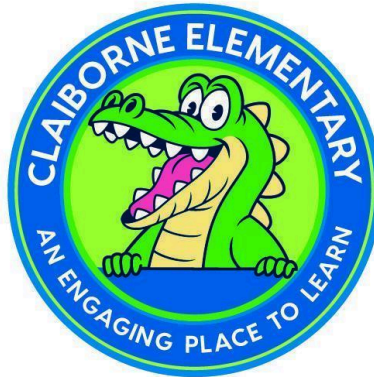


Claiborne Elementary School

2024-2025

Student Handbook



**4707 Denham Street
Baton Rouge, LA 70805**

School Telephone: (225) 357-9712

FAX Number: (225) 357-714

<https://ebschools.org/schools/claiborneelementary/>

Principal: Ms. Courtney Turner

Assistant Principal: Ms. Shawanna Franklin

Assistant Principal: Mrs. Alvertha Whitaker



Dear Parents and Guardians,

Welcome to Claiborne Elementary School and the 2024-2025 school year on behalf of the Claiborne Elementary School staff! We are a community of dedicated and passionate educators committed to fostering lifelong learners. At Claiborne Elementary, we firmly believe in the potential of every student to achieve academic success.

We understand the pivotal role that education plays in a child's life and are dedicated to building strong, positive relationships with our students and their families. This school year promises to be filled with positive and enriching experiences as we continue to advocate for your child's learning journey.

Our school theme for this year is "LEVEL Up! Watch us grow!" Our goal is to make Claiborne a nurturing environment for children and their families to thrive.

Please utilize this handbook as a valuable resource throughout the school year. It contains answers to many common questions, and our front office staff are always available to assist with any additional inquiries you may have.

While this handbook includes comprehensive information, please note that some policies may have been updated. The administration reserves the right to amend policies outlined in this handbook as needed. Should any changes occur, we will promptly notify parents.

We eagerly anticipate a successful school year ahead and look forward to partnering with you in your child's educational journey.

Warm regards,

The Claiborne Elementary Administrative Team

Claiborne Elementary School Mission and Vision Statement

Mission

The mission of Claiborne Elementary School is to commit to providing engaging and targeted instruction necessary for student success through a partnership with parents and community leaders.

Vision

Claiborne students will thrive in a high-quality learning environment that is safe, equitable, engaging, and intentional.

Motto

“An Engaging Place to Learn”

Claiborne Elementary School

Policies and Procedures

School Hours

8:00	Student Arrival
8:00-08:25	Breakfast
8:25	Instructional day begins
3:25	School dismissal

Arrival & Departure

WHAT TIME DOES SCHOOL BEGIN AND END EACH DAY?

- The instructional day begins at 8:25 a. m. and ends at 3:25 p.m.
- Students should not arrive on campus before 8:00 a. m.
- Car riders must be picked up **NO LATER THAN 3:25 p. m.**

WHERE SHOULD I DROP OFF AND PICK UP MY CHILD?

- Car riders should be dropped off in front of campus at 8:00 a.m.
- Car riders should be picked up in front of campus by 3:25 p.m.
- For safety reasons, children **should not** be dropped off by the cafeteria, bus loading zone, in the middle of the parking lot, or on the grounds in front of the school.
- Teachers will load and unload students from the right side of the vehicle.
- Parents should remain in vehicles during drop-off and pick-up.
- For safety, walkers must use sidewalks and crosswalks where a crossing guard is present.

WHERE SHOULD MY CHILD REPORT EACH MORNING?

- Bus riders, car riders, and walkers must enter the school through the bus entrance. (**During inclement weather students will enter the school through the front campus doors.**) Students will report to the cafeteria or their assigned homeroom.

WHAT SHOULD I DO IF MY CHILD IS LATE FOR SCHOOL?

- o An adult must accompany students to the office when arriving after the tardy bell (8:25). The adult must sign the student in.
- o The student will be issued a tardy slip.
- o The Director of Child Welfare and Attendance will contact parents of students who are excessively late or absent. State law states students are not allowed to be absent for more than 20 days during the school year.
- o Parents are asked to make every effort to get their children to school on time. The instructional day begins promptly at 8:25 AM.

Check-Out Procedures

HOW DO I CHECK MY CHILD OUT EARLY?

- o Early check-outs are strongly discouraged. This interrupts the instructional day.
- o **Early check-out is not allowed after 2:45 p.m. due to safety concerns.**
- o Students with excessive early checkouts will not be eligible for perfect attendance.
- o Any child leaving early must be checked out through the office by an adult listed on the emergency card.
- o **Please do not go to the classroom to get your child.**
- o Please make every effort to avoid early checkouts.
- o **Must present identification at the time of pick up.**

Attendance Requirements

1. WHAT IS THE EBR SCHOOLS SYSTEM ATTENDANCE REQUIREMENT?

Responsibilities imposed by state laws and regulations:

1. Students between 5 and 18 years of age shall attend school. A student below the age of 5 who enrolls in school shall attend school. Any child below the age of 5 who legally enrolls in school including Pre-K and Kindergarten students shall also be subject to compulsory attendance. Beginning the 2022- 23 school year, Kindergarten is mandatory for all children age 5 on or before September 30 of the calendar year in which the school year begins.

