

Parent/Student Handbook 25/26



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Principal – Mrs. Kashanna Davis

Assistant Principal – Mrs. Latecha Young

**11615 Ellen Drive
Baton Rouge, Louisiana 70811
Phone: (225) 775-3527
Fax: (225) 774-543**

Principal's Message

Dear Students and Parents,

Welcome to Brownfields Elementary School. On behalf of our exceptional faculty and staff, I extend our best wishes to you for a successful 2025-2026 school year, a year dedicated to the philosophy of reaching EVERY STUDENT, IN EVERY CLASS, EVERYDAY.

This handbook provides you with detailed information about school policies and procedures. It is to be used as a supplement to the district's Student Rights and Responsibilities and Discipline Handbook. I ask that you and your child take the time to review its contents. We make every effort to provide the most accurate and up-to-date information, but some information may not reach us until after the printing date. Any required corrections, changes, etc. will be given to your child at the opening of school in August.

The faculty at Brownfields Elementary School is committed to providing an exemplary instructional program that meets the academic, social, and emotional needs of our students. We strive to promote the joy of learning through the recognition of successes by maintaining a disciplined environment where students feel safe, secure, and happy.

Through the team effort of our parents, community, students, and staff, we will provide our students a highly successful learning experience.

Please make sure that you and your child sign the acknowledgement form on page 5 of this handbook and return it to your child's teacher.

In closing, I want to take this opportunity to thank you for choosing the East Baton Rouge Parish School System and Brownfields Elementary School for the education of your child. I look forward to working as a team with you as we educate every child, every moment, of every day.

Sincerely,

Kashanna Davis

Principal



Brownfields Elementary School
Parent/Student Handbook
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MISSION STATEMENT

Brownfields Elementary Magnet School partners with all stakeholders to provide a safe, caring, and academically challenging environment where students are empowered to reach their highest potential. Through developmentally appropriate instruction that honors individual differences and learning styles, we foster lifelong learners and productive citizens. We are committed to building strong relationships among students, staff, parents, and community members to support the academic and personal growth of every child.

VISION STATEMENT

At Brownfields Elementary Magnet School, we strive to be a place of excellence where every child achieves their full potential across academic, creative, personal, physical, and social-emotional domains. In partnership with families and community stakeholders, we promote academic success for all, ensuring our students are equipped to be college and career ready.

SCHOOL PHILOSOPHY

Brownfields Elementary School prepares students to become responsible, productive citizens in an ever-changing world. We provide meaningful learning experiences that foster academic achievement, critical thinking, and personal growth.

GOALS FOR STUDENTS

- A. **All students will develop competencies in utilizing resources, exercising rights and responsibilities and decision-making strategies.**
 1. All students will learn to engage in appropriate classroom, public, and school behavior.
 2. All students will learn to consider the viewpoints of others.
 3. All students will recognize that they are important to themselves and others.
 4. All students will learn to respect and show appreciation for their principal, teachers, staff, other students, property, and the educational process.
 5. All students will learn to value their unique characteristics and abilities.
 6. All students will develop and incorporate an understanding of how attitudes and values affect decisions and actions.
 7. All students will participate in drug awareness education.
- B. **All students will develop competencies in the basic cognitive skills that are reflective of continued learning.**
 1. All students will become functional readers.
 2. All students will become knowledgeable of the basic mathematical computations, problem-solving skills and strategies, computer awareness, graphing interpretations, geometry, and the meaning of fractions.
 3. All students will become effective communicators through oral and written expression.
 4. All students will develop competencies in Social Studies and Science through research, technology and inquiry

Brownfields Elementary School

STUDENT/PARENT HANDBOOK

ACKNOWLEDGEMENT FORM 2025-2026

Please complete this form and return it to your child's homeroom teacher:

Student Name (please print)

Grade

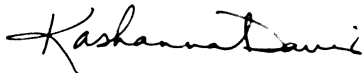
Date

Our signatures indicate that we have received, read, and understand the 2025-2026 Student/Parent Handbook which includes the following documents:

- Title I Compact for Student Success, A Parent/Student/School/Teacher Agreement
- School-Based Parent & Family Engagement Policy
- Internet Usage Policy
- Media Release Form

Parent/Guardian Signature

Teacher Signature



Principal Signature

[Parent/Student Handbook Acknowledgement form](#)

Parent/Legal Guardian Media Consent Form

I hereby consent to the use of any photographs/video taken of my child by the East Baton Rouge Parish School System or the media for the purpose of advertising or publicizing events, activities, facilities, and programs of the East Baton Rouge Parish School System in newspapers, newsletters, websites, television, radio, and other publications, communications, and advertising media.

By law, the East Baton Rouge Parish School System protects the privacy of the students and is prohibited from releasing students' personal information.

From time to time, representatives of the news media are invited to campuses to cover events at our schools. When this happens, there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark one of the choices below and return to school.

_____ **Yes**, I allow my child/children to be identified in any good news district or school publication.

_____ **No**, I do not want my child/children identified in any good news district or school publication.

Please Print Legibly:

Student's Name: _____ Grade _____ Teacher _____

Address: _____

City: _____

State/Zip: _____

Parent/Legal Guardian Signature: _____

Parent or Guardian if above person is under 18:

Parent/Guardian's Name: _____

Address: _____

City: _____

State/Zip: _____

Parent/Legal Guardian Signature: _____



School Year Calendar 2025-2026

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
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27	28	29	30	31		

JANUARY 2026						
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AUGUST 2025						
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31						

FEBRUARY 2026						
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SEPTEMBER 2025						
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MARCH 2026						
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OCTOBER 2025						
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APRIL 2026						
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NOVEMBER 2025						
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MAY 2026						
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30	31					

DECEMBER 2025						
S	M	T	W	T	F	S
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28	29	30	31			

JUNE 2026						
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21	22	23	24	25	26	27
28	29	30				

	Holiday/District Closure (No Students/Staff)
	First Day of School/Semester (Students Return)
	Teacher In-Service (Professional Development/Parent-Teacher Conferences)

Approved: February 20, 2025
This calendar is subject to change.

