

SHARON HILLS ELEMENTARY SCHOOL
Parent/Student Handbook
2022-2023



Mrs. Angela D. Sims, Principal
Ms. Gia Washington, Assistant Principal

6450 Guynell Drive
Baton Rouge, LA. 70811
School Office: (225) 355-6522
Fax: (225) 355-4428

“Academic Success for Every Child Every Day!”

Dear Students and Parents,

THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK HAVE BEEN DEVELOPED BY STUDENTS AND STAFF MEMBERS. THESE POLICIES AND PROCEDURES GOVERN OUR DAILY PRACTICES AND HELP TO PROMOTE A SAFE LEARNING ENVIRONMENT FOR EVERYONE.

PLEASE REVIEW THIS INFORMATION WITH YOUR CHILD (REN). AFTER REVIEW, PARENTS AND STUDENTS SHOULD SIGN ON THE LINES BELOW, CUT ON THE DOTTED LINE, AND RETURN THE BOTTOM PORTION TO YOUR CHILD’S TEACHER.

PLEASE KEEP THE REMAINDER OF THE HANDBOOK FOR FUTURE REFERENCE.

I HAVE READ THE PARENT/STUDENT HANDBOOK. I UNDERSTAND THAT THESE POLICIES AND PROCEDURES WILL BE ENFORCED ON A DAILY BASIS. I WILL ASSIST IN ENFORCING THESE POLICIES AND PROCEDURES. I AM FULLY AWARE OF MY CHILD’S RIGHTS AND RESPONSIBILITIES.

Parent’s Signature _____

Child’s Signature _____

Child’s Signature _____

Child’s Signature _____

Child’s Signature _____

SHARON HILLS ELEMENTARY SCHOOL
6450 Guynell Drive
Baton Rouge, LA. 70811

School Office:	(225) 355-6522
Fax:	(225) 355-4428
Cafeteria:	(225) 355-2768
Library:	(225) 355-1694
Principal:	Mrs. Angela D. Sims
Assistant Principal	Ms. Gia Washington
Secretary:	Mrs. Karen Hurst
Clerk:	Ms. Stacey Sharon
School Counselor:	Mrs. Anita Robinson
Librarian:	Ms. Valencea Johnson
Head Custodian	Mrs. Julia Hill
Cafeteria Manager:	Ms. Cheryl Stepter
School Colors:	Blue and White
Mascot:	Hawk

WELCOME

Dear Parents and Students,

Welcome to the 2022-2023 school year. We are committed to providing an educational experience that promotes student achievement and produce productive, world-class citizens.

Student success requires the unified efforts of the school, parents, the community, and the school. Your input and services are always welcomed at Sharon Hills.

Mission Statement: Sharon Hills Elementary is a learning community where we commit to work with families and the community to successfully educate all of our students at high levels every day.

Vision: Sharon Hills Elementary School is a learning community committed to working with families and the community to successfully educate “every student” at high levels every day.

School Pledge: I pledge today to do my best in Reading, Math, and all the rest. I promise to obey the rules in my class and in my school. I’ll respect myself and others, too. I’ll expect the best in all I do. I am here to learn all I can, to try my best and be all I am.

**EAST BATON ROUGE PARISH SCHOOL BOARD
2022-2023
SHE/EBR SCHOOL YEAR CALENDAR**

Date	Event
August 8th	First Day of School
August 23th	Open House @ 5:30
September 5th	Labor Day - NO SCHOOL
September 21st	Early Dismissal @ 12:45 p.m.
October 10th - 11th	Fall Break - NO SCHOOL
October 14th	End of 1st Nine Weeks
October 19th	Early Dismissal @ 12:45 p.m.
November 8th	Election Day- NO SCHOOL
November 21st - 25th	Thanksgiving Holiday - NO SCHOOL
December 14th-16th	Early Dismissal @ 12:45 p.m.
December 16th	End of 2nd Nine Weeks
December 19th - 30th	Winter Break - NO SCHOOL
January 2nd - 3rd	Winter Break Continues - NO SCHOOL
January 4th	Students Return to School
January 16th	Dr. Martin Luther King, Jr. Holiday - NO SCHOOL