A request for a waiver will be approved if appropriate documentation is on file at the school or School

Board office and one or more of the following hardships exist: (1) Pregnant or actively parenting; (2) Incarcerated or adjudicated; (3) Physical or mental illness; (4) Institutionalized or living in a residential facility; or (5) Family and/or economic hardships, which are defined as a student who acts as a caregiver or must work to support the family due to a parent's death or illness or needs to be removed from an existing home environment.

- o The responsibility for a student attending school lies with the parents or the legal guardian. If the Student is chronically absent or chronically late (tardy) to school, the parent and/or student may be referred to the Office of Child Welfare and Attendance (CWA), located at 802 Mayflower Street, Baton Rouge, LA 70802.
- o Registration will be provided at the Child Welfare and Attendance office for the following categories ONLY: • Students with custody issues • Students in state's custody (i.e., correctional institution) • Students enrolling from out of the country – EL students must register in the ESL office at the Instructional Resource Center (IRC) Enrollment of students (presenting with the required residency documentation) from public, private, and parochial schools in and out of state will be conducted through the EBR Online Registration System or at the appropriate school site. If the residency cannot be established, please contact the CWA Office. Registration for students transferring within the EBRPSS will be conducted at the school site. Students in Foster Care may register at the Christa McAuliffe Center located at 12000 Goodwood Blvd, Baton Rouge, LA 70815.
- o Elementary (Pre-K -- 5th) school students shall be in attendance a minimum of 167 six-hour days or 60, 120 minutes a school year. Middle school students shall be in attendance a minimum of 167 six-hour days or 60, 120 minutes a school year.
- o Written statements from a parent, legal guardian or physician stating a reason for absences shall be given to proper school personnel within five (5) school days after the student returns to school. The number of parental statements for absences is limited to five (5) each semester. A parent note will be marked as unexcused/parent note in the database which will generate an investigation by CWA if the parent notes exceed five. These parents will not be referred to a Truancy Workshop until the investigation has determined if the absences are based on extenuating circumstances.

For students to check out of school, a doctor's reminder slip, a form of notification of an appointment, or a letter with a statement of pending emergency must be presented by the student or parent. If no documentation is provided the checkout will become an unexcused absence. If a student reaches 10 unexcused check out absences in a school year, the principal will schedule a parent conference to include

counselors and an ICARE specialist. This rule applies to virtual and distance learning.

In addition, students may be temporarily excused from attendance due to the following enumerated extenuating circumstances that are verified by the Supervisor of CWA:

- a. Extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in Louisiana;
- b. Extended hospital stays in which a student is absent for three or more consecutive school days as verified by a physician or dentist;
- c. Extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in Louisiana;
- d. Extended contagious disease within a family in which a student is absent for three or more consecutive school days as verified by a physician or dentist licensed in Louisiana ;
- e. Observance of special and recognized holidays of the student's own faith; or
- f. Visit with parent prior to parent's military overseas deployment to a combat zone or combat support posting or during parent's leave, not to exceed five school days. See La. R.S. 17:226.

Make Up Work

Students granted excused absences for the above reasons shall be allowed to make up any schoolwork which was missed. Students shall request makeup work for days missed due to excused absences.

- o Unexcused check-ins are considered incidents of tardiness and absences in the classroom missed.
- o School-level attendance clerks or designees will call the home of each absent student upon each instance of absence. La. R.S. 17:232(B)(2). Results should be documented in the Parent Contact Log in JCampus.

Truancy

- o TRUANCY – A truant is a student, 5 through 17 years of age, who does not attend school. Any child below the age of 5 who legally enrolls in school but who does not attend school shall also be considered a truant. This failure to attend school may occur with or without the permission or knowledge of a parent or legal guardian. A student is considered a truant when he or she has no justifiable excuse for being absent from school. Note that beginning with the 2022-2023 school year the age requiring school attendance has been lowered to age 5 by Louisiana law. La. R.S. 17:221(A)(1)(b).
- Penalties:
 1. Students who refuse to attend school on a regular basis without a legal excuse will be referred to Juvenile Services by Child Welfare & Attendance. If the student's attendance does not improve, his/her case could be brought before a juvenile court judge for further review. A student can be referred to the juvenile court system for non-attendance. As few as five (5) unexcused occurrences of being tardy could result in the ruling of habitual absenteeism or of habitual tardiness.
 2. It is a violation of the compulsory school attendance law for a parent/guardian to allow his/her children to miss school without a valid excuse. A parent/guardian who violates the compulsory school attendance law may be fined up to \$250.00 and/or be sentenced to thirty (30) days in jail. The court shall impose a minimum condition of probation which may include the parent, tutor, or other person having control or charge of the child participate in forty (40) hours of school or community service activities, or a combination of service and attendance in parenting classes or family counseling or suspension of any state-issued recreational license (e.g., hunting, fishing). See La. R.S. 14:92.2(A)(2)(c); (B)(1) and (4); 17:221(A)(1) and (2); 17:233(B)(1)(d)(iii) and (iv).

