minutes of viewing time.** Seldom is a two-hour film justified. Written permission from the principal is needed for a movie. Only "G" rated videos may be shown at school. **NO EXCEPTIONS!**

Homework Policy

Homework is an extension of classroom learning. It is suggested that the amount of the entire homework assignment not exceed 30 minutes for grades K-1, 45 minutes for grades 2-3, and 60 minutes for grades 4-5, unless it involves special projects.

We encourage each child should spend at least (15) minutes a night reading and studying math facts. With the exception of LEAP and iLEAP remediation and projects, homework should not be assigned over the weekend. A class website is to be maintained by all teachers with daily homework posted for parents and students. All assignments are to be checked for accuracy and completion. If the assignment is worth assigning, it is worth going over. Students with excused absences will be allowed to complete missed assignments. However, this work **MUST BE**



completed within three school days. The front office will not call home if your student doesn't complete assignments. It is your responsibility to communicate this to parents. Students missing three (3) homework assignments and/or a major assignment will result in the teacher notifying the parent. Students who repeatedly fail to complete homework assignments may lose privileges only if consequences have been established by the teacher and are consistently implemented. Such activities may include recess or school events.

Student Recognition

Our students are honored for good grades, good conduct and work habits, service, personal growth, reading, and attendance.

1. Teachers and administrators will make positive phone calls, send positive postcards, and keep a log of such contacts.
2. 1-5 Award's Programs – every nine weeks. PK/K Award's Programs every nine weeks.
3. STAR Student of the Month! Each teacher will select one student from their class as the Star Student of the Month. These students will have breakfast/lunch with an administrator and possibly a community partner/guest.
4. Accelerated Reader Competition – The librarian will keep track of the winners for each grade level. The top three in each homeroom will be recognized at the award's program. Classroom teachers will have an AR tracking chart visible in each classroom.

STAR Student of the Month Criteria

- Grades of A or B in conduct for the month
- Good attendance
- Proper attire (uniform)
- Respects others (faculty, staff, students, bus drivers, etc...)
- Completes homework, school projects, etc....
- Meets school expectations: Be Respectful, Be Responsible, Be Safe
- Model for other students
- Recommended by the teacher

Educational Field Trips

Purpose: Field trips are encouraged and should be part of the instructional program. All educational trips should have a sound educational objective with lesson plans that reflect the content and purpose. Taking students on educational field trips is a way of making learning relevant, rigorous, and hands on. Instructors at each grade level should coordinate studies so joint field trips can be made. School wide coordination should be made so identical field trips are not made year after year.



Approval: Obtain approval from the principal for parent informational letters prior to communicating with the parents. The principal must obtain prior approval of the Transportation Department and the Executive Director for all field trips. **IMPORTANT** - Field trips **MUST** be approved before transportation can be scheduled. Allow at least one month for the approval process. Trip itinerary (plans, purpose, chaperones) are included on the form which must be approved by the principal.

Names of parent chaperones who will ride the school bus should be added to the field trip request form submitted for approval. If not they will not be able to ride the school bus. (This does not apply to charter bus trips). Parents will sign the chaperone training form saying they received the expectations prior to leaving on the field trip.

Money: Field trip money must be turned in two-weeks before the trip. The secretary will write the check prior to the morning of the trip. No additional money will be accepted the day of the trip. Do **NOT** collect funds for the field trip until you have received an approved field trip request. Field trip money is **NON-refundable**. Expenses have been paid or committed to the vendor and the school will not be reimbursed. Make sure you indicate this when you send home the information regarding the trip. If refunds are made to parents, the teacher may be liable to cover the refunded money in the school account. Checks will **NOT** be written the day of the field trip. Be prepared, plan ahead, and respect the office staff by making your request early.

Make arrangements for field trips at the beginning of the year. Inform parents of field trips that will require students to pay so that they can also make plans.

Buses: Students **MUST** ride the bus to and from all field trips. All buses must be back by 1:30 p.m. to allow them to run their secondary routes. Bus drivers must be notified of the trip **TEN (10)** days prior to the trip. The teacher will contact the bus drivers in order to schedule a driver for the trip. Follow up with the secretary and make sure a bus has been scheduled for the field trip. You will be given a trip ticket a few days before the trip (after approval) to give to the driver. The bus driver fee must be factored into the price of field trip fee requested from parents. Drivers are paid \$9.00 per hour for in-parish trips and \$10.50 per hour for out of parish trips. Each bus may hold up to sixty (60) students. This is two per seat.