February 15th	Early Dismissal @ 12:45 p.m.
February 20th - 22nd	Mardi Gras Holiday - NO SCHOOL
March 10th	End of the 3rd Nine Weeks
March 15th	Early Dismissal @ 12:45 p.m.
April 7th	Good Friday - NO SCHOOL
April 7th - 14th	Spring Break - NO SCHOOL
Date	Event
April 26th-April 28th	LEAP Testing- Grades 3,4,5
May 1st -2nd	LEAP Testing- Grades 3,4,5
May 2nd - 6th	Teacher Appreciation
May 18th, 19th, 22nd	Early Dismissal @ 12:45 p.m
May 22th	Last Day of School for Students

******This calendar is subject to change.***

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SCHOOL HOURS

7:55 AM	Arrival time for staff
8:00 AM	Arrival time for students
8:00 – 8:25 AM	Breakfast/Jumpstart
8:25 AM	School day begins
3:25 P.M.	Dismissal



ARRIVAL AND DISMISSAL

1. The school day begins at 8:25 AM and ends at 3:25 PM. **Students should not arrive before 8:00 AM.**
2. Upon arrival, students will report directly to the cafeteria to pick-up their breakfast and then report to their classroom.
3. Students participating in the breakfast program must arrive in time to have breakfast before 8:25 AM.
4. Students leaving the school during regular school hours must check out through the office prior to **2:45 PM.**
5. Upon dismissal, students must leave the campus immediately.
6. Students should not be on the campus after school hours or on the weekends.

ATTENDANCE AND TARDINESS

1. Students must not be absent more than 10 days during the school year in order to be considered for promotion.
2. Tardy students must obtain an admit slip from the office before going to class. Excessive tardiness and absences will be reported to the Office of Child Welfare and Attendance.
3. Written excuses will be accepted for medical illnesses and family emergencies. Additional documentation may be requested.
4. Students will be allowed to complete missed assignments for excused absences.
5. Students checking in after 11:30 AM will be marked absent for that school day.

SCHOOL UNIFORM POLICY

Students must wear the following each day:

- navy blue bottoms (standard uniform pants (NO JEANS), shorts, skirts, skorts, and jumpers) – tucked in at all times
- burgundy shirt (with collar)
- closed toe shoes/sneakers, (no sandals, no flip-flops, no slippers, no swim shoes, no crocs)
- belts will be worn on bottoms with belt loops
- **optional: mask (cloth or surgical mask)**
- school spirit shirts may be worn on Fridays or other designated spirit days
- According to the Students Rights and Responsibility Handbook, jackets/sweaters worn inside of the building **MUST** be navy blue or burgundy (**no hoods**) and any existing winter wear may be worn outside of the building.

******Please remember students and parents shall dress in a manner which is not disruptive to the educational process or the orderly operation of the school. Good grooming and dress are the responsibility of the students and parents. Parents, not appropriately dressed, will not be allowed to enter classrooms or remain on school grounds. What is appropriate for students is appropriate for parents.***

UNIFORM DISCIPLINARY PROCEDURES

Uniforms are mandatory at the Elementary School level (PK-5). The following is the disciplinary procedure for students in noncompliance with the mandatory uniform policy:

- First Offense:** warning letter – should be signed and returned to school on the next school day
- Second offense:** telephone call by administration to the parent /guardian.
- Third offense:** assigned to Wednesday Detention (2nd and 4th Wednesday of the month) 3:45-5:00pm
- Fourth offense:** parent/guardian will be required to attend a conference with administration.

STUDENT DRESS

1. Put the child's name on all his/her belongings.
2. Male ear jewelry is prohibited. Oversized ear/neck/hand jewelry on females is prohibited.
3. Jewelry on other body parts is strictly prohibited.
4. Avoid hair color/hair pieces that may interfere with instruction.
5. Designs, initials or words may not be cut into a student's hair or scalp.

SCHOOL BUS RULES

The school bus is an extension of the school. Therefore, school rules apply during bus rides to and from school. Students who are suspended from the bus for inappropriate behavior should still report to school via transportation provided by parents/guardians (to and from).

Inappropriate behavior on the bus makes transportation unsafe for the students and the driver. Students should be seated and quiet to allow the bus driver to focus on the road.