Family Youth & Service Center – This center provides prevention services to children who are at risk of becoming truants or dropouts.

Visitation

1. WHEN CAN PARENTS VISIT THE SCHOOL?

- Parents **are not allowed** to visit classrooms during the instructional day. Classroom observations may be granted with administrative approval. If you require a conference you must make an appointment. Appointments are done based on teacher planning time. Virtual conferences are also available upon request. Arrangements for conferences can be made by calling the school between 8:00 a.m. and 3:00 p.m. at 225-357 – 9712. You may also contact your child’s classroom teacher directly using schoolwide communication methods.

Personal Items

- Please place your child’s name on ALL school supplies, sweaters, coats, hats, gloves, raincoats, backpacks, etc. By doing this, items can be returned to your child if misplaced and found.

SNACKS/LUNCH

1. CAN MY CHILD BRING HIS/HER LUNCH?

- We encourage all students to eat lunch at school, but students are permitted to bring lunches from home provided they eat in the school cafeteria. Prepared lunches must be nutritious and cannot solely consist of snacks.
- School Food Service regulations prohibit students from drinking Coke, Sprite, Pepsi, etc. in the cafeteria. Commercial breakfast/lunches such as **McDonald’s** are not permitted in the cafeteria.
- **Students are NOT to bring snacks to school.**
- Chewing gum or foods of any kind on the bus or at school will not be permitted.
- Students may not sell candy or any other items on buses or on the school campus.

FIELD TRIP POLICY

1. WHAT MUST I DO TO ALLOW MY CHILD TO GO ON FIELD TRIP?

- Field trips are allowed this year if approved by administration.
- Any student attending a school sponsored field trip **MUST have all required permission slips completed and signed by a parent or guardian.**
- Parent Chaperones- Any parent attending or chaperoning a field trip must notify their child’s classroom teacher.
- Parents should wear appropriate clothing and exhibit positive behavior.
- Parents or guardians are not permitted to ride EBRPSS School buses.

PROCEDURES FOR EMERGENCY SITUATIONS

1. WHAT HAPPENS IF THERE IS A DISASTER IN BATON ROUGE WHILE MY CHILD IS AT SCHOOL?

- o Emergency procedures have been established by the School Board. Procedures will be practiced with the students. Specific procedures are outlined for use when it becomes necessary to send students home other than the scheduled dismissal time (natural disaster, civil defense alert, extended bomb search, emergency shutdown of essential facilities, or fire emergency). The decision to close a school comes only from the Superintendent's office.
- o Emergency school closures are announced on the radio, EBR website, robocall, and television stations.
- o **Please do not call the school.** This jams our telephone lines and ties up school personnel who are responsible for handling the emergency dismissal and the safety of your child.
- o **Reminder: Don't forget to return the emergency cards as soon as possible and keep the information current.**
- o Students will be released to parents who arrive at school to pick them up. NO CHILD WILL BE RELEASED TO ANY PERSON OTHER THAN HIS PARENT(S) DURING AN EMERGENCY WITHOUT WRITTEN PERMISSION FROM THE PARENT. Parents must follow the school check-out procedure during emergency situations. Each child must be told how he/she is to get home if there is a chance of an emergency concerning unstable weather conditions or other unforeseen emergencies.
- o Children who ride buses will be kept in a safe place until the buses arrive.

2. WHAT HAPPENS IF MY CHILD BECOMES ILL AT SCHOOL?

- o If a child is too ill to stay in the classroom, the parent will be contacted and required to pick up the student. Students should not return until they are symptom free. (Guidance may be provided by the school nurse.)
- o The school must have a current telephone number and at least one emergency number to call in such cases.
- o **Please update our records if your phone number or address changes during the school year.**

MESSAGES

1. HOW CAN I GET MESSAGES TO MY CHILD?

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

2. WHAT MUST I DO TO ALLOW MY CHILD TO CHANGE HIS DISMISSAL PLAN?

- o Students are not permitted to ride buses that are not routed to them through EBRPSS Transportation Department.
- o If your child's dismissal plan is different on a given day, please send in a written note with your child's name, teacher's name, the date, the change in dismissal plans, and contact information. A separate note must be sent each time your child's dismissal plan changes for your child's safety.
Students are not permitted to ride buses that are not routed to them through EBRPSS Transportation Department.
- o If your child attends an after-school program, it is important to inform that program separately of any dismissal changes.