Cafeteria: Notify the cafeteria manager in writing at least two weeks prior to any field trip which requires bag lunches. Make arrangements to have mandatory ice chests and ice for all cafeteria lunches taken on field trips two days prior to the field trip.

Permission: Students must have written EBRPSS permission from a parent or guardian to participate in a field trip. Children other than those students with permission to attend are not allowed on school field trips.



Denial of field trip attendance: Few students should be denied access to the learning experience of the field trip. Field trips are an extension of the learning environment, therefore it is not recommended to punish a child by removing field trip opportunities. Under extreme circumstances, students MAY be denied participation in out of school field trips due to student behavior. The principal will make ALL decisions to deny a child field trip attendance. Behavior expectations must be reviewed with the parents prior to the trip. A telephone conference/signed parent note MUST be on file for any student NOT going on the trip. If there are a large number of students remaining at school, one teacher will remain on campus to supervise the students. This MUST be approved by the principal at least one week prior to the field trip. A list of students who will not be participating on the field trip and their daily classroom assignments must be left with the office staff. The reason must be documented, validated, and all efforts should have been made to provide the student the learning opportunity.

Field Trip Day Procedures: Teachers MUST be in attendance for ALL field trips unless an unexpected emergency has arisen immediately prior to the field trip. If you are absent on the day of the field trip your substitute MUST be a certified teacher. Prior to trip approval assure that students with special needs will be accommodated. (For example, a trained person to dispense needed medication). Please give the Executive School Secretary and principal dates of field trips so that they may be included on the school events calendar and school website. All classroom teachers must meet with the principal (and bring records to be taken on the field trip) the grade-level meeting prior to the field trip to discuss:

- Students NOT attending the field trip & where students will be housed
- Field trip log & approved field trip request form
- Pertinent medical information on each child, if needed.
- Proof of liability insurance for non-school board transportation
- Completed Parent/Legal Guardian Permission Forms & a copy of each students emergency card
- Make sure the bus driver signs and turns in the form

Be sure the students and chaperones are in-serviced regarding procedures for the field trip before students board the bus. **A student count should be made as you load and unload the bus at all times.** Teachers must sit with and monitor students at all times.

If stipulations listed above are not followed, then the field trips may be denied.



Field Trips

1. Each field trip must have a separate Field Trip Request Form completed.
2. Each Field Trip Request Form must be completed in full with all information provided prior to sending to Transportation Department.
3. All field trip requests, whether using EBRPSS buses or other means of transportation, must be completed in full at least **20 calendar days** prior to said trip.
4. Adherence to item #3 will be waived for those field trips with less than 20 days prior knowledge. Waiver requests will be evaluated and granted or denied by the Transportation Department only. Example: athletic events resulting from playoff advancement.
5. Failure to comply with item #2 and #3 will result in delays or denial of field trip requests.
6. If chaperons are to accompany faculty and students on a field trip, there must be a chaperone list provided to the Transportation office prior to the field trip date. This list should accompany the field trip request form.
7. If personal vehicle(s) are to be used for the field trip, a copy of the current insurance card/driver's license for each vehicle/driver must be submitted to the Transportation office when requesting field trip approval.
8. School/Group will be billed according to information on Field Trip Request Form. Failure to report required information for billing will result in charges filed based on estimated mileage and driver hours.
9. If a field trip is cancelled or the mode of transport changes from an EBRPSS bus to an alternative (charter bus, etc.), the Transportation office **must** be notified within **3 business days** of the cancellation. Fees for field trip activities are charged each month and prompt notice of cancellation will avoid these charges. Failure to notify Transportation within 3 business days will result in non-refundable charges as if the trip had been taken.
10. The Field Trip Request Form template can be located using the following link:
<http://instruction.ebrschools.org/explore.cfm/transportation/>
11. To fill in the form, simply click on the field of choice or tab from one entry field to the next. The form is protected to only allow data entry in the appropriate fields.
12. Entry fields where a date is requested has a drop-down calendar for your convenience.
13. Entry fields where time is requested also has a drop-down option and is limited to reflect the earliest departure time and latest return times allowed for trips taken during the school day (includes tighter restrictions for Friday field trips).
14. Entry fields such as "Destination" and "Purpose & Plans" have a limited length to disallow line wrapping. This helps keep the form to one page. Therefore, attempt to summarize using a limited description while including enough information to ensure clear intentions.
15. **Once completed, the form must be printed to allow for signatures. Signature fields on the electronic version will not allow entry.**



Support Services

Guidance

Small group lessons and individual counseling as needed with (children, parents, teachers, staff).