JUL 4	Independence Day (Holiday on July 3rd)
JUL 10	11-Month Certified Employees Return
JUL 14	11-Month Support Employees Return
JUL 21	10-Month Certified Employees Return
JUL 22	10-Month Support Employees Return
AUG 4 - 6	Employee In-Service
AUG 4	9-Month Certified Employees Return
AUG 5	9-Month Support Employees Return
AUG 7	First Day of School for Students
SEPT 1	Labor Day (Holiday/District Closure)
OCT 9	End of the 1st Nine Weeks
OCT 17	Teacher In-Service (Students Do Not Attend)
OCT 20 - 21	Fall Break (School District Closure)
NOV 24 - 28	Thanksgiving Break (9, 10, 11 Month Employees and Students Off)
DEC 18	End of the 2nd Nine Weeks/Semester
DEC 19	Teacher In-Service (9, 10, 11 Support Staff and Students Off)
DEC 22 - JAN 2	Winter Break (School District Closure)
JAN 5 - 6	All Employees In-Service
JAN 7	First Day of Second Semester for Students
JAN 19	Martin Luther King, Jr. Holiday
FEB 16 - 17	Mardi Gras Break (School District Closure)
MAR 13	End of 3rd Nine Weeks
MAR 16	Teacher In-Service (Students Do Not Attend)
APR 3	Good Friday (9, 10, 11 Month Employees and Students Off)
APR 6 - 10	Spring Break (9, 10, 11 Month Employees and Students Off)
MAY 8	Last Day for Graduating Seniors
MAY 20	Last Day of School for Students
MAY 21	Last Day of School for 9-Month Teachers & Support Staff
MAY 25	Memorial Day Holiday (School District Closure)
JUN 4	Last Day for Certified and Support 10-Month Employees
JUN 19	Juneteenth Holiday (Holiday on June 18th)
JUN 25	Last Day for Certified and Support 11-Month Employees

12 Month Employee Holidays	
July 3, 2025	4th of July
September 1, 2025	Labor Day
October 20 - 21, 2025	Fall Break
November 26-28, 2025	Thanksgiving Holiday
December 22, 2025 - January 2, 2026	Winter Break
January 19, 2026	Martin Luther King, Jr. Day
February 16 - 17, 2026	Mardi Gras Holiday
April 3, 2026	Good Friday
April 6 - 9, 2026	Spring Break
May 25, 2026	Memorial Day
June 18, 2026	Juneteenth

SCHOOL-PARENT COMPACT



Brownfields 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. This school-parent compact is in effect for school year 2025-2026.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Brownfields Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - By following the recommended EBRPSS curriculum, Brownfields Elementary School will provide all students with the opportunity to grow and learn in a rich, rigorous environment moving every student forward.
 - Tier 1 ELA Curriculum Grades PK-5 (PK-Frog Street; K-2-EL Education Curriculum; 3-5-Guidebooks 2.0; Gifted-Wit and Wisdom
 - Tier 1 Math Curriculum Grades PK-5- Eureka Math
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
 - Conferences will be held as requested by teachers and parents
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - *Before and After School by appointment*
 - *During Teacher Planning Periods by appointment*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
- Volunteer by helping with our fundraisers, reading to children, supporting efforts such as Literacy Night, Math Night, Read Across America, help to facilitate parent meetings, etc...

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Attending at least one parent/teacher conference each nine-week grading period
- Monitoring attendance.
- Making sure homework is completed.
- Monitoring the amount of television our children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions related to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Respect classmates, teachers, administrators and other school staff
- Be a positive role model for other students
- Follow school and classroom rules and regulations

Brownfields Elementary School

Parent & Family Engagement Policy

2025-2026

Brownfields Elementary recognizes that parents are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research shows that student academic success and high self-esteem are closely related to parent and family engagement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades, higher test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty and staff of Brownfields Elementary is committed to establishing programs and practices that create a climate of mutual trust and respect. The East Baton Rouge Parish School System supports having a PTO (Parent Teacher Organization) committee and organizations such as the School Improvement Team (SIT) in every school.

At Brownfields Elementary we also believe that the education of our children is a shared responsibility. Engagement of the school, the family, and the community creates a stronger educational system and improves the quality of life for students, their families, and the entire Brownfields Elementary community.

In order to build an effective home-school partnership, Brownfields Elementary will provide the following:

*****Communication**—Establish various forms of communication that encourage regular discussions about school programs, students' academic progress, and behavioral management.

*****Parenting**—Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.

*****Student Learning at Home**—Share information with families about how to provide learning activities at home, help students with homework, and plan for success in school.

*****Volunteering**—Encourage parental participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.

*****School Decision & Making and Advocacy**—Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

*****Collaborating with the Community**—Identify, enlist and welcome community resources of all types to strengthen schools, families, and student learning.

Brownfields Elementary School is committed to reaching out to all parents, including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks to

develop relationships with community organizations that provide services to children to foster community collaboration.

Title I Parental and Family Engagement Policy

The East Baton Rouge Parish School System recognizes that schools that receive funds through Title I have specific criteria for parental and family engagement.

Provision for substantive parental and family engagement in these schools is established under ESSA. This provision mandates the following components:

Communication

Clear and consistent communication is the foundation of effective parental and family engagement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

Program Development

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parental and family engagement. A written copy will be distributed to parents.

Partners in Learning Compact

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

School Choice

Parents, whose children attend a school that does not meet adequate yearly progress (as measured by the Louisiana Department of Education) within a specified time period, have the option of transferring their children to another designated school, under guidelines set by the East Baton Rouge Parish School System.

Teacher Certification

In keeping with the requirements of the ESSA Education Act, upon request, schools shall provide parents of children in Title I schools information about the certification status of their children's teachers.

Volunteering

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success.

Coordination and Support

Program coordination and technical assistance for Title I schools in planning and implementing effective parental and family engagement activities will be provided through the efforts of the office of Federal Programs.

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

Building Capacity for Parental Engagement

Activities designed to build the capacity for strong and meaningful parental and family engagement in Title I schools shall include the use of Home-School Liaisons to foster communication, parent participation on School Improvement Teams, school level Parent Advisory Councils, and opportunities to volunteer.

Parents of Title I students will be provided with timely information about the Title I program and parental and family engagement requirements for schools under ESSA, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

Parent and Family Engagement Activities

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary depending upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

Integration with Other Programs

The East Baton Rouge Parish School System's Title I Program will coordinate and integrate its parental and family engagement strategies with those of other local, state and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

Evaluation

Assessing the effectiveness of the parental and family engagement policy and improving the academic quality of the schools served under Title I will be conducted throughout the year with the engagement of parents. Measures will include:

- Family Night parent evaluations
- Attendance at Family Night and other parent engagement activities
- Annual program evaluation completed during the spring semester of each school year.
- Results of school-based survey "Measure of School, Family, and Community Partnerships" by J.L. Epstein et al., ©2002 Corwin Press, Inc.

Notes:

*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental engagement policy underscores the importance of the participation of adult family and community members in students' lives.