Medication

1. WHAT IS THE POLICY ON GIVING MEDICATION AT SCHOOL?

- o **As a general rule, medications are not given at school.** Children are not allowed to have any medications in their possession at school. Teachers and/or administration have the right to take any medication from the child and attempt to contact the parents for appropriate information.
- o **Please do not send cough drops or cough syrup to school**
- o **Exceptions will not be made for aspirin, antibiotics, and other short-term medications**
- o **POSSIBLE EXCEPTIONS TO THE GENERAL POLICY:**
 - o Behavior modification medications (i.e., Ritalin, etc.)
 - o Insect sting allergy medications

- o Anticonvulsant medications
- o Asthmatic medication

EXCEPTIONS MUST INCLUDE A SIGNED PHYSICIAN'S NOTE ON A SPECIAL FORM PROVIDED BY THE OFFICE. THE MEDICATION MUST BE IN A LABELED PRESCRIPTION BOTTLE THAT LISTS THE CHILD'S NAME, THE NAME OF THE DRUG, AND DOSAGE TIMES.

The parent must bring medications to school. The school may accept a one-month supply. Parents will have to sign and count medication each time medication is brought to school. The school will not give the morning dose if it is "missed" at home. The parent will be called to come to school and give the morning dosage. The school can only give medication as instructed on the Physician Order Form.

Please reach out to the school's front office staff or school nurse to obtain the required documents for medication administration at school.

2. WHAT DO I NEED TO DO IF MY CHILD NEEDS TO BE EXCUSED FROM P.E.?

- o A doctor's written excuse needs to be filed in the office whenever it becomes necessary for your child to not participate in the physical education program.
- o If a student needs to be excused for an extended amount of time and a health plan is needed please contact the school counselor or school nurse.

GRADING AND REPORTING

1. HOW WILL I FIND OUT HOW MY CHILD IS DOING IN SCHOOL?

- o JCampus Student Progress Center
- o Schoolwork packets will be sent home.
- o Report cards go home every nine weeks.
- o Parent-teacher conferences are scheduled. You may request a conference at any time during the year by contacting your child's teacher.
- o The school newsletter will be sent home to keep you informed of school events.
- o Please feel free to telephone your child's teacher at school (225-357-9712), by email, or Class DoJo whenever you have questions

2. WHAT IS THE GRADING SCALE FOR EAST BATON ROUGE PARISH SCHOOL SYSTEM?

EBRPSS Grading Scale

90% – 100% = A - Outstanding Achievement

89% – 80% = B - Good Achievement

79% – 70% = C - Satisfactory Achievement

69% – 60% = D - Minimum Acceptable Achievement for passing

59% – 0% = F - Minimal Course Achievement

STANDARDS OF PROMOTION

1. WHAT ARE THE PROMOTION STANDARDS?

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

Promotion Policies for Kindergarten – Fifth Grade:

- o The following is an overview. For more information refer to the district Pupil Progression Plan. (ebrschools.org)
To be promoted in grades K through 5, a student must meet the following criteria:
- o A student must earn four quality points in order to pass a core subject (when totaling the combined quality points earned during all four of the nine-week grading periods). A student may not pass an individual core subject if an “F” is earned in both 3rd and 4th nine weeks in the same subject.
- o For promotion purposes, a student must meet the passing standard in both reading* and math (an annual average of 1 quality point must be earned).
- o In addition to the reading and math requirement, students in grades 1-5 must pass two other subjects if reading and ELA are taught as two independent, graded subjects. If reading and ELA are combined into one course, students must pass either science or social studies.
- o A performance level of on or above grade level in reading* and math is required. The term grade level refers to the grade placement with respect to skills as indicated according to adopted textbooks, district approved curriculum aligned to state standards as grade appropriate for each grade level.
- o Students are expected to score “Basic” in at least two core academic subjects, including ELA, math, science and social studies. Struggling students who do not score basic in at least two core subject areas shall be provided with an individualized academic improvement plan.
- o Any student not meeting promotion criteria may be required to attend the extended year or summer remediation program, if available, to be considered for promotion via

SBLC waiver process.

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

Parents and guardians of K-3rd grade students are informed that due to the provisions of Act 422 of the 2023 Legislative Session which enacted La. R.S. 17:24.11, beginning with the 2024-2025 school year, a student who has a reading deficiency that is not remedied by the end of the third grade shall not be promoted to the 4th grade. The district intends to adopt state policy as local policy in this matter, and will follow Act 422 policy guidance provided by the LDOE.

