



2026-2027

Parent & Family Handbook

Addendum to the District's "Students Rights & Responsibilities Handbook & Discipline Policy"

16555 Appomattox Ave
Baton Rouge, Louisiana 70817
Phone: 225.753.3560
Fax: 225.756.0521

School Website: www.shenandoahebr.org



Dear Parents and Guardians,

Welcome to Shenandoah, where every child embarks on a journey of learning, discovery, and growth! As your principal, I am thrilled to begin this academic year with you and look forward to a year filled with exciting opportunities and meaningful experiences.

At Shenandoah , we believe that education is a collaborative effort. Our dedicated team of teachers, staff , and administrators work tirelessly to create a nurturing and supportive environment where every student can thrive. We are committed to fostering a love of learning, encouraging curiosity, and helping each student reach their fullest potential.

Our school offers a variety of programs and activities designed to engage students in a well-rounded education. From our rigorous academic curriculum to our enriching extracurricular activities, we strive to provide a balanced education that prepares our students for future success.

Parents and guardians play a crucial role in the educational journey of their children. We encourage you to become actively involved in our school community, whether through volunteering, participating in school events, or joining our PTA. Your support and participation are invaluable to us. We also encourage you to be a partner in your child's education by being involved in what they are learning everyday. Make sure you are connected to your child's teacher so that you can be an added support for your child.

If you have any questions, concerns, or ideas please feel free to contact me. I am here to support you and ensure that Shenandoah remains a place where everyone feels welcomed and valued.

Thank you for entrusting us with your child's education. Let's make this school year a remarkable one!

Elizabeth Callegan
Principal, Shenandoah Elementary

“Strong Roots Help Us Soar. Dig Deep.
Bloom Bright. Let's Grow! ”



Mission

Shenandoah Elementary is committed to providing the best education possible to ensure every child, in every classroom, maximizes their educational and personal potential by supporting families and students every day.

Vision

Students will leave elementary school possessing the knowledge, skills, and values necessary to become active, responsible, and successful members of a dynamic community.

East Baton Rouge Parish School System 4 Cornerstones



STUDENT ACHIEVEMENT

WE WILL ENSURE EVERY CHILD MAXIMIZES THEIR EDUCATION AND PERSONAL POTENTIAL BY SUPPORTING FAMILIES AND STUDENTS FROM CRADLE TO CAREER.



EXEMPLARY CUSTOMER SERVICE

WE WILL PROVIDE ALL STAKEHOLDERS WITH CARING, RESPONSIVE, AND INCLUSIVE EXPERIENCES WITH THE DISTRICT.



OPERATIONAL EXCELLENCE

WE WILL BE RESPONSIBLE STEWARDS OF COMMUNITY RESOURCES FOR THE ACHIEVEMENT OF DISTRICT PRIORITIES.



EMPLOYEE DEVELOPMENT

WE WILL DEVELOP AND PROVIDE OPPORTUNITIES FOR ALL EMPLOYEES IN WAYS THAT HELP THEM GROW AND FEEL VALUED.

ON-LINE SCHOOL PAYMENT PROGRAM

This year, all purchases will be cashless. All payments must be submitted using the on-line school payment program. You must register using your child's student id number. A processing fee will be added to your total purchase.

CHANGE OF RESIDENCE/PHONE

The school must be notified of address and/or phone number changes for our students when they occur. Address changes must be verified by providing two proofs of residence. The two proofs of residency are to be in the form of utility bills. If two bills are not available, one can be substituted with a lease/purchase agreement or mortgage statement. This important information is part of a school system requirement.

STUDENT RIGHTS AND RESPONSIBILITIES

Our school will follow the East Baton Rouge Parish School System policies pertaining to student's rights and responsibilities. Since we have high expectations, it is expected that the rules and procedures found in this handbook are followed. These policies are to give dignity and respect to all. We are looking forward to working with you to provide a safe and successful year.