**This policy complies with the requirements of the ESSA. ESSA mandates involving parents in developing a parental engagement policy, asking that parents share responsibility for student progress in academic achievement and community engagement. ESSA charges schools with the responsibility of creating programs and resources for effective parental engagement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools. Specific policy implementation action steps are identified in Addendum II (Parent Engagement Policy Guidance Document).

***These six categories are based on the six types of parent and family engagement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action*.

Revised / Approved: 07/31/2023

Brownfields Elementary School
Parent & Family Engagement Policy Acknowledgment
2025-2026

Dear Parent or Guardian,

Please remove this page and return to your child's school, so that we may have a record that you have received and reviewed this policy.

Thank you.

Kashanna Davis

This is to certify that I have received and reviewed a copy of Brownfields Elementary School's Parent and Family Engagement Policy.

Parent's Signature

Date



**A Compact for Student Success
A Parent/Student/School/Teacher Agreement
East Baton Rouge Parish School System**

**Brownfields Elementary School
2025-2026 School Year**



In order to ensure that all students succeed in school, all parties agree to the following:

	<i>School</i>	<i>Teacher</i>	<i>Parent/Guardian</i>	<i>Student</i>
1	Provide high quality curricula and instruction aligned with the Louisiana Student Standards, as well as students' performance expectations.	Provide activities and lessons aligned with the Louisiana Student Standards, as well as, students' performance expectations.	*Attend at least one parent/teacher conference every nine-week grading period.	Arrive to school on time daily.
2	Provide a minimum of one parent/teacher conferences per nine week grading period.	Provide high expectations for all students in an encouraging and supportive manner.	Supervise homework and study time.	Attend school daily.
3	Report students' progress on an ongoing basis in each content area.	Provide a well disciplined and manageable classroom so that all students have the opportunity to learn.	Provide a quiet place for your child to complete homework, study, complete projects, and read.	Attend school prepared and ready with materials needed and homework assignments completed.
4	Provide opportunities for parental engagement and communication.	Provide ongoing and clear lines of communication with parents.	Provide the necessary materials for your child to be successful.	Stay attentive and actively participate in classroom activities.
5	Provide a safe and orderly environment for students to learn.	Provide learning experiences in all content areas.	Keep clear lines of communication with your child's teacher. This includes attending parent teacher conferences, phone calls, and written communications.	Follow school and classroom rules.
3	Provide assistance to students by incorporating small group and individualized instruction, as well as,utilizing innovative strategies and programs.	Provide classroom instruction that meets the needs of all students through direct instruction, individualized instruction, small group instruction, and innovative strategies and programs.	Support the school and the teachers in maintaining an environment that is conducive to learning.	Respect classmates, teachers, administrators, and other school staff.
7			Make sure that your child is prompt and attends school on a regular basis. Encourage your child to do his/her best.	Be a positive role model for other students.

I have read the above and agree to do all to ensure success.

Signatures:

School Administrator

Teacher

Parent/Guardian

Student



Department of General Counsel
Gwynn Shamlin, General Counsel

August 7, 2025

Dear Parent(s) & Guardian(s):

The East Baton Rouge Parish School System is committed to becoming an exemplary prekindergarten through 12th grade school system. Our district will provide rigorous teaching and learning for all students and adults to meet high expectations.

In our continued efforts to improve educational opportunities for our children, we ask you to sign a School/Parent Compact. This compact describes the responsibilities of the child, parent and school for providing an effective home-school partnership to raise student achievement. Signatures of all parties will seal this agreement.

Finally, the Every Student Succeeds Act states that parents have the right to request and receive timely information on the professional qualifications of their child's classroom teacher(s). If your child's teacher is not certified, you will receive written notification.

For more information, please contact your school or Dr. Sandra Bethley, Office of Federal Programs, at 225.922.5506.

Together, we will make a difference in the lives of our children.

Sincerely,

A handwritten signature in blue ink, reading 'LaMont Cole'.

LaMont Cole, Superintendent
East Baton Rouge Parish School System

Brownfields Elementary School Policies

School Schedule

8:00am Arrival time for students/Breakfast begins

Students arriving on campus before 8:00am will be sent to morning care and a fee of \$25.00 will be charged to the parent payable on the day services are received.

All children report to the cafeteria to pick up breakfast. Students enjoy breakfast in the cafeteria then report to class.

8:00–8:20am Breakfast is available for pick-up in school cafeteria

Breakfast service ends at 8:20am. Students must arrive by 8:15am in order to have time to receive their breakfast and report to class on time.

8:25am ALL students should be in class/Carpool Ends

Students arriving after 8:25am via carpool or walkers will need to enter through the office.

8:30am School Day Begins

Students arriving after 8:30am are tardy and must be checked into the office by a parent/guardian.

The ONLY tardies that are EXCUSED are for medical appointments, which must be supported with written documentation on official letterhead from the doctor/dentist.

Habitual tardiness will require a parent conference with a member of the administrative team. Excessive tardies will be reported to the Child Welfare and Attendance Office.

2:45pm Children are NOT allowed to be checked out after 2:45pm

3:15pm Dismissal Begins

Students will not be allowed to change their usual route home at dismissal without prior **written authorization** by the child's parent/guardian. This authorization is to be submitted to the Executive Secretary or School Clerk in writing. **Phone calls will NOT be accepted.** Faxed and/or emailed requests shall be made prior to 12:00pm.

3:40pm ALL STUDENTS MUST BE PICKED UP

This is the end of the teachers' work day. Students remaining after 3:40pm will be sent to extended day and a \$25.00 fee per child will be assessed payable the day of services rendered. If fees are not paid, students will not be able to attend extended day.

Check-Out Procedures

It is important that **ALL** contact information is current for each student.

Parents must report to the office to check out a student.

Students will NOT be permitted to check out after 2:45pm.

Students are called to the office by office personnel.

When students check out of school, a doctor's note or a letter with a statement of pending emergency must be provided by the following school day. 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 counselor, Child Welfare and Attendance, and an ICARE specialist.

Written parental permission must be presented if someone other than the parent or authorized designee picks up a student. Inform the designee to bring proper identification in order to pick up the student. Verification will be made prior to releasing the student. The office will contact you by phone to verify permission.

Attendance Requirements and Tardies

Elementary (PreK - 5 th) school students shall be in attendance a minimum of 167 six-hour days or 60, 120 minutes a school year. If a student is in attendance for less than 167 days per school year, the student will not be passed to the next grade.

Students missing ten (10) or more days of school without doctor's excuses will not be promoted to the next grade. Exceptions to this policy can only be made in the event of extenuating circumstances as verified by the Office of Child Welfare and Attendance (CWA) in consultation with the Principal (Bulletin 741).

Students who miss school will have **five (5) school days** from the time they return to school to bring a note stating the reason for the absence(s).