- Schools shall identify all students in kindergarten, first, second, and third grade who score below grade-level on the state mandated literacy screener.
- The school shall notify the parents or legal custodian of students identified in writing regarding the student's performance within 15 days of identification as outlined in multiple sections of this document.
- The school shall provide information on activities that can be done at home to support the student's literacy proficiency.
- The school shall provide information about supports and interventions that will be provided by the school to support the student's literacy proficiency.
- The school shall provide a timeline for updates as a result of progress monitoring that includes a middle-of-year and end-of-year update.
- The school shall provide information about the importance of being able to read proficiently by the end of the third grade.
- A student in grades kindergarten through three, within thirty days of being identified as having literacy skills that are below grade level based on the results of the literacy screener, shall receive an individual reading improvement plan.

Louisiana Revised Statute 24.11 The Louisiana Legislature has enacted Act 422 of the 2023 Regular Legislative Session, which mandates that students in traditional public schools must meet specific literacy proficiency standards to be promoted to the fourth grade.

- Third-grade students who achieve a well below composite score on the DIBELS 8 th literacy screener will not be promoted to the next grade level.
- Additionally, please note that third-grade students must also satisfy the requirements for promotion based on your local school system's pupil progression,

including but not limited to passing grades and attendance.

- Literacy Screening The DIBELS 8th assessment will serve as the literacy screening tool to assess the literacy proficiency of third-grade students.
- DIBELS 8th evaluates various aspects of literacy, including phonemic awareness, alphabetic principles, accuracy, and fluency with connected text, as well as reading comprehension.
- The composite score provides a comprehensive measure of the students' literacy abilities.
- This screening tool not only meets legislative mandates but also aims to provide necessary support and resources to help each student succeed academically.

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 support to be provided during the school year and/or during the summer. Allowable interventions and supports to be included in the Individual Academic Improvement Plan

PARENT/STUDENT DRESS CODE

1. WHAT IS THE STUDENT DRESS CODE AT CLAIBORNE?

- o Navy blue bottoms – standard uniform pants, shorts, skirts, skorts, and jumpers, not more than 5 inches above the knee (NO jeans, biking shorts, stretch pants, Capri pants, cargo pants, sweatpants, wind suits, or jogging suits). Navy corduroy pants are allowed for winter wear.
Tops: Pre K-5
 - Pre-K: Navy polo shirt
 - K - 5: Burgundy polo shirt
 - Pre-K - 5: Official School T-Shirt. All shirts are to be **tucked in**.Only navy blue, white, or burgundy sweaters, sweatshirts, jackets, or parkas may be worn inside the building (**no hoods**).
- o If a shirt is worn under the uniform shirt, it must not be seen so that the uniform shirt ONLY is visible on campus.
- o School Spirit Days: students may wear purchased Claiborne Elementary School Spirit Shirts on Fridays with uniform bottoms.
- o Closed-toed shoes/sneakers (**no flip flops, boots, sandals, or crocs**).
- o Belts will be worn at the natural waist (**No sagging pants**) on bottoms with belt loops, shirts/blouses will be tucked in.
- o Clothing or jewelry that disrupts the educational process or endangers the health or safety of other students, staff, or visitors has prohibited (**No earrings for boys**)
- o **Free Dress:** Students should refrain from wearing any clothing that is tight, revealing, short, torn or tattered, or wrinkled.

Unacceptable Dress/Tops:

- Refrain from wearing caps/hats except during inclement weather and/or hat day.
- Shirts need to be of appropriate length to avoid midriff showing, with arms up or down.
- Refrain from wearing clothing that shows undergarments
- Refrain from wearing see through clothing.
- Refrain from wearing low-cut tops.
- Refrain from wearing tight fitting clothing.

Pants/Bottoms:

- Jeans are to be neat, pressed, and ONLY worn on the specified days (Field Trips, Fridays, and etc.). No ripped jeans!
- Capri and crop pants may be worn as long as they are below the knees and professional.
- Appropriate Capri length is mid-calf and below.
- Shorts and skorts of an appropriate length may be worn no higher than 5 inches above the knee.
- NO tights or athletic pants

Dresses:

- Dresses and skirts must be of an appropriate length. If slitted, slits must be of an appropriate length (no higher than five inches above the knee).

Please note:

- The determination of appropriateness, in the above items, is up to the administration.
- Any student who does not adhere to this policy is subject to being sent home for inappropriate clothing.
- It is at the discretion of the administration to review/revise the dress code as needed.
 - The wearing of clothing which shows offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.