1. Coordinates the parish testing programs.
2. Promotes programs which provide for individual differences – social and emotional needs.
3. Makes and coordinates referrals to various outside agencies and individuals for those children with problems beyond the scope of services offered within the school system.
4. Serves as a resource person to teachers, parents, and principal in provision of a better understanding of students and their problems.
5. SBLC Chairperson (notifies parent of meeting time and date, notify other members of the SBLC – teacher, administration, other staff)
6. Serves as 504 coordinator.
7. Handles referrals for special education services
8. Assessment Coordinator (LEAP25, PARCC, DIBELS, EADMS, etc.)

Library

1. The librarian teaches library skills, helps children find books, and looks up information on a regularly scheduled basis.
2. The librarian is responsible for the up to date operation of the library.
3. The librarian coordinates all AV equipment including computers.
4. The library program operates as an extension of the classroom.
5. The librarian is responsible for pulling and checking out books for classroom research.

School Property:

All school property has a property control and has been pre-identified for a specific room. Please DO NOT move any property (computers, cameras, electronic devices) to another room without receiving permission to do so from the Principal.

End of Year Procedures for School Property:

All property such as cameras and laptops MUST be checked in with the librarian before the end of the school year.

School Nurse

1. Students' health is the responsibility of the parents, faculty, staff, and school nurse.
2. Teachers should refer pupils with a health problem to the school nurse. Should you have a problem; place a referral in her mailbox.
3. The school nurse checks all CUM folders for up-to-date immunizations.

Special Education



1. Self-contained - for children who have been identified as having an exceptionality needing full time services.
2. All other Special Education students are included in a regular class setting.

Speech

1. A speech therapist is assigned to our school to help children with speech difficulties.
2. The speech teacher and the classroom teacher should cooperate in meeting the children's needs.



Things to Remember on the First Week of School

1. Post the names of the students in your class on the door so parents/students can find their classroom.
2. Prepare student name cards for their desks. Assign seats!
3. Prepare an independent assignment for students when they enter on the 1st day of school.
4. Have a welcome letter for parents and include the following:
 - a. Classroom management plan
 - b. Homework procedures
5. Plan for "Success Folder" should be prepared for the first day of school and include the following:
 - a. Parent Handbook
 - b. Emergency Card
 - c. Materials for the first day
6. Prepare an area to receive supplies brought by students.
7. Prepare a sign-in sheet for parents to collect initial contact data (address, telephone number, dismissal transportation information)
8. PreK/Kindergarten – 2nd Grade students **MUST** have a name tag with their name, address, telephone number and bus color during the first week of school. Teachers may want to offer a reward system to encourage students to return the tag each day for the first week of school.
9. All teachers must prepare a bus schedule, which includes a list of all students and how they will get home each day. (Bus ID (color, name etc.), carpool, daycare vans, walker, etc.). A copy of this schedule must be turned into the office on the first day of school.
10. All regular classroom and ancillary teachers will perform duty the first weeks of school as necessary.
11. Playground rules/procedures should be reviewed daily for the first two weeks of school.

Dismissal:

12. Students should be packed and ready to leave the school by 3:00pm. on the first day.
13. Students should be involved in a quiet activity while awaiting dismissal.

All Ancillary Teachers will be on dismissal duty, as regular classroom teachers will be in the classroom with the students before carpools are called. All teachers must accompany their students to their dismissal location. Grade levels may consider dividing this responsibility to ensure all students make it to their location safely.



Bulletin Boards & Assignments

Faculty and staff will be assigned bulletin boards for the school year. Each board will be labeled with a letter of the alphabet. You are to decide as a grade level or team which month(s) you will be responsible for displaying student work.

Hallway bulletin board displays should be ready for the first day of school. Thereafter, hallway bulletin boards should be changed by the end of the first week of every month – you are welcome to do so more often. Bulletin boards should reflect the curriculum being taught.