A note from the parent/guardian may not automatically excuse a student who is absent, however, it does allow students to make up missed assignments. Notes received after the five (5) day time period will NOT be accepted.

A doctor's statement is required if a student is absent three (3) or more consecutive days. If absences are excessive, a doctor's statement may be required for each day a student is absent. Students shall be required to make up ALL work within three (3) days of their return to school.

Students may be excused by the principal for the whole or a part of a day absence for two or fewer consecutive school days for the following reasons:

- a. Personal illness;
- b. Serious illness in the student's immediate family;

- c. Death in the student's immediate family not to exceed one week; or
- d. Natural catastrophe and/or disasters.

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 (UNXPN) 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.

District Illness Policy

Your child will be excluded (cannot attend) from school for the following reasons:

- Vomiting, diarrhea, and/or fever above 100 degrees Fahrenheit. Your child should remain at home until he/she has not vomited or had diarrhea and is fever free for 24 hours **without medication**.
- Nasal discharge for more than 3 days. IF allergy related, parent must provide documentation from a physician that the student is not contagious.
- Persistent cough for more than 2-3 days. IF asthma related, parent must provide documentation from a physician.
- RASHES: Any pink, red, or bluish-purple rash. Any bumps and/or blisters; including Chicken Pox.
- Pink Eye: Must provide documentation from a physician that the child is being treated with medication. IF eye itching and redness are allergy related, parent must also provide documentation from a physician.
- Lice: The child must remain at home until treated and no live lice are present.

Visitation

Parents are encouraged to visit Brownfields Elementary and become part of an excellent academic program. For the safety of our students and staff, we must know who is on the school campus. ALL visitors must check in with the office and observe the following rules while visiting our school.

ALL visitors must sign the Visitor's Roster Sheet in the front office and be issued a Visitor's Pass before going to a classroom or onto the campus for any reason.

If parents wish to observe in a classroom, please be guided by the following:

- Schedule a visit if at all possible.
- Only parents or legal guardians are allowed in the classrooms for observations.
- When visiting, obtain a visitation form from the front office, enter the classroom quietly, and be seated in the rear of the classroom. You may observe for up to 20 minutes, one time daily. RETURN the visitation form to the front office with the comments written on the back (sample visitation form can be found on page 32).
- Do NOT disturb your child, other students, or the teacher. Remember, this is an observation. Teaching and learning will continue, uninterrupted, for all students.

- Please do not come late in the day when the teacher is getting children ready for dismissal. (Between 9am and 2 pm are the best times)
- Arrangements for conferences can be made by calling the school between 8:00am and 3:00pm at 225-775-3527. The message will be forwarded to the child's teacher.
- Visitors **MUST BE** dressed appropriately. (No pajamas, slippers, spaghetti straps, short dresses/skirts/shorts, cleavage, no inappropriate language or illustrations on t-shirts, pants should be worn at the natural waist, undergarments should not be visible, etc...)
- Do NOT bring siblings or other children when you come to observe in the classroom, work as a volunteer, or when attending school events during school hours (i.e., field day, class parties, PBIS monthly events, etc...).

Parent Volunteers

Check in at the front office, sign the Visitors log, and obtain a Visitors tag, and turn your cellphone in. Wear this tag at ALL times while on campus. Report to the assigned work area – either the classroom or designated area.

Please check in your cell phone with the school secretary. She will provide you with a ticket to retrieve your cell phone upon leaving campus.

Food and drinks are not allowed in front of students or in the classrooms. Drinks must be consumed in the lounge. Drinks outside of the lounge can only be water in clear containers. No cans or commercial cups.

Personal Items

Please place your child's name on ALL school supplies, sweaters, coats, hats, gloves, raincoats, book sacks, etc. We do not encourage students bringing extra clothing, handbags, purses, books, jewelry, musical instruments, cell phones, electronic devices, or computer games because they are not covered by the school system's insurance. Any losses should be reported to law enforcement. Claimant recourse for loss of this type would be against the perpetrator, not the school system.

Personal items that interfere with the learning process will be taken away from students and not returned until the last day of school. Students should not bring electronic devices, cell phones, toys (including toy guns and gun look-alikes), radios, comic books, trading cards, playground equipment (including balls, and jump ropes), items to sell, or unnecessary money to school.

***CELL PHONE USE AND USE OF ELECTRONICS ON SCHOOL BUS AND DURING INSTRUCTIONAL DAY**

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).**

Library Policies and Check-Out Procedures

Students shall be required to pay full price for textbooks and library books which are lost or damaged beyond use. The school library is a resource for all students and books should be maintained and cared for in order for all students to have equal access to the collection.

*Lost or damaged books **MUST** be paid for. Parents cannot replace these books as they are specially bound for Library usage.

Parties and Snacks

Each class will be allowed two (2) parties per year that are held during school time. These are held at Christmas and the end of the school year. Student or teacher birthday parties, etc. cannot be held at school. Siblings and/or children not enrolled at Brownfields may NOT be involved in school parties.

Each class will be allowed a birthday celebration each month. All birthdays for that month will be celebrated on the designated date. Classes will celebrate with cupcakes and juice. This is NOT a party, but a small recognition/celebration for students. **Individual student birthdays will NOT be celebrated.**

ALL refreshments must be prepackaged. Homemade refreshments CANNOT be served at school activities or parties.

Students are NOT to bring snacks to school. Chewing gum, candy, or food of any kind on the bus or at school is NOT permitted. Students may NOT sell candy or any other items on buses or on the school campus.

Students may bring water in clear containers only. Water bottles or clear containers must fit in the side pocket of the backpack. No juice, sports drinks, soda. No Exceptions.

Field Trip Policy

The EBRPSS Field Trip permission form must be signed by a parent/guardian in order for a student to participate in a field trip.

Students **MUST** ride the bus to and from all field trips.

Children other than those with permission to attend are not allowed on school field trips. Siblings are not permitted to attend field trips.

Any student with a behavior referral or Reset Room referral for that grading period **may** not be allowed to attend a field trip. **The school principal will make ALL decisions in the event a child will be denied field trip attendance.** Behavior expectations must be reviewed with the parents prior to the trip.

All permission forms and money due **MUST** be turned in at least TWO FULL WEEKS before the trip. The school will not accept forms or money after the set deadline.

Field trip money is NON-Refundable. Expenses have been paid or committed to the vendor and the school will not be reimbursed.

Chaperones must adhere to the Field Trip Chaperone Agreement at all times. Chaperones are representative of Brownfields Elementary and must conduct themselves accordingly.

Procedures for Emergency Situations

Specific procedures are outlined for use when it becomes necessary to send students home at times other than 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 EBRPSS Superintendent's Office.

The following rules apply:

- Parents are notified of dismissals in advance through the media, so that they may make plans for a responsible adult to take care of their children if they cannot be at home.
- Students will be released to parents who arrive at school to pick them up. **No child will be released to any person other than his/her parent(s)/legal guardian during an emergency without written permission from the parent.** Parents must follow the school check-out procedures during emergency situations.
- Children who ride buses will be kept in a safe place until the buses arrive.

Messages

Parents will be contacted for illness or emergencies by office personnel, teacher(s), or health clinic staff.

Only messages of EXTREME emergency can be relayed during school hours. **If you must deliver a message or bring an item to your child, please report to the front office.** Office staff will be sure your child receives messages and items.

Students will not be allowed to call home for books, homework, etc. Make sure your child is prepared as he/she leaves home.

Change of Address, Telephone, and/or Emergency Contact Information

Please keep the school informed of ANY changes of address, telephone numbers, or emergency contact information. It is IMPORTANT that we are able to **reach you at all times** in cases of illness, accident, or emergency.

Grading and Reporting

A school work-packet containing test papers and weekly assignments will be sent home every two weeks. You are to sign and return this envelope and papers immediately. If you do not receive the packet, please contact

your child's teacher.

Parent/Teacher conferences may be held each nine weeks.

Progress Reports will be sent home each 4 ½ week period. Report Cards will be sent home each nine weeks.

Students in grades K-5 will receive Honor Roll for all A's (Principal's List) or A's and B's (A-B Honor Roll) in all academic subjects on or above level, excluding conduct. To receive these honors, no academic grade can be lower than a B. Students with a C in one nine-weeks who improves the following nine-weeks will receive the Bears on the Move Honor.

Parents can monitor their children's academic progress, school attendance, and disciplinary activity by accessing the EBRPSS's electronic system (Parent Access Center). Please contact your child's teacher for more information.

Open House will be held in August for the purpose of providing parents the opportunity to see their child's classroom, receive important information, and meet the teacher. (This is not a time to conference with teachers. Please schedule a conference if you would like to discuss your child's performance.)

EBRPSS Pupil Progression Plan provides Guidance for Promotion Standards.

[EBRPSS Pupil Progression Plan linked HERE](#)

Physical Education

Physical Education is a required subject in Louisiana schools. Every child in school (unless physically disabled) is required to participate. Students must have a written statement from a physician before school personnel can excuse them from active participation.

Homework Policy

Homework is an extension of classroom learning. All classes will have homework at least four (4) nights each week. It is suggested that the amount of homework not exceed 20 minutes for grades K-2 and 40 minutes for grades 3-5, excluding required nightly reading and special projects.

The time designated for homework does not include reading or math fact fluency. Each child should spend:

- 10 Minutes Reading in grades K-1
- 20 Minutes Reading in grades 2-3
- 30 Minutes Reading in grades 4-5
- 5-10 Minutes Math FACT PRACTICE/FLUENCY in grades 1-5

All assignments are to be checked for accuracy and completion. **If the assignment is worth assigning, it is worth going over and being picked up.** Homework will not be graded, however, teachers may offer bonus points or a "participation" grade to be entered for completion of homework assignments. This does not include projects or any other home assignment that the teacher designates to be graded.

Students with excused absences will be allowed to complete assignments. However, this work **MUST BE** completed within three (3) school days upon return.

Students who repeatedly fail to complete homework assignments may lose privileges if consequences have been established by the teacher and are consistently implemented. Such activities may include class parties, field days, free time, free dress, and etc.

Student Dress Code

General Dress Code Guidelines that ALWAYS apply:

Parents and students shall dress in a manner which is not disruptive to the educational process or the orderly operation of the school.

The following guidelines also apply to free dress days.

Tops/Bottoms

The school uniform for students includes a burgundy shirt with collar and navy bottoms with a **belt** and navy, black, or white crew/ankle socks. Pre-K wears navy shirts.

School uniforms will be worn daily. Shorts, skirts, and jumpers must **NOT** be more than 5 inches above the knee. Shorts are encouraged underneath skirts and jumpers. Navy, white, black, or burgundy solid color, ankle length leggings or tights may be worn **under** shorts, skirts, and jumpers. **No other colors will be accepted.**

Only navy blue, burgundy, black, gray, or white sweaters, crewneck sweatshirts, jackets, or parkas may be worn inside the building (**No hoods**). Jackets, coats, or parkas of any color may be worn outside of the building.

Belts MUST be worn if the garment has belt loops. All pants, shorts, and skirts should be worn at the natural waist. Belt loops can be cut off for pre-k and kindergarten students.

Shirts and blouses must be tucked in at all times. Shirts worn under the uniform must not be seen so that the uniform shirt **ONLY** is visible on campus.

Shirts and blouses must have a collar. Exception: Burgundy turtlenecks are acceptable in colder weather.

Prohibited Clothing

The following items of clothing are prohibited at all times: hoodies, see through apparel, slashed or torn pants, striped, patterned, or any colored leggings (other than navy, white, black, or burgundy solid colored),

bare midriffs, bare backed tops, halter tops, spaghetti straps, short shorts, high heeled shoes, and open toe/open backed shoes.

Students may wear "School Spirit Shirts" (purchased from the school) with uniform bottoms. Logo items not purchased from the school may be worn on free dress days.

Profane and obscene language or pictures on any article of clothing or school item (book sacks, gym bags, etc.) is prohibited for students and parents.

Accessories

No head wear may be worn in the classroom (Exceptions: religious headwear). Caps, hats, hoodies, or any other head covering may NOT be brought or worn at school, UNLESS the weather is bitterly cold.

All students are prohibited from wearing or using mouth grills or any removable mouth jewelry and wearing body piercing jewelry such as eyebrow piercings, nose rings, heavily stretched ear loops, tongue rings, and other similar body piercing jewelry or facial jewelry.

For safety reasons, dangling or loop earrings will NOT be worn by students on campus. Only stud earrings are allowed.

Students may wear artificial fingernails as long as they are short and do not interfere with daily activities such as physical education, typing, or writing. If a school administrator determines that the nails are a safety risk or a distraction, the student will be required to remove them. Failure to comply may result in disciplinary action.

Students may wear closed toed shoes or sneakers ONLY. Shoe laces MUST be tied NOT tucked or shoes should have Velcro straps. Footwear with lights, wheels, open toe shoes, flip flops, Crocs or Croc-like shoes, and/or slippers are NOT allowed.

We recommend Pre-K and Kindergarten parents purchase elastic waist shorts/pants that do not have belt loops.

Disciplinary Procedures for Students in Non-Compliance with the Mandatory Uniform Policy:

First Offense: Letter of reminder (warning) sent to the parent/guardian from the principal/designee with the requirement that it be signed and returned the following day.

Second Offense: Telephone call by the principal/designee to the parent/guardian.

Third Offense: Parent/guardian will be required to attend a conference with the principal/designee.

Discipline

Brownfields Elementary will follow the EBRPSS discipline policy as outlined in "The Student Rights and Responsibilities Handbook."

Brownfields Elementary expects our students to respect the rights of all other students, to accept and respect the authority of all adults who are part of our school (principal, teachers, secretary, clerks, attendants, custodial staff, cafeteria staff, bus drivers, substitutes, parent volunteers, etc.), and to accept responsibility for their own behavior.

The faculty and staff of Brownfields Elementary will display kindness and respect for its students, but will not allow behavior to interrupt the teaching process and infringe upon the rights of others.

Severe Infractions The following student behaviors will result in written referrals:

- Fighting Behaviors (hit, kick, punch, push, throw objects, and/or etc.)
- Bringing inappropriate or injurious items to school or school activity
- Committing an immoral or vicious act
- Using profane language
- Being disrespectful toward instructor, other staff, or other student(s)
- Leaving class, campus, or other location without permission
- Defacing or destroying property
- Refusing to sit in assigned seat
- Willful disobedience

School-wide Discipline Policy:

All students in grades K-5 will receive a weekly conduct grade based on EBRPSS, Brownfields Elementary, and teacher's classroom rules.

K-2 students will receive a weekly conduct report to be signed by the parent/guardian and returned to the teacher.

3-5 students will receive a weekly conduct grade based on Class Dojo points (grades will be posted in JCampus and are viewable through Parent Access Portal)

The conduct grade on progress reports and report cards will be determined from weekly conduct grades. Conduct grades will affect participation in school activities such as recess, parties, field day, field trips, PBIS events, etc.

(Monthly PBIS Events require a C or better in conduct for the month and no behavior referrals for school or bus during the month.)

Students will be recognized for their positive, cooperative behavior through incentives provided by their individual classroom and school-wide programs.

Consequences:

Reset Room, suspension, and/or expulsion may be used when necessary. The following list gives examples of student behavior warranting this type of consequence:

- Disrespect for the authority of teachers and staff by talking back, arguing, ignoring, etc.
- Use of inappropriate and/or profane language
- Fighting on the campus, in class, or on the bus
- Stealing
- Threatening students or adults
- Disrupting the classroom
- Defacing school property
- Sexual harassment/misconduct

Weapons (real or look alike) are NOT ALLOWED on campus. This is state law. These signs are posted around the campus and shall be enforced.

"Any student or non-student found guilty of carrying a firearm on a school campus or school bus shall be imprisoned at hard labor for up to five (5) years." (L.R.S. 12:95.2)

Brownfields is a *"NO BULLY ZONE!"*

What is Bullying?

Definition #1: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

Definition #2: Bullying is when you repeatedly bother someone because you think you're cooler, smarter, stronger or better than them.

Types of Bullying

Physical Bullying

Physical bullying is using one's body and physical bodily acts to exert power over peers. Punching, kicking and other physical attacks are all types of physical bullying.

Verbal Bullying

The definition of verbal bullying is when an individual uses verbal language (e.g., insults, teasing, etc) to gain power over his or her peers.

Cyberbullying

Cyberbullying is the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter to harass, threaten or intimidate someone. Cyberbullying is often done by children, who have increasingly early access to these technologies.

How to Report Bullying

1. You **MUST** tell an adult on campus (Examples: Your teachers, any Brownfields teacher and/or staff member, your parents).
2. Tell your PARENTS as soon as you get home. Your mom or dad should email and/or call school administration and let them know what's going on.
3. If the problem is not solved, follow steps one and two. Parents should request a conference with school administration after the first intervention did not solve the bullying issue.

Don't Be a Bully

1. Do not call your fellow schoolmates bad names or say bad words to them.
2. Do not threaten your fellow schoolmates (Example: Don't say that you will hit someone).
3. Do not physically hit your fellow schoolmates with your hands, feet, knee, elbow, or any part of your body.
4. Do not use cell phones, other electronic devices, email, or social media to harass, threaten, or intimate anyone.

PARENTS: Please IMMEDIATELY report any instances of bullying in writing to your child's teacher as well as the principal and assistant principal. (kdavis2@ebrschools.org, lyoung1@ebrschools.org) If you have not heard from anyone within 24-48 hours, please send another communication.

School Drug and Weapons Policy

The School Drug and Firearms Policy applies to ALL students in the EBRPSS.

Any teacher, principal, or administrator may search any building, desk, locker area, or grounds for weapons. The teacher, principal, or administrator may search a student when there is probable cause to believe that the student has in his/her possession any of the items prohibited on the school campus.

Students possessing drugs (controlled dangerous substance) shall be reported to the School Drug Enforcement TASK Force for investigation.

Parents/guardians shall be contacted immediately.

Carrying a firearm by a student or non-student on school property is unlawful and the intentional possession of a firearm on one's person on a school campus during regular school hours or on a school bus is prohibited. This includes "Toy Weapons."

The provisions of this section shall not apply to: 1. A federal, state, or local law enforcement officer in the performance of his/her official duties. 2. A school official or employee acting during the normal course of his/her employment or as a student acting in direction of such school employee.

If a student is arrested for carrying a concealed weapon on campus, the principal shall immediately notify the student's parent/guardian.

Whoever commits the crime of carrying a firearm, whether by a student or non-student on school property, shall be imprisoned at hard labor for not more than five (5) years.

Cafeteria Policies

Breakfast is FREE for all students from 8:00am to 8:20 am to complete eating breakfast in time for instruction. If a child is going to eat breakfast at school, he/she must arrive by **8:15am** and go directly to the cafeteria. (Past this time students are not ready to learn at 8:30a.m..)

Lunch is FREE.

Procedures for payment: Students purchasing milk only or extra milk must pay daily. No prepayments will be accepted for this. Cash payments for additional meal items are **ONLY** accepted in envelopes with the child's name, ID number, and teacher's name on the outside.

Bag Lunches: Students may **NOT** bring commercially prepared food (McDonalds, Subway, Burger King, etc.) in its original wrapper/bag to the cafeteria. These items must be re-packaged before they can be brought into the cafeteria (this includes beverages and soft drinks in bottles and cans).

Students who forget bag lunches will not be allowed to call home, but will eat in the cafeteria. Carbonated and/or canned drinks are **NOT** allowed in the cafeteria.