LENGTH RESTRICTIONS:

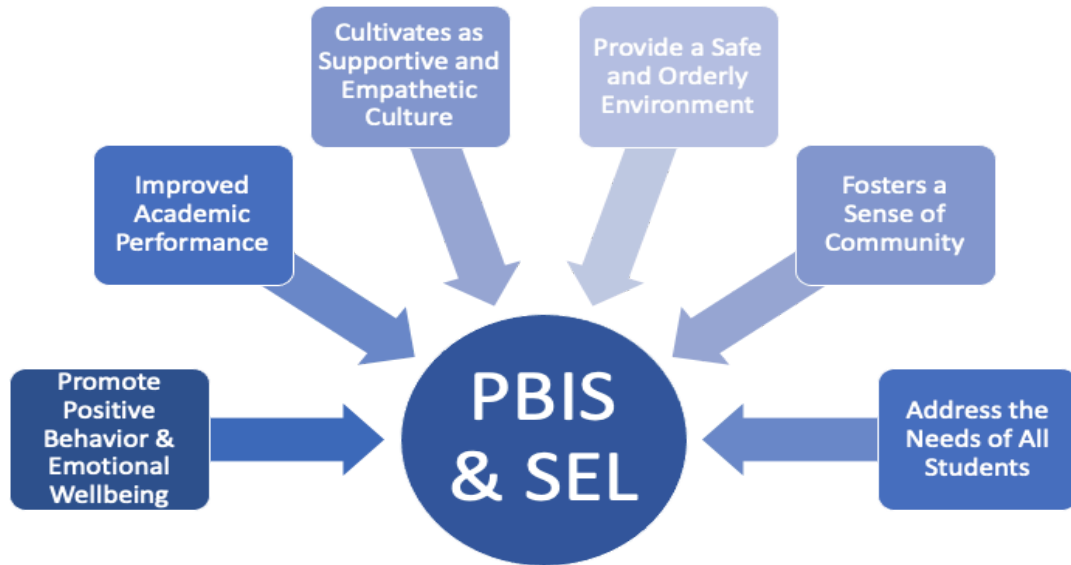
- **GRADES Pre - K – 2:** Clothing should be neat, well-fitting, and approximately mid-thigh length.
- **GRADES 3 – 5:** Clothing may not be shorter than 5-finger widths above the top of the knee.

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.

2. WHAT IS THE PARENT DRESS CODE AT CLAIBORNE

Parents not appropriately dressed will not be allowed to enter classrooms or remain on school grounds.

All disciplinary occurrences will be handled in accordance with the EBRPSS student handbook.



School behavior and behaviors at school-related activities are subject to Discipline Options/Responses but are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to the Code of Conduct Regulations options and responses including recommendations for expulsion.

Level I: Classroom Intervention & Support (Teacher)

2024 -disciplinary options/responses to a student in a progression beginning with the least severe disciplinary response. However, stricter discipline may be initially imposed if it is an appropriate disciplinary response to an infraction.

Disciplinary options/responses a teacher or employee may use include:

- Nonverbal redirection and/or teacher proximity
- Verbal/individualized redirection or reprimand
- Conduct a teacher-student conference
- Loss of privileges
- Implementation of **PBIS** Classroom Minor Behavior Tracking Form

- Contact parent by email, note, or telephone call
- Written notification to parents of disruptive or unacceptable behavior with a copy provided to the principal
- Referral of the student to a school counselor, social worker, mental health professional and/or certified school psychologist
- Oral or written reprimand
- Assignment of remedial work
- Impose other disciplinary measures approved by the principal and the faculty of the school and in compliance with School Board policy.

*When a student's behavior prevents the orderly instruction of other students or poses an immediate threat to the safety or physical wellbeing of any student or teacher or when a student violates the school's code of conduct, the teacher may have the student immediately removed from the teacher's classroom and placed in the custody of the principal or designee.

Level 2: Intensive Intervention & Support (School Administrator)

General disciplinary options/responses by administration or designee for students removed from a classroom. The disciplinary response depends on, in part, the infraction, previous actions, and the seriousness of the misbehavior.

- Acts of misconduct include those student actions that interfere with the orderly educational process in the classroom, at the school, on a school bus, or at a school-sponsored function.
- After involvement by administration or designee, a student in kindergarten through grade five removed from a class shall not be permitted to return to the class for at least 30 minutes unless agreed to by the teacher initiating the disciplinary action.
- Conferencing with administrator or designee
- Detention: c. Referral to the school counselor, I CARE Specialist, Time Out Moderator
- Peer mediation; e. Referral to the school building level committee
- Restorative justice practices
- Loss of privileges; h. Excluding from extra-curricular activities, such as field trips, and commencement exercises/award ceremonies
- in-school suspension

- Alternative site suspension
- “Behavior”, “behavioral”, and/or “conduct” contracts
- Assignment to Time-out-Room (in-school suspension)
- Initiate expulsion proceedings for infractions involving weapons or drugs
- Initiate expulsion proceedings when the safety of students and staff has been put in jeopardy
- Referral for assignment to an alternative setting
- Require completion of all assigned school and homework which was assigned during a period of suspension
- Any other appropriate disciplinary actions determined by administration or designee with the concurrence of the teacher
- Any bullying accusations will be investigated and reported as required by La. R.S. 17:416.14. For students who experience multiple behavioral incidents or disciplinary referrals, administration or designee shall consider a referral to the school building level committee. If disruptive behavior persists, the teacher may request that administration transfer the student into another setting.