SCHOOL HOURS FOR STUDENTS

8:00 AM	Students arrive/ breakfast in the class
8:25 AM	Tardy bell/Announcements
3:00 PM	Prepare for Dismissal
3:00 PM	ESS Dismissal
3:15 PM	Pre-K-5th Grade--Dismissal Begins with Bus, Daycare, Carpoolers
3:25 PM.	Dismissal – Walkers, bicycle riders

STANDARD ARRIVAL AND DEPARTURE GUIDELINES

1. The canopy area is only for our children and duty teachers.
2. **All children who are transported to and from school by vehicle must be dropped off and picked up in the carpool line near the front covered area.** Dropping children off in the street, on the sidewalk or at the stop sign is extremely dangerous and not allowed. Louisiana enacted a new law, effective 8/2023, that designates, "Walking up to get your child to load a parked car is prohibited." Our carpool line moves quickly and provides a safe area for dismissing the carpool children.
3. Right turns out of the parking lot are forbidden by law (except school buses) between 8:00-9:00 a.m. and 3:00-4:00 p.m. Violators may be ticketed.
4. Left turns into the parking lot are forbidden by law (except school buses) between 8:00-9:00 a.m. and 3:00-4:00 p.m. Violators may be ticketed.
5. Parents and/or older siblings who usually walk children home are asked to have a specific meeting place to greet the children. Campus areas that we want to designate for parent/child connection are by the bike racks and oak trees near the front left of the school. Those children and parents should follow a consistent routing so the child is not confused about the way to go home each day. Please use the side walks on campus until you get to the street sidewalks.

6. When you leave campus, stay on the sidewalk and do not walk to cross the street between parked cars. Only cross at the entry and exit areas of the parking lot. In addition, walkers should cross streets with Crossing Guards.
7. Children should always dismiss as usual unless a parent emails, sends a note, or calls the school prior to 2:45pm to make a change.
8. After 2:45 p.m. each day, travel to and from the parking lot at the back of the school will be restricted. Children who are transported by daycare providers and buses will depart from the back parking lot. BREC aftercare students will be dismissed from the pavilion near the gardens. Those students and counselors will use the sidewalks along Antioch to walk to their destination. All other children will be dismissed and picked up at the front of the school.
9. The back parking lot is never to be used for student drop off or pick up.
10. No dogs allowed on campus, even in cars picking up students.

Please know that the grassy areas on the side and front of the school are protected as “No Parking Zones” by a City Parish Ordinance that prohibits parking. Parish law enforcement officers can ticket or tow violators. Never block the driveway of any of our neighbors, nor litter their yards or street.

MORNING ARRIVALS

1. **No student should arrive on campus prior to 8:00 am.** Staff members are not available to supervise students until that time.
2. Drivers are not to make left turns into the front parking lot during the 8:00-9:00 peak times for morning arrival. Parish law enforcement officers can issue tickets.
3. Children should always be dropped off under the canopy area. Parents should not drop children off on side streets, and allow them to walk to campus.
4. Vehicles should not pass parked/standing vehicles that are unloading in the carpool line.
5. Right turns out of the parking lot are forbidden by law (except school buses) between 8:00-9:00 a.m. Parish law enforcement officers can issue tickets.
6. Breakfast will be served in the classroom between 8:00-8:25.
7. Students reporting to their classroom late (after 8:25 a.m.) must come to the school office and be issued an “admit/tardy slip” before entering class. A parent **MUST** sign the student in, indicating the reason for tardiness, or send a written note with the child indicating the reason for tardiness.
8. Do not block the neighbors’ driveways.

TARDINESS

Arriving on time is a valuable life skill that is especially important for children in the elementary classroom. When a child arrives late for class, they miss valuable instructional time. Over the course of the school year, the cumulative effect of repeated incidences of tardiness is harmful to the progress of your child and his/her entire class. In order to make every school day the best possible learning experience for all students, it is therefore important that each child be made aware of the importance of his or her promptness in arriving at school and that each child be held accountable for each instance of tardiness. Tardiness is related to a student’s attendance and academic performance in school and is addressed by the school and classroom teacher. Additionally, tardiness may be reflected in grades earned by the child.