In addition all bulletin board displays:

1. must be neat and attractive
2. must include title, teacher name, and objective/standard
3. must include rubric used to score work (if needed)

Bulletin Board Assignments

Grade level/club/team	Board ID
Office	Front Office
Library	A
Story	B
Fourth	C
Fourth	D
Kindergarten	E
Kindergarten	F
Office	Long Board in office hall
PE Coaches	Long Board in second grade hall
First Grade	G



First Grade	H
First Grade	I
Music	J
Second Grade	K
Second Grade	L
Third Grade	M
Fifth Grade	N
Fifth Grade	O
Babb/Guidry	P
Third Grade	Q
Cafeteria	Cafeteria Board
PBIS	Cafeteria

Emergency Procedures

Stay Calm & DO NOT post anything on your social media account!

Hurricane

1. Close school if time permits.
2. Keep children in areas where least exposed to broken glass or flying debris.
3. Send children home when emergency is over.

Bomb Threat

1. Remove children from the building immediately and report to your designated area.
2. Make a quick check for any odd packages, etc. in your area and report findings to the office.
3. Do not return to your room until the proper authorities have given the okay.

Chemical Emergencies

1. Turn off air conditioners and vent fans.
2. Make sure windows and doors are closed. (Seal any cracks.)
3. Stay inside. STUDENTS ARE TO REMAIN IN THEIR SEATS. WORK QUIETLY.



4. Wait for information and instructions about the emergency. This information will be
5. given over the public address system. When notified that the danger has passed:
 - a. Exit the classrooms to designated areas.
 - b. Teacher or an appointed person should turn on air conditioners and vent fans.
 - c. Open doors. This is to make sure the quality of air is good before re-entering.
 - d. Re-enter classrooms.

Fire

1. Fire drills will be held once per month.
2. The signal for a fire alarm is a continuous sounding of the emergency bell (buzzer).
3. The fire escape route should be posted in your room, and practiced with your students on the first day of school.
4. When the alarm sounds, escort all students out of the building, **take your roll book**, and close the door. After all students are out, call roll to be certain all students are accounted for and wait for an all clear bell to sound.
5. Talking is not permitted during a fire drill!



Tornado

1. A Tornado Watch means there is a chance of dangerous weather later with damaging winds. Be on the lookout for danger signs and be ready to move quickly to safety.
2. A Tornado Warning means a tornado has been sighted nearby and that you should prepare to take necessary safety precautions if need be. If you see or hear the tornado coming, do not wait for the Warning Signal - go to your shelter area if there is time, if not, curl up on the floor and protect yourself.
3. A special alarm signal has been designated for use in case of a tornado watch or warning (three successive short rings of the bell).
4. Children in classrooms of weak construction (such as a temporary building) should be escorted to a permanent classroom.
5. An all-clear bell will end the watch or warning (or drill).

ALL OTHER TEACHERS/CLASSES WILL STAY IN THEIR CLASSROOMS.

Intruder Alert.

In the event of an intruder or threat of violence, the following procedure will be followed:

1. We will announce "lockdown" or "shelter in place"
2. Lock all entry doors.
3. Remain in place and no one leaves the room, until the office notifies you.

Evacuation.

If a school evacuation is necessary, the students will be escorted to Istrouma Baptist Church.



Procedure for Reporting Child Abuse/Neglect

Any **mandatory reporter**, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect, as defined by this policy, or that abuse or neglect was a contributing factor in a child's death, shall report immediately suspected abuse/neglect in accordance with the following:

1. The *mandatory reporter* having the information shall contact the principal and school counselor immediately. The reporter should document in writing the incident on the CPS website. The principal or other supervising employee shall immediately make the report to the local child protection unit of the Department of Social Services when:
 - a. the suspected abuser is believed to be a parent or caretaker.
 - b. the abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, and a parent or caretaker is not believed to have any responsibility for the abuse or neglect, make the report to the local law enforcement agency having jurisdiction over the place where the abuse/neglect occurred.
2. If the initial report was in oral form, it shall be followed by a written report on the approved form, which written report shall be delivered within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.
3. The principal, assistant principal, or other supervisory employee to whom the initial reporter gave the report shall have the primary responsibility of reporting the information to the appropriate agency as herein provided. The teacher or other Board employee who was the initial reporter is not relieved of responsibility, however, and to ensure that the report is delivered to the appropriate agency as required by law, the principal/designee/supervisory employee shall confer with the initial reporting employee and confirm that the report was made to the appropriate agency. If the principal/designee/supervisory employee fails or refuses to make a required report, the initial reporting employee shall make the required report to the appropriate agency and shall, within five (5) days of filing the required written report file a confidential report of the entire matter in writing with the Superintendent.