Level 3: Heightened Administrator Intervention

More serious incidents of student misconduct may result in a referral to administration. The disciplinary response depends on, in part, the infraction, previous actions, and the seriousness of the misbehavior. These acts of misconduct include those student actions that interfere with the orderly educational process in the classroom, at the school, on a school bus, or at a school-sponsored function.

Level 3 Infractions are misconduct for which the administration may discipline a student by detention, in-school suspension, alternative site suspension, or by recommending an expulsion or suspending a student from riding on a school bus. In general, disciplinary options/responses for misconduct should be imposed in a progression, beginning with the least severe appropriate response.

The possible options or responses for administration or designee may include any of the following:

- referral to school-level building committee
- referral to counseling, behavior and/or conduct contracts

- detention
- alternative site suspension
- assignment to an alternative placement
- recommend expulsion

Discretionary Expulsions:

- All recommendations for expulsion shall be reserved for infractions that either threaten the health and safety of students and staff or infractions that involve weapons and/or drugs.
- All other types of infractions require the prior administration of interventions/responses in accordance with the minor levels of infractions in this code, but the accumulation of minor infractions may be the basis of an expulsion referral.
 - Any student, after being suspended on three (3) occasions for committing any of the infractions enumerated in this Handbook (tardies or dress code violations do not count) during the same school year, may on committing the fourth such infraction be recommended for expulsion from all public schools of the School System until the beginning of the next regular school year—or at least for one complete school semester.
 - Therefore, all expulsions are reserved for the major behavioral infractions, such as misconduct involving weapons, drugs, or when the safety of students and staff has been put in jeopardy and when the referral meets the criteria for discretionary expulsions. See La. R.S.17:416(L).

Level 4 Required Expulsion Infractions

Level 4 conduct requires administration or designee to immediately suspend the student and to recommend expulsion. If a student is found to have committed a Level 4 infraction by a Disciplinary Hearing Officer, the Disciplinary Hearing Officer may not assign a lesser punishment.

- ★ The School Drug Task Force and the District Attorney shall be notified when a student is in possession of drugs, intending to distribute drugs, or distributing drugs in a Drug Free Zone, or is in possession of a knife, firearms or explosives.

CELL PHONE AND ELECTRONIC DEVICES

1. CAN MY CHILD BRING AN ELECTRONIC DEVICE TO SCHOOL?

Cellphones

- No student shall possess, on his person, a cell phone or electronic device on any school bus used to transport public school students or during the instructional day.
- If a student brings an electronic telecommunication device to any District school building or on the grounds therefore or on any school bus used to transport public school students, the electronic device shall be turned off and properly stowed away for the duration of the instructional day.
- Cell phone and electronic devices may not be turned on or used while on any school bus used to transport public school students or otherwise during the instructional day while at school. See La. R.S. 17:239(A).

Electronic Devices

- Appropriate student use of electronic devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes will subject the student to disciplinary action. Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded, is prohibited.

1:1 Chromebook Technology Integration

1. WILL MY CHILD HAVE ACCESS TO TECHNOLOGY AT SCHOOL?

Technology skills have advanced through 1:1 technology integration within the East Baton Rouge Parish School System. Through this dynamic opportunity, teachers can deliver digital-age learning activities integrating the Louisiana Department of Education K-12 Technology Readiness Skills. These technology-integrated activities prepare students for real-world digital citizenship and an increasingly technology-infused workplace.

Each student in Pre-K – 5th grade will be assigned one Chromebook device to use during the school year. As with textbooks, the Chromebook will be issued and checked out to students. The student will utilize

the Chromebook throughout the day and return them prior to leaving at the end of the day. The Chromebook is the student's responsibility for instructional use during the school day. Therefore, any instance of misuse, loss, theft or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. In the event of such negligence, the parent or guardian will be contacted by the principal or principal's designee. Additionally, each student must sign and return a signed parent/guardian Student Technology Agreement form.

SCHOOL MISCELLANEOUS ITEMS

1. WHAT SCHOOL SUPPLIES DO I NEED TO SEND?

- o The school supply list will be located on the class dojo, the school's website, and in the front office.

2. WHAT ANCILLARY SERVICES ARE AVAILABLE AT CLAIBORNE?

LIBRARY

- o The library instructional program is designed to stimulate reading for pleasure and for study by having materials suited to their reading abilities, interests, and age level for boys and girls who visit the library.