- Special consideration will be given for late arrivals that are due to delayed buses or extreme, inclement weather conditions.
- Classroom teachers will encourage students and provide appropriate feedback/incentives to children who arrive promptly for the instructional day.

- Officers of Child Welfare and Attendance will investigate cases of excessive tardiness.

CELL PHONE: STUDENTS

Cell phones or Airpods/headphones **should not be on or in use during the school day**. State law states cell phones are prohibited at school. Students may have a cell phone in their backpacks - as long as it is turned off and not accessible during school hours. Students should not use a cell phone on the bus. Cell phones may not be used at recess. Students are prohibited from taking pictures or videos of peers while at school and/or riding a bus. If a student uses their cell phone during the school day it will be confiscated by the principal and held in the office until a parent or guardian comes to pick it up.

DISMISSAL

Removing a child from the instructional program prior to the end of the day can reflect a lack of understanding for children as they prepare for future academic expectations. Early check-outs should be kept to a minimum and may impact grades earned by the child. Officers of Child Welfare and Attendance will investigate cases of excessive early check-outs.

1. Parents checking out a child prior to dismissal time must report to the office. Such check-outs must be completed by 2:45 p.m. to avoid conflict with regular dismissal. Early check-outs on Early Dismissal Days must be completed by 12:15pm.
2. The office staff will call the student to the office.
3. Parents or their designee must sign the check-out book in the office area, prior to 2:45pm.
4. Children must report home immediately when school is out.
5. Children will not be allowed to go home with friends without a note from the parents.
6. Non-bus students cannot be given permission to ride a bus to or from school.
7. **Children who regularly ride buses cannot change bus routes to or from school.**
8. Bus service does not include transportation to or from school for family members of bus students.
9. Families of walkers and bicycle riders must have a plan for dismissal during inclement weather.

GUIDELINES FOR CAR RIDERS

Each student will be issued a **CARPOOL NUMBER** and a **NAME CARD** which must be visible during pick up. **Please keep the carpool number and student name displayed until your child is in your car and you have exited the carpool line.**

Each student or family group will be issued 2 sets of tags (original on cardstock) showing their assigned CARPOOL NUMBER. As a safety precaution, we will only release a student to persons displaying this official **NUMBER TAG** and **NAME** in the vehicle. You may photocopy the TAG, but the carpool number **cannot be handwritten** on a piece of paper to pick up a child. Please inform anyone you send to pick your child up from the carpool of these rules and provide them a carpool TAG and NAME card. Without an official TAG, we ask that you park in the parking lot and come to the office with a photo ID to retrieve your child. In order to make this easy, efficient and stress free for every person we ask that you are courteous and considerate of the other parents. Please pay attention to school faculty and staff who will be directing cars during the carpool to keep the line moving.

1. At 3:15pm, all vehicles will enter at the east end of the driveway. Drivers are not to make left turns into the parking lot during afternoon dismissal between the hours of 3:00-4:00. Parish law enforcement officers can issue tickets.

2. All vehicles will exit at the west end of the driveway. Vehicles are never to exit the entrance driveway.
3. Right turns out of the parking lot are forbidden by law (except school buses) between 3:00-4:00 p.m. Parish law enforcement officers can issue tickets.
4. Stay in line and do not pass other vehicles in the driveway. (You cannot be sure that a child will not dart into the driveway between vehicles.)
5. Never block the driveway of our neighbors.
6. Parents are not to park on the street and have the children walk to them.
7. Students who are car riders are required to remain under the covered area until their car is in front of the covered area and a patrol student or teacher assists them to the car.
8. Children whose parent(s) are visiting school and have parked in the parking lot area are to wait until all vehicles have exited the driveway before safely crossing to their vehicle and trying to leave the parking lot.
9. For safety reasons, students will only be placed in cars that have their numbered hang tag and student name clearly displayed in the windshield.

PLEASE CONSIDER ALLOWING YOUR CHILD TO RIDE THE BUS.

It makes for a smoother transition during dismissal at Shenandoah Elementary. Your continued cooperation is appreciated, as well as necessary, for the safety of ALL students at Shenandoah Elementary.