The report shall contain the following information, if known:

1. The name, address, age, sex, and race of the child.
2. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.
3. The name and address of the child's parent(s) or other caretaker.
4. The names and all the ages of all other members of the child's household.
5. The name and address of the reporter.
6. An account of how this child came to the reporter's attention.
7. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
8. The number of times the reporter has filed a report on the child or the child's siblings.
9. Any other information which the reporter believes might be important or relevant.



The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.

School Drug Policy

1. The School Drug Policy applies to all students and employees in the East Baton Rouge
2. Parish School System.
3. A teacher, principal, or administrator may search any building, desk, locker area or
4. grounds.
5. The teacher, principal, or administrator may search the person of a student when there is
6. probable cause to believe that the student has drugs, weapons, etc. in his/her possession.
7. Students possessing a drug (controlled dangerous substance) shall be reported to the School
8. Drug Enforcement TASK Force for investigation.
9. Parents and/or guardians shall be contacted immediately.

Medication at School

1. 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.
2. Possible exceptions to the general policy:
 - a. Medication for behavior modification
 - b. Insect sting allergy-must have a note from the physician with specific
 - c. Instructions
 - d. Anticonvulsive medications
 - e. Medication for asthmatic conditions
 - f. Extenuating circumstances
3. Antibiotics and other short-term medication, including non-prescription medications, **SHALL NOT BE GIVEN AT SCHOOL.**
4. Children are not allowed to have medication in their possession on the school grounds. Teachers and principals have the right to take the medication from the child and contact the parents for appropriate information.



Collecting and Administering Funds

Payment may be refused if items have not been pre-approved. Check request forms will be housed in the front office. Teachers must turn in invoices/sales slips covering items purchased from their teacher accounts, along with purchase order/check request form before being reimbursed or the invoice paid. Any balance at the end of the year shall be transferred into the school's general fund. All teacher accounts close on the last day of school.

It is the individual teacher's responsibility to keep his/her account balance. It is the responsibility of the teacher collecting and distributing money to make certain money is in the account prior to making a check request. Any shortages will be owed by the teacher making the request. All student instructional fee money collected should be recorded. Each teacher will be responsible for keeping accurate records and turning in all money by 11:00 a.m. daily. **Money is never to be left in classrooms.** The teacher must replace any money that is stolen from the classroom. Everyone who turns money into the office will be issued a receipt. **Please keep all receipts.** These are subject to a periodic audit and are the property of the school.

Faculty and Staff Accounting Notice

Collecting Monies: Any individual submitting funds to the secretary/clerk for deposit must receive a cash receipt. **Money should not be collected for any activity not approved by the principal.** Written notice and a signature or initials are required from the principal.

Receipt books should be turned in with deposits, to verify proper receipting to students. Completely fill out the receipt when receiving money. The student's name must be on the receipt as well as the person making the payment, also include the payment amount, date, and method of payment. Any funds collected by the secretary, clerk, teachers, or staff members must be a school approved activity by the principal. Written approval is required. See the document, Collection Approval. Teachers must give cash receipts for all amounts over \$1.00. This includes supply fees and field trip fees. Receipt books will be picked-up at the end of the each school year with school accounts folder and money bag.

Money may not be expended without a written request. The request must contain all information; as well as, the signature of both the requestor and the principal. No checks should be drawn from the school's account without an approved check request form. All checks require two signatures. Checks should never be made payable to cash. All district rules and requirements for the collections of funds must be followed. Your signature on the document, Guidelines for Handling School Funds is required.



Extended Day

Monthly enrollment totals must be submitted with payroll/time sheets to the principal and secretary. A record of daily attendance will be kept. The names of students absent and the number of students present will be placed on a daily attendance sheet. This sheet will be available upon request. Monies collected must be turned in on a daily basis with a deposit slip.

Written Communications

No written form of communication shall be passed out to students or the school community without the signature or initials of the principal. Obtain permission by submitting documents for approval to the principal. A copy of all written documentation sent home must be kept on file in the front office.

Parents

Parents do not have permission to communicate orally or in writing to students other than their own child/children without written permission from the principal. Parents are never allowed to collect money for any purpose on our school campus.