GUIDANCE

- o The guidance program emphasizes the total development of the child. Our counselor conducts small group and individual sessions, teaches SEL classes, and serves the students and families of Claiborne Elementary.

ART

- o The students are exposed to art classes at Claiborne Elementary to ignite creativity in and to serve as a bridge to understanding for students. Art classes are proven to be crucial to individual growth and development. We believe that giving learners the time, space, and materials for creative expression can lower stress, improve memory, and make them feel more socially connected.

- MUSIC** o Music education improves and develops language skills in children. Music stimulates the brain and with its varied sounds and lyrics, students are exported to a large amount of vocabulary in a short amount of time. .

4. WHAT HAPPENS IF A CHILD LOSES A BOOK OR DAMAGES SCHOOL PROPERTY?

- All textbooks, Chromebooks, equipment, library books, and materials are on loan to the students. Students are expected to return these items in good condition. They are expected to pay for damage and losses.

5. HOW CAN I GET MY CHILD TESTED BY PUPIL APPRAISAL FOR SPEECH, RESOURCE, GIFTED OR OTHER SERVICES?

To initiate an evaluation from pupil appraisal, please contact our school counselor, and/or your child's classroom teacher. All requests must be made in writing.

6. WILL MY CHILD HAVE PARTIES AT SCHOOL?

School board policy allows two class parties per year, one before the winter break and one at the end of the school year. No birthdays are observed at school except Pre-Kindergarten. This includes no food, flowers, balloons, etc.

CLAIBORNE ELEMENTARY SCHOOL
Parent- Student Handbook
Acknowledgement Forms 2024 - 2025

Please complete and return the following forms at the end of the handbook by:

Friday, August 16, 2024

Your signatures indicate that you have received, read, and understand the 2024-2025 Student/Parent Handbook which includes the following documents:

- Claiborne Elementary School 2024-2025 Student Handbook Acknowledgement Form
- Internet Usage Policy (Found in EBR Student Rights & Responsibilities Handbook)
- Chromebook Student Technology Use Agreement (**Pre-K – 5th grade**)
- Media Release Form
- Title I Compact for Student Success Parent/Student/School/Teacher Agreement

Claiborne Elementary School 2024-2025 Student Handbook Acknowledgement Form

I/We, the parent/guardian of the child have read the Claiborne Elementary School 2024-2025 Student Handbook. I understand that all students must abide by the rules and policies outlined in this handbook.

Student's Name: _____

Student Signature: _____

Date: ____/____/____

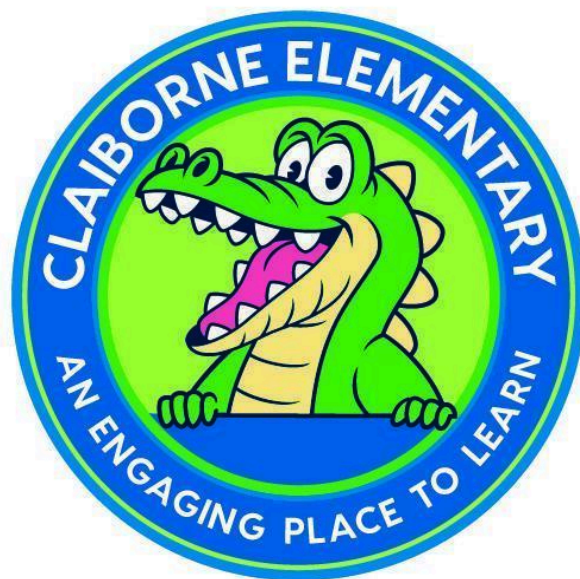
Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: ____/____/____

Phone Number: ____-____-____

Email: _____



Claiborne Elementary
SCHOOL-PARENT COMPACT

The Claiborne Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

EAST BATON ROUGE PARISH SCHOOLS

STUDENT TECHNOLOGY USE AGREEMENT

School: Claiborne Elementary School

Home Room Teacher _____

Student Section _____

Student's Name (Please Print) _____ Grade _____

I have read and/or had the District's *Technology Usage* policy explained to me. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student's Signature _____ Date _____

(Grades Pre-K-5th only)

Parent or Guardian Section Please check the appropriate box(es):

_____ My child may have an individual cloud access account.

_____ My child may *not* have an individual cloud access account.

My signature below indicates that I have read and agree to the following terms. I have read the District's *Technology Usage* policy.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer system.

I also recognize it is impossible for East Baton Rouge Parish Schools to restrict access to all controversial materials and I will not hold EBRPSS responsible for materials acquired on the network.

I will instruct my child regarding any restrictions against accessing material that is in addition to the restrictions set forth in the District's *Technology Usage* policy. I will emphasize to my child the importance of following the rules for personal safety.

Parent/Guardian's Name (Please Print) _____

Parent/Guardian's Signature _____ Date _____