- Students should be at the bus stop at least ten (10) to fifteen (15) minutes before the bus arrives.
- No eating or drinking on the bus.
- Students should not play in the street while waiting for the bus. Adult supervision should be provided.
- Students must wait until the bus comes to a stop before getting on the bus.
- Students must board and unload the bus in an orderly line.
- Problems with bus/bus drivers should be reported to the school and the transportation office (226-3784).
- Students are allowed to ride their assigned bus only.
- Students must NOT board the bus unless the driver is present.
- Students must keep aisles free of obstructions.
- No body parts nor any other items should hang/be thrown out of the windows.

CHANGES IN TRANSPORTATION MUST BE SUBMITTED IN WRITING. PHONE CALLS WILL NOT BE ACCEPTED. WE MUST BE SURE THAT PARENTS/GUARDIANS ARE PROVIDING SUPERVISION TO STUDENTS.

CAR RIDERS

- Car riders should be dropped off in the **FRONT OF THE SCHOOL, NOT ON THE STREET. NO ONE IS ALLOWED TO BE DROPPED OFF IN THE BACK OF THE BUILDING.** If you arrive before 8:00 AM, you must remain with your child until duty personnel arrive (8:00). Please do not leave your child unsupervised.
- All cars are to line up on the right side of the front of the building to drop off students. The first car should pull up to the marked pole so as to fit as many cars as possible and move traffic along. **Please do not pull out of the car line to go around other vehicles. Please do not enter the driveway from the left during dismissal. Only enter the driveway from the right.**
- Please do not stand in front of the doorway/gates to pick up your child, as this causes congestion at the entrances/exits and is not safe. **You must remain in your vehicle.**
- Each student going home via car line will receive (2) orange tags. This tag must be displayed on the right side of the dashboard of the vehicle. Please have this in place every day as it saves time calling for students to report to their cars. **Tags must remain in place until your child has been placed in the vehicle.**

FOR THE SAFETY OF OUR STUDENTS, PLEASE ADHERE TO THESE GUIDELINES. EVERY CHILD DESERVES TO BE SAFE. VIOLATORS WILL BE REPORTED TO THE EBR SECURITY OFFICE.

WALKERS & BIKE RIDERS

- Walkers/bike riders cannot arrive on campus before 8:00 AM. There is no supervision before that time.
- Encourage your child to use safety precautions when walking/riding bikes to school. Use the sidewalk where appropriate.
- Walkers/bike riders are expected to **cross** the street upon the direction of crossing guards.
- Walkers/bike riders should go directly home after school.



SCHOOL LUNCH PROGRAM

All students are allowed to participate in the School Lunch Program. If your child requires special diets due to a medical condition, please notify the school cafeteria and/or office. Documentation is required.

- Breakfast starts at 8:00 AM and ends at 8:25 AM. Students arriving after 8:20 will not be allowed to eat breakfast. **BREAKFAST IS AN ESSENTIAL PART OF THE SCHOOL DAY.** Please be on time.
- Breakfast is free for all students.
- Students have a 30 minute lunch period, including transitions.
- Students may bring their lunch to school if so desired. Please send a healthy lunch. Refrigeration or microwaves are not provided at school. **NO RESTAURANT FOOD, NO SODAS ALLOWED.**
- Gum, candy, and sodas are not allowed in the cafeteria.
- Encourage good behavior in the cafeteria: use manners, no sharing of food, appropriate voice level, use trash receptacles, follow directions, no stealing

TOYS, GAMES, ETC.

Students are not permitted to bring electronics, toys, games, or other personal items to school unless the teacher/principal sends a written request to parents to do so for a special occasion or assignment.

- The school will not assume responsibility for personal items brought to school. All items confiscated become property of the school. The principal has the authority to return or discard all items.
- Knives/weapons, including plastic toy-like items, are not permitted at school. Possession of these items may result in immediate recommendation for expulsion of the student(s).

CELL PHONES

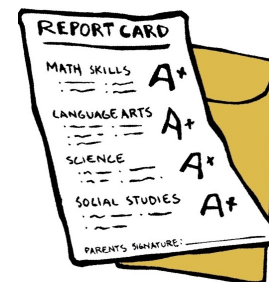
- Cell phones are to be in a secured location with the device in the off position. All cell phones will be turned in to the classroom teacher upon arrival so that they will be secured in the front office. Cell phones will be distributed back to students prior to dismissal.

→ Bringing to school a cell phone or similar device is solely at the student's risk. The school nor the school board shall be liable for any lost, stolen, or damaged device including any confiscated device.

GRADING AND REPORTING

- Nineweek grading periods are:
- 1st 9 week period = August 8, 2022 through October 14, 2022
 - 2nd 9 week period = October 15, 2022 through December 16, 2022
 - 3rd 9 week period = January 4, 2023 through March 10, 2023
 - 4th 9 week period = March 13, 2023 through May 22, 2023
- Student Work Packets Samples of student's work will be sent home every two weeks.
- Progress Reports will be sent home in the middle of every nine-week period.

A = 93% - 100%
B = 85% 92%
C = 75% 84%
D = 67% 74%
F = 0% 66%



PARENT VISITATION/VISITORS

- CDC recommends schools continue to use the current COVID-19 prevention strategies for the 2022-2023 school year.
- Normal Parent/Guardian visitation around our campus will have some restrictions during this school year except under **extenuating circumstances**.
- Visitors, Parents, and/or Guardians will be allowed to enter the front office to communicate needs. In person scheduled meetings with Parents/Guardians will take place within the Front Office area or on an online platform.
- Parents who wish to have a conference with a teacher **SHOULD MAKE AN APPOINTMENT**, as the teachers are not allowed to hold conferences during instructional time.

CHECK IN/OUT PROCEDURE

- Students who arrive after 8:25 AM are considered tardy and must receive a tardy slip from the office before going to class. Parents **are** required to sign students in. Please know that tardies are permanent marks on a child's attendance record. In cases of emergency, tardies are excused.
- Adults (18 years and older) are allowed to check-out students. This procedure takes place in the office. Again, early checkouts are permanent marks on a child's attendance record. Early check-outs are excused in cases of emergency. No checkouts after 2:45 PM.
- Students **will not** be allowed to leave with any adult that is not listed on the emergency card. If mother/father is not listed on the emergency card and/or mother/father is not on the birth certificate, the student will not be released.
- **Written permission** must be provided if the child's mode of transportation is going to change.

PARENT/TEACHER CONFERENCES

- Parents will be notified by the teacher of the date and time of virtual parent/teacher conferences. Parents are encouraged to attend virtual conferences as scheduled. Progress reports will be shared with the parent during the conference.
- If the parent feels a need to conference with the teacher and administrators at any time, please call the school (225-355-6522) to arrange a date/time.

HOMWORK POLICY

Homework is extended learning time. It can provide practice and drill that reinforce classroom learning and opportunities for independent study, research, creative, and critical thinking.

Carefully planned homework contributes to higher academic achievement and creates a closer bond between the home and school by keeping parents in touch with their child's progress. This homework policy is designed to help make homework a more valuable learning experience for students and to provide a positive vehicle for communication with parents.

Students at all levels should have some homework. Homework should be as individualized as possible. Assignments can be given to individuals, small groups, or the whole class. Children should respond at his/her own level.

Different kinds of assignments can be tailored to different kinds of students. Some children may be capable of doing creative, independent study while other students may need to be taught using a multisensory approach and manipulatives. The assignment should be geared to the child's level of knowledge and skill, but it should be planned so all invest the same amount of time. All students should be given work at which they have some measure of success.

When?

Monday through Thursday – Teachers will send home a homework assignment sheet on Monday with weekly assignments, along with other important academic vocabulary and skills identified.

Consequences

Sometimes, privileges can be lost due to **excessive** failure to submit homework.

SCHOOL TELEPHONE

Children ARE NOT allowed to use the school telephone except in cases of emergency. Please be sure that your child knows what to do on rainy days, early dismissal days, etc. Parents should **NOT CALL THE SCHOOL AND ASK THAT A MESSAGE BE GIVEN TO A CHILD UNLESS IT IS AN EMERGENCY**. This disturbs the instructional environment. Only messages of urgency will be delivered during school time.

EMERGENCY DISMISSAL

In the event of an unexpected emergency dismissal, it is important that you make arrangements with neighbors, family or friends to receive your child at home if you are not normally at home during regular school hours. Parents should instruct their children about such plans to avoid confusion if school is unexpectedly dismissed for an emergency. Such dismissals will be announced through the local media, automated systems, and through social media. Regular bus routes will run.