GUIDELINES FOR WALKERS/BICYCLE RIDERS

1. All walkers should walk or ride bicycles on the sidewalk when available.
2. All walkers are expected to cross in the area where the crossing guard is stationed.
3. Bicycles are to be walked across the street and to the bicycle rack.
4. Bicycles are to be parked and locked in the bike racks from arrival time to departure time.
5. Walkers and Bicycle Riders are not to travel on Antioch Blvd. on the parking lot side of the street. They must travel on the opposite side of the street that is close to neighborhood homes.
6. All walkers in Pre-K through first grade should be accompanied by an adult or older sibling.

GUIDELINES FOR BUS RIDERS

Students who ride buses should remember that they are under the jurisdiction of the school from the time they leave home until they return home. A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Be on time because the bus driver is not able to wait.
2. Do not stand in the street while waiting for the bus. 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.
3. There must be no fighting or horseplay while waiting for the bus.
4. If you must cross the street to board the bus, do so very carefully. Wait for the directions of the driver and cross at least 10 feet in front of the bus after the driver signals it is OK to cross. You should also check for traffic in both directions.
5. No persons, other than the principal, drivers, and pupils are allowed to board or to ride the school buses except on special trips authorized by the Office of Transportation. Preschool age children who are not students of our school are not allowed even if their parent is a chaperone.
6. Cooperate with the driver; your safety depends on it.
7. Remain quiet enough not to distract the driver.

8. Present written permission from your parents, and approved by the principal, to your bus driver to get on or off the bus at a stop other than your own.
9. Children who do not ride a bus are not allowed to ride the bus home with friends.
10. Do not stand when a seat is available and the bus is in motion. Sit in the seat assigned to you by the driver.
11. Do not extend arms, head, or other objects out of windows or doors.
12. Do not throw objects in the bus nor out of windows or doors.
13. Do not use the emergency door except for emergencies; usually directed by the driver.
14. Do not eat or drink on the bus.
15. Do not possess or use tobacco, matches, lighters, drugs, obscene materials, weapons, or other prohibited items on the bus.
16. Do not damage the bus in any way.
17. Be courteous and safety-conscious at all times.
18. Bus problems should be handled by the parents and the bus driver. Teachers should not have to spend undue time with these matters. Bus drivers are asked to make every possible attempt to solve problems by contacting parents. If this doesn't improve the behavior, bus drivers have been instructed to notify the administration. The administration may have to suspend bus privileges for children who do not conform.
19. Because of safety concerns parents/guardians will not be allowed to pick up or drop off children at the bus transfer site.
20. No animals or items that may present a safety hazard are allowed on the bus at any time. Such things as glass containers, pointed instruments, and items too large to be placed in the child's lap without causing problems, are considered safety hazards.
21. Protect your riding privilege by abiding by all the above rules.

RESPONSIBILITIES OF PARENTS WHOSE CHILDREN RIDE BUSES

Parents should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

Responsibilities of parents are as follows:

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. Parents/guardians will not be allowed to pick up or drop off children at the bus transfer site.
3. Have children ready and at their designated pickup points along the route.
4. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
5. Assist when there are disciplinary problems.
6. All bus stop assignments are made by the Transportation Department. Any changes of routing, etc. may only be addressed and authorized by their leadership officials.

EBRPSS Transportation Department

6013 Choctaw Drive, Baton Rouge, LA 70805

Normal Business Hours : Monday – Friday 8:00 a.m. to 4:30 p.m.

Dispatch Hours: Monday – Friday 5:00 a.m. to 5:30 p.m.

Office # 225-226-3784

Email: transportationconcerns@ebrschools.org



SHENANDOAH BUS DISCIPLINE

Referral *One*

- Conference with student
- Parent/Guardian notified
- Warning will be issued

Referral *Two*

- Conference with the student and parent/guardian
- 2nd warning is issued

Referral *Three*

- Written notification given to parents
- 3-5 Day Bus Suspension

Referral *Four*

- Permanent removal from the bus

STUDENT CONSEQUENCES

Each teacher, principal, and administrator shall be authorized to hold each student strictly accountable for any disorderly conduct in the school, on the playground of the school, or on any school bus going to or returning from school, as well as during recess or intermission periods.