Parents and other adult family members are encouraged to have lunch with their children. Please call the cafeteria, 225-775-3522, and make a reservation prior to 9:00 am so they can prepare enough food. You may **NOT** bring commercially prepared food (McDonalds, Subway, Burger King, etc.) in its original wrapper/bag to the cafeteria. These items must be re-packaged before they can be brought into the cafeteria (this includes beverages and soft drinks in bottles and cans).

If your child has a food allergy, please contact the school nurse to complete appropriate paperwork for your child's safety.

Health Policies

Return the permission for Emergency Treatment Form so that we may have important information needed if your child becomes ill.

In the event that a child becomes seriously ill and his/her parent/guardian or the designated person cannot be reached, he/she will be taken to the hospital by ambulance at the expense of the parent/guardian.

Medication at School

Medication shall not be given at school unless it is certified in writing by the attending physician that such medication(s) cannot be administered before or after school hours.

Antibiotics and other short-term medication(s), including over-the-counter medications, shall NOT be given at school.

Children shall not be allowed to have medication(s) in their possession on the school grounds. (Any student having medication(s) in their possession will be subject to the EBRPSS Student Rights & Responsibilities guidelines for discipline.)

Bus Policy

Parents/guardians should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children.

Responsibilities of parents/guardians are as follows:

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

Bus Rules

In order to promote the safe operation of the school bus, students are required to be aware of and obey the following safety rules:

- Be on time; **the bus will NOT wait.**
- Stand a safe distance off the street and wait until the bus is stopped and the driver motions to you before you approach the bus. Do not stand in the street while waiting for the bus.

- If you must cross the street to board the bus, do so very carefully. Wait for your driver's direction and cross at least 10 feet in front of the bus after the driver signals it is okay to cross. You should also check for traffic in both directions before crossing.
- Cooperate with the driver, remain quiet, and DO NOT distract the bus driver.
- Sit in the seat assigned to you by the driver. Do not stand when the bus is in motion.
- Do not extend arms, head, or other objects out of the windows or doors.
- Do not throw objects in the bus or out of the windows or doors.
- Do not use the emergency door except for emergencies; usually directed by the driver.
- Do not damage the bus in any way.

Internet Safety and Network Use Policy

Our school expects all students to adhere to the Internet Safety and Usage Policy adopted by the EBRPSS. Please review the policy in its entirety. This policy is located on the EBRPSS website and the EBRPSS Student Rights and Responsibilities Handbook and Discipline Policy.

Click the following link to view the [1:1 Technology Handbook & Administrative Guidelines](#).

Brownfields Parent Classroom Observation Procedures

We want parents to be a part of the school setting whenever possible. However, please remember the observations, even for a trained observer, provide a snapshot in time or a limited view of a complex series of interrelated experiences and activities.

When parents visit a classroom to observe, please do the following:

Sign in at the office using the School Check-In computer as VISITOR using the "Observation Visit" option. **The VISITOR tag must be visible** to verify that you have checked in at the school office. Please remember to "check-out" through the office as well when your observation is completed. **Turn in your cell phone and receive a claim number for claiming your phone upon leaving.**

Please fill out the section below and leave the form at the front desk AFTER your observation is completed. Teachers have been made aware of these observation procedures and will go on with their regular teaching routine while you are in the classroom.

Parent/Guardian's Name:	Date of Visit:
Student's Name:	Time In:
Teacher:	Time Out:

Please limit your observation time to **20 minutes**. Lengthy observations tend to distract children from learning activities.

When entering the classroom, find an unoccupied chair at the back of the room and make yourself comfortable. We ask that any observations regarding other children in the classroom remain confidential.

Please **do not** attempt to carry on a discussion or conference with any student or with the teacher at this time. The teacher's responsibilities are to the students and the instructional program. Conference appointments may be made with the teacher for any concerns related to your student. You may request a conference using the form below.

Please Phone Me: (list numbers below) 1. _____ 2. _____	Please arrange a conference: (Circle a day and fill in a convenient time.) I am available... _____AM _____PM Mon. Tue. Wed. Thur. Fri.
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Parents are encouraged to participate in our classroom volunteer program. If you wish to volunteer your services to work in the classroom, let the teacher know and he/she will set up plans for your active involvement and assistance during an extended time you wish to spend at school.

Questions and/or comments: Please give us feedback regarding your observation. You may use the back of this sheet.

*****RETURN THIS SHEET TO THE FRONT OFFICE UPON CHECK OUT*****

Field Trip Chaperone/School Volunteer Expectations & Agreement

Chaperones will be defined as any adult placed in supervisory roles by the trip leader/teacher.
Volunteers will be defined as any adult assisting with on campus events during and/or after school hours.

Chaperones/Volunteers must:

- Be a parent or legal guardian, OR someone designated by the parent who is 21 years or older.
- Be qualified by having read and agreed to the expectations.
- Be firm, yet fair if necessary when dealing with students on a trip/or at the school.
- Be cooperative when working with the coordinating teacher and other volunteers.
- Model appropriate behaviors for students.
- Comply with school and district policies.
- Remember you are providing supervision for students, not just going on a personal trip or visiting.

Conduct

Chaperones attending any Brownfields Elementary Magnet School Field Trip and/or volunteers serving to assist with on campus events, shall at all times represent the school and in that sense act as an ambassador for the school. Therefore, appropriate and professional behavior is expected at all times for the duration of the trip or on campus activity. At no time shall any participant cause a situation of embarrassment, safety, or endangerment for any member of the field trip or the school.

STUDENTS

As field trips are considered an extension of the classroom, the Student Code of Conduct shall be enforced at all times.

ADULTS

It is in the best interest of all of our students that each chaperone/volunteer must agree to the following mandated guidelines before attending a Brownfields Elementary Magnet School Field Trip.

- No alcoholic beverages or illegal drugs shall be consumed by any trip participant at any time during the trip.
- Tobacco in any form is not permitted by any trip participant for the duration of the trip (this includes vaping).
- No use of foul or profane language will be tolerated by any participant.
- Refrain from cell phone use while attending the field trip (including on the bus).
- May not administer any medications, prescription or non-prescription, to students.
- Only age-appropriate topics of discussion shall occur when around students during the trip.
- Appropriate attire is required as an example to the students for field trip events.
- Chaperones must adhere to and will not deviate from the scheduled itinerary.
- Chaperones are NOT allowed to bring other children on the field trip (siblings, students not enrolled at Brownfields, etc...)
- Chaperones should follow the school bus when departing and returning to the school.
- No other members of a student's family are allowed to "show up" at the site of the field trip.

- Expressing your personal views about the school during a school sponsored trip is not permitted in the presence of students.
 - Chaperone training does not necessarily mean you will be able to attend all field trips
- Violations in the above standards could result in the following:
- Forfeiture of volunteer and chaperone privileges for future school trips and future school-related events.

I agree to accept the responsibility of chaperone/volunteer and in doing so, agree to abide by all the above terms and meet all requirements as specified by the school. I will do my due diligence to represent Brownfields Elementary Magnet School in a professional and positive manner.

Chaperone/Volunteer Signature and Print

Date

Student Name/Grade/Teacher—Please Print

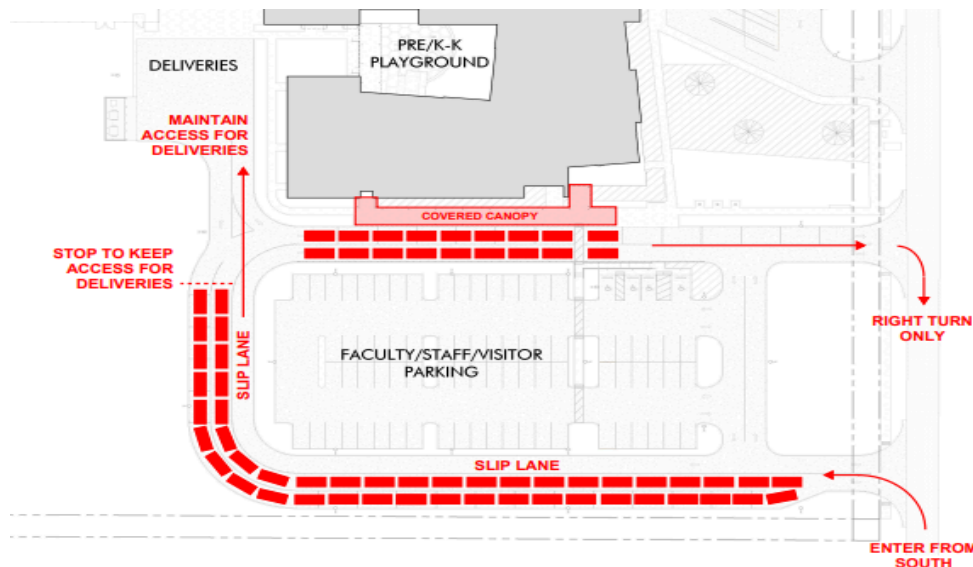
CARPOOL RULES

- House Bill 169–Act 362 provides for safety protocols for elementary school students when being dropped off at and picked up from school.
 - Requires students wait in the pick up area and wait for vehicles to come to a complete stop and vehicles to be placed in park before students move.
 - Requires a student being dropped off to remain in a passenger restraint until the vehicle in which he is a passenger comes to a complete stop
 - Requires that students in grades kindergarten through three be accompanied by a school employee while walking to and from a pick up area.
- State Law RS 32:300.8 states that it is illegal for any motorist to use a wireless telecommunications device to engage in a call, write, send, or read a text-based communication, or access, read, or post to a social networking site while in a school zone during its posted hours of operation.

CARPOOL EXPECTATIONS

<u>Student:</u>	<u>Parent/Guardian:</u>
<ul style="list-style-type: none"> ● Open door and exit vehicle when car comes to a complete stop. ● Keep all belongings inside your backpack. ● No food allowed in carpool area. ● Do not leave carpool area unless directed by a duty teacher. ● Students may not walk around the car to load 	<ul style="list-style-type: none"> ● Place vehicle in park when you arrive to pickup area. ● Have your child packed and ready to exit the vehicle when you arrive to school. ● Make sure the person picking up your child has the carpool tag with your child's number clearly visible. ● No cellphone use in carpool line

Carpool Map



WALKER EXPECTATIONS:

Walker procedures are established for the safety of ALL children and staff.

- Walkers are released AFTER buses and carpool (approximately 3:35pm).
- Walkers are escorted across the street by school staff.
- Walkers that go to Kleinpeter are escorted to the stop sign and the crossing guard crosses students.
- Walkers directly across the street from school (Ellen Drive) will be watched by school staff until they enter the home or a parent/guardian has the student in their custody.
- Walkers that walk to St. Ann walk in the grass along Ellen Drive. They should remain on the North Side of St. Ann when they make the turn at the stop sign. (There is currently no crossing guard at St. Ann and Ellen Dr.)
- Walkers not living on Ellen Drive have the option for a school bus this year (we highly recommend it for your child's safety--due to the lack of sidewalks in the neighborhood).
- In the event of inclement weather, and parents wanting to pick up their child--parent will enter the carpool line to pick up student(s).
- Students will not be released on school grounds to parents.
- Parents may not walk up to get students. Staff must escort children across the street or place them in a car.

Frequently Asked Questions

What steps can I take to make sure that my child(ren) is safe?

Parents/guardians should make sure that we have the most recent contact information (address, phone number, etc) on file. Encourage your child to follow all routines and procedures for the building and classrooms.

What time does school take in?

Students can be here as early as 8:00 a.m. Students who arrive earlier will be sent to Extended Day and assessed a \$25 drop-in fee.

Why was my child marked tardy? I dropped them off before 8:30 a.m.

Students should be in class by 8:25 a.m. Though we do allow a 5-minute grace period, if your child is not in class by 8:30 a.m., your child will be marked tardy by the teacher.

I picked up my child a little late, why was I charged a fee for Extended Day?

Dismissal begins at 3:25 p.m. Students who are not picked up by 3:40 p.m. will be sent to extended day and charged a \$25 drop-in fee. This fee is due at the time of pick up.

It's my child's birthday, can I bring cake/cupcakes for the class?

Each class will be allowed a birthday celebration each month. All birthdays for that month will be celebrated on the designated date. Individual student birthdays will NOT be celebrated.

When is the latest my child can be checked out?

Students may not be checked out after 2:45 p.m.

I need to do an observation in my child's classroom. What do I need to do?

Please make sure that you check in with the front office. You should receive a visitor's pass. Without the visitor's pass, you may be asked by personnel to return to the office. Observations can last up to 20 minutes and can only be conducted by the child's parent or legal guardian.

Can I walk to my child's class and drop something off to the teacher for my child?

You will need to drop off items to the front office and they will ensure the items are delivered to the classroom.

Will my child be able to get breakfast if they are dropped off at 8:20 a.m.?

If your child is dropped off after 8:20 a.m., they will not have an opportunity to get school breakfast. If you know that you will be late, please make sure that your child has eaten breakfast before they arrive. Outside food is prohibited and students will be expected to go straight to class.