CARE OF SCHOOL PROPERTY

All textbooks, chromebooks, tablets, library books, and/or materials are on loan to students. Students are expected to return these items in good condition. Parents will be billed for damages and lost material(s).

ACCIDENTS

If your child is injured at school we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed on the emergency card. Therefore, it is important to have your current address, home phone and emergency numbers on file at all times in the school's office. If an extremely sick child remains in the office more than 20 minutes, or less in some cases, 911 will be called and the child will be taken to the hospital.

EMERGENCY INFORMATION SHEET

Every student must return his/her emergency card/sheet, filled out entirely and signed by a parent or legal guardian.

***This information is extremely important. It is the responsibility of the parent/guardian to keep all information on this card up to date.**

LOST & FOUND...PERSONAL ITEMS

Please place your child's name on ALL personal items (lunch boxes, school supplies, sweaters, coats, hats, gloves, raincoats, bookbags, etc.) If labeled properly, they can be returned to the rightful owner when turned into the lost & found.

SCHOOL PARTIES

Parties are held for Winter/Christmas and Spring/Easter (no visitors allowed in the classroom). Birthday parties will not be held at school. However, for grades PK-K, treat bags and/or individually wrapped snacks are allowed at the end of the day with the teacher's permission. Students in 1st – 5th grades will not be allowed to have parties of any type but are allowed to distribute treat bags.

MEDICATION POLICY

As a general principle, no type of medication shall be administered at school unless it is certified in writing by the attending physician, on the correct form. Children shall not be allowed to have medication in their possession on the school grounds at any time. Teachers and principals have the right to remove the medication from the child. Parents will be contacted immediately. **Prior to the administering of medications during school hours, the following will be required:**

- The Parental Consent/Physician's Order Form completed by the physician and signed by parent or guardian.
- The medication should be brought to school by the parent or guardian in a container labeled by a pharmacist. Unlabeled medications will not be administered in school.
- At the beginning of the school year and anytime there is a change in medication, a new form from the physician must accompany the medication.
- Because of the potential abuse of medications, they should be kept under lock and key in a secure central location.
- The principal will designate the person to administer the medication.
- The medication must be brought to school by a parent or guardian. The empty bottle may be sent home with the child.

STUDENT INTERNET ACCESS

The East Baton Rouge Parish School System is making Internet access available to students to prepare them to participate productively in the information society of the 21st century.

- Right: Students have the right to use the system's educational network as a tool to enhance learning.
- Responsibility: Students have the responsibility to learn and follow guidelines that are deemed appropriate in using the network. All access to the internet will be teacher directed and will conform to the rules of East Baton Rouge Parish Schools. **(Any student caught using this system inappropriately will be subject to disciplinary actions; Access to online learning may be denied for a period of time).**

Any parent or guardian who has questions or concerns about their child's internet access is encouraged to discuss these concerns with the school's principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

FIELD TRIP POLICY

All students must ride the bus to and from all school field trips. Chaperones are **NOT** allowed to ride the bus. They must travel in their own vehicles. All students must have field trip permission forms completed by parent or guardian before going on field trips. All monies should also be paid at least a week before the field trip. Students must wear school uniforms or spirit shirts on field trips.

SCHOOL CALENDAR

The Sharon Hills Elementary calendar is published in this handbook and a monthly calendar will be sent home by the 1st of every month. It contains important information about all upcoming school activities and events. Please post it in your home for review.

DISCIPLINE

Sharon Hills is a PBIS school. We will focus on rewarding students who make appropriate choices. All students will bring home a daily/weekly conduct sheet for your signature. Please look for, sign, and return to your child's teacher. This will be one of our tools for communication.

One of the most important subjects we teach is discipline. Until one becomes self disciplined, academic learning will not occur. Discipline underlies our entire educational structure. It is your child's responsibility to become familiar with our expectations and adhere to them in order to be a happy, productive student.

RECESS AND PLAYGROUND RULES

- Pushing, hitting, wrestling and fighting are prohibited.
- Students must not throw objects (exception: sports equipment such as balls).
- Students must NOT climb trees or fences.
- Personal play equipment, toys, radios, electronics, tape players, etc., must not be brought to school (exception: those requested by the instructional staff.)
- For recess, students must stop playing when the bell rings/whistle blows and line up by teacher.
- Students must enter and exit the classroom in a quiet and orderly manner.
- Gum and candy must NOT be brought to school.
- Snacks must NOT be brought to school unless authorized by the teacher and/or principal.
- Students must stay in their designated play area.
- Playing in the bathroom is strictly prohibited.
- School equipment must be used properly and safely.
- Profane language, name calling, spitting, and obscene gestures are prohibited.
- Students must NOT deface school property (marking on walls, stuffing toilets, tearing bulletin boards, etc.)

DISCIPLINARY ACTIONS FOR MINOR OFFENSES

- Teacher will track minor infractions on the EBR tracking form, notifying the parent throughout the process by phone call, email, or note.
- After the fifth minor infraction, the teacher will complete a Form A referral and send both forms to the office. Principal or designee will decide on the appropriate consequence for the child (cool down, talk with counselor, Reset Room, suspension, expulsion). Again, parents are notified by administration via phone call or conference.

DISCIPLINARY ACTIONS FOR SERIOUS OR RECURRING OFFENSES

If a student is sent to administration because of one of the following serious or recurring offenses, suspension will be considered.

Serious offenses include (but are not limited to):

- Excessive disrespect to staff members and students
- Blatant refusal to adhere to school/classroom rules (defiant)
- Bullying
- Fighting
- Stealing and Vandalism
- Assault and Battery

POSSIBLE CONSEQUENCES

- Extended time in Time Out Room
- Short Term or Long Term Suspension
- Short Term or Long Term Expulsion
- Formal charges pressed against individual

ELEMENTARY SCHOOL REGULATIONS

The East Baton Rouge Parish School System takes a position of "**ZERO TOLERANCE**" with regard to: weapons, explosives, physical attacks or batteries, two or more on-one fighting, illegal narcotics, drugs and controlled substances. Such conduct will not be tolerated by the School Board. Any student violating this policy shall be recommended for expulsion. As a school we will utilize the Rights and Responsibilities Handbook provided by the East Baton Rouge Parish School System (see *Students Rights and Responsibilities Handbook page 14*).

RULES GOVERNING ATTENDANCE AT ELEMENTARY DISCIPLINE CENTER

- When a student is referred to the discipline center, the student's parent(s)/guardian should be notified and given the reason for such action.
- Workbooks and/or other relevant materials of instruction are to be sent and returned with the student (all work will be graded).
- Parent(s)/guardian are expected to take the student(s) to the center on each assigned day and to pick up the student(s).
- Medication should be brought to the center by the student's parent(s) or guardian.
- Students not attending discipline centers on the assigned dates will receive an unexcused absence.
- Students are required to be in attendance on ALL the days indicated on the Discipline Admission Form. Days missed due to illness must be verified by a physician's statement.
- Students must wear school uniforms.
- Transportation must be provided by parents.

TIMEOUT/RESET ROOM

TimeOut/Reset Room shall exist for the following purposes:

- To provide for the removal of students whose disruptive behavior prevents the classroom teacher from teaching
- To protect the instructional environment
- To provide consequences to students engaging in disruptive/serious behavior which will motivate them to follow the rules in the future.
- Determination of assignment will be made by the Principal or Designee for all offenses.

BELL SCHEDULE 2022-2023

7:55 AM	Staff Arrival
8:00 AM	Student Arrival
8:25 AM	Beginning of Instructional day
3:25 AM	End of Instructional Day

Lunch Schedule

Pre-K	11:30 – 12:00
Kindergarten	11:00 – 11:30
First Grade	11:00 – 11:30
Second Grade	11:30 – 12:00
Third Grade	11:30 – 12:00
Fourth Grade	12:00 – 12:30
Fifth Grade	12:00 – 12:30

Conference Schedule

To refrain from interrupting instruction, please contact the office or your child(ren)'s teacher on Class Dojo or (225) 355 - 6522 to schedule a conference.

SHARON HILLS ELEMENTARY SCHOOL PLEDGE

I PLEDGE TODAY TO DO MY BEST IN READING, MATH AND ALL THE REST.

I PROMISE TO OBEY THE RULES IN MY CLASS AND IN MY SCHOOL.

I'LL RESPECT MYSELF AND OTHERS, TOO.

I'LL EXPECT THE BEST IN ALL I DO.

I AM HERE TO LEARN ALL I CAN, TO TRY MY BEST AND BE ALL I AM.