



EBR Readiness Middle School Orientation Procedures

1. Parent and student sign-in with the Clerk in the front office and the Clerk notifies the Facilitator of their arrival.
2. Clerk escorts parent and student to the Library.
3. Facilitator receives the parent and student in the Library.
4. Counselor issues registration documents to parent to complete prior to the start of the presentation.
5. Facilitator identifies which Cohort the student will be assigned as parents complete registration documents to allow Counselor to create schedule.
6. Counselor collects registration documents as completed and verifies all documents have been completed.
7. Counselor rolls student over from homeschool to EBR Readiness Middle in JCampus.
8. Once rolled over, Counselor gives registration folder(s) to the Clerk to verify registration form.
9. Clerk verifies address on registration form match address in JCampus (If not, 2 proofs of residency are required) and updates emergency contact information.
10. Secretary receives \$45.00 registration fee.
11. Clerk request bus for student and communicates information with parent once received.



EBR Readiness Middle School Registration Checklist

Student _____ Grade _____ Date _____

Services: ___ 504 ___ ESS ___ Gifted/Talented
(Check all that apply. Copies of documentation must be provided)

- ___ 1. Hearing Decision Paperwork from Child Welfare and Attendance
- ___ 2. Withdrawal Form from the previous school
- ___ 3. Copy of all LEAP 2025 Test / EOC Results (Out of District Students **ONLY**)
- ___ 4. **State Issued** Photo ID of Legal Guardian (Proof of Legal Guardianship)
- ___ 5. Completed EBRPSS Student Registration Form
- ___ 6. Completed Louisiana Student Residency Questionnaire Form (**Proof of residency is required only if a parent request to have the address changed from what's on record with the Home School**)
- ___ 7. Completed EBRPSS Emergency Information Card
- ___ 8. Parent/Legal Guardian Media Consent Form
- ___ 9. Student Rights & Responsibilities Form
- ___ 10. Parent Acknowledge of Responsibility Form
- ___ 11. Acknowledgement of Prohibited Electronic Devices
- ___ 12. Universal Field Trip Permission Form
- ___ 13. School Social Work Consent Form
- ___ 14. 3-Way School-Parent-Student Compact Form
- ___ 16. EBR Readiness Student Restrict Behavior Plan Contract

FOR OFFICIAL USE ONLY

Received By: _____ Date: _____

Verified By: _____ Date: _____



EBR Readiness Middle School Social Work Consent Form

EBR Readiness Middle School offers individual and small group social work services to its students. Students may wish to see the social worker for a variety of reasons including, but not limited to, addressing low self-esteem, coping skills, stress management skills, peer interactions, anger management, parental divorce/separation/loss, and social skills.

The Social Worker may incorporate Social Emotional Learning (SEL) techniques for additional support. Students may be referred to the School Social Worker by a staff member or a parent. Students who wish to see the social worker on an ongoing basis must have a signed consent on file.

All content discussed with the social worker is kept confidential, except for the required reporting of abuse, self-harm, or other threats that may harm self or others. As a mandated reporter, the School Social Worker is required to report disclosures of abuse to the Department of Children and Family (DCFS).

Sincerely,

Ms. O. Ridgley, LMSW
School Social Worker

By signing below, I consent to my child receiving social work services at EBR Readiness Middle School by a qualified School Social Worker.

I, _____ the Parent/Guardian of _____ agree to the terms and conditions set forth in this letter in regards to the confidentiality, policies, and mandated reporting requirements of the School Social Worker

Parent/Guardian's Signature: _____ Date: _____



EBR Readiness Middle School Acknowledgement of Prohibited Electronic Devices

Dear Parent(s)/Guardian(s):

It is important that systems are in place to aid the school providing a safe and distraction free positive school climate. This communication is to notify you of the school's Prohibited Items Policy regarding electronic devices. This will assist us in having a safe and secure environment that is essential to the academic success of our students.

EBRPSS Policy states, "No person, unless authorized by the school principal or designee, shall use, possess, or operate any electric telecommunication device including any facsimilia system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus. A violation of these provisions shall be grounds for disciplinary action, including but not limited to, suspension or referral of the student to the juvenile court of the parish. Appropriate law enforcement agencies shall be notified of any person, other than a pupil or school employee, who violates this policy while on school property without authority and such person(s) shall be dealt with under the criminal laws of the state."

All faculty and staff at EBR Readiness Middle School has the authority to ask any student to hand over his/her prohibited item(s) once it is discovered. Any student that comes to school with a prohibited item(s) will be asked to surrender his/her prohibited item. The prohibited item(s) will be given to and secured by an Administrator. The prohibited item(s) will not be given back to the student or parent/guardian until his/her last day registered at EBR Readiness Middle School. **Refusal to surrender the prohibited item(s) will result in your child being suspended for 5 days or placement on TIER IV.**

By signing below, I agree to the policies and regulations of EBR Readiness Middle School and EBRPSS regarding electronic devices.

I, _____ the Parent/Guardian of _____ agree to the terms and conditions set forth in this letter in regards to the policies and regulations of EBR Readiness and the EBRPSS on Electronic telecommunication devices.

Parent/Guardian's Signature: _____ Date: _____



EBR Readiness Middle School Universal Fieldtrip Permission Form

Sometimes during the school year, students may have the opportunity to participate in district approved, School-sponsored off-campus activities. Transportation will be provided by EBRPSS transportation department. Parents/Guardians will be notified in writing, via phone, and email with details of all fieldtrips at least two-weeks prior to the event.

By signing this form, the parent/guardian gives permission for his/her child to participate in scheduled events with EBR Readiness Middle School. Parents/Guardians reserve the right, at any time, to disallow his/her child to participate in a school sponsored fieldtrip. When this is done, please give the school advanced notice in writing. This will allow the school to verify and arrange to comply with your request.

I hereby give permission for my son/daughter to participate in field trips sponsored by EBR Readiness Middle School. I understand that there may occasionally be an extra cost associated with some of these field trips.

Please Print

Student's Name _____ Grade _____

Parent's Name _____ Phone # _____

Parent's Signature _____ Date _____



EBR Readiness Middle School Student Bus Information Sheet

Once registered, the student will be assigned transportation to and from school. You will be notified of the student's bus number and Bus Driver when assigned. This process can take up to 2-3 days. Please phone the school if you have not been contacted with in this time period.

PLEASE PRINT

Student Information

Student's Name _____

Physical Address: _____

(Must be the same as indicated in JCampus)

Parent Information

Parent/Guardian Name _____

Parent's Primary Contact Number _____

Parent's Secondary Contact Number _____

Parent Email _____

Emergency Contact

Emergency Contact Name _____ Phone # _____

Emergency Contact Name _____ Phone # _____

Emergency Contact Name _____ Phone # _____

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Bus Number Assigned: _____ **Date:** _____

Bus Driver's Name: _____ **Phone Number:** _____