Teachers, principals, and administrators may, subject to any rules as may be adopted by the local educational governing authority, apply reasonable disciplinary and corrective measures to maintain order in the schools.

Our school wide expectations are: Be Responsible, Extraordinary, Safe and Tolerant.

CLASSROOM BEHAVIOR

Students will:

1. demonstrate respect and obedience to teachers or designees.
2. show courtesy to others.
3. respect rights, property, and opinions of others.
4. observe class and school rules.
5. practice self-discipline.
6. work quietly.
7. use time effectively.
8. take care of textbooks and other school materials.
9. take care of desks and other furniture.
10. keep the desk area neat and clean.
11. report promptly to class.

HALL BEHAVIOR

Students will:

1. Always walk (not run or slide) quietly in the halls and go directly to the assigned area.
2. Be courteous.
3. Stay in single-file in the hallway and keep your hands and body off the walls.

RESTROOM BEHAVIOR

Students will:

1. use proper disposal for waste.
2. never throw paper on the floor.
3. maintain a quiet atmosphere.
4. rinse the lavatories and flush the toilets after each use.
5. leave rest rooms immediately upon completing use.
6. not stand on toilet seats or climb on the partitions.
7. use the bathroom assigned at their grade level

PLAYGROUND BEHAVIOR

1. The first priority is to get water and use the bathroom.
2. Students are to stay in designated play area.
3. Students are not allowed to leave campus during recess.
4. Misunderstandings and disagreements can be handled without fighting if reported to the teacher on duty.
5. Children will participate in recess and physical education activities on the playground unless authorized to refrain by written request from the parent and/or physician.
6. Zero tolerance for fighting at school, and will be handled in the principal's office.
7. Students are expected to use playground equipment safely and properly.
Chin-up bars are for chin-ups and pull-ups. Flipping and/or sitting on the bars is not permissible.
8. Safe play is required. Hitting, kicking, tripping, pushing and/or any form of martial arts are not acceptable.
9. Footballs, softball, baseballs, baseball bats and frisbees are not allowed during recess play.
10. Children are required to remain within the fenced boundaries of the school yard and are expected not to climb on the fences.
11. Sand, dirt, and rocks are not to be thrown.
12. Students are expected to promptly obey directions of duty personnel.

CAFETERIA BEHAVIOR

The following procedures are to be followed.

1. Children are to go quietly to and from the lunchroom at the times scheduled.
2. There will be no talking or playing while in the line going to or from the lunchroom.
3. Each child must wash their hands before entering the cafeteria.
4. After the washing of hands, paper must be put into the containers provided for this purpose.
5. Children are to be instructed to refrain from shaking water from hands on the floor or throwing paper on the floor.
6. Children are to move along the line at the steam table and be served in a quiet and orderly fashion.
7. After having been served, children are to go quietly to tables, sit, and eat with their classmates. Students will practice good table manners during this time.
8. Students will help maintain a quiet, pleasant lunchroom atmosphere.
9. After having finished eating, children are to carry plates, utensils, drink containers, napkins, and straws to the place provided.
10. Tables are to be left clean by the children.
11. Each group is to assign children to see that tables have been properly cleaned after each meal.
12. Each class should use the same table every day.
13. After children have finished eating they are to quietly exit the cafeteria with their teacher.
14. Students who forget their bag lunch at home will be given a cafeteria lunch.

CAFETERIA POLICIES

1. Pupils are permitted to bring lunches from home provided that they eat the lunch in the school cafeteria. No commercially prepared foods or carbonated drinks are to be taken to the cafeteria. Additionally, bag lunches must not require refrigeration and/or heating. Students may not use school refrigerators or heating systems.
2. We do not prepare special diets for children. We try to make small adjustments in our menu to accommodate those who have certain foods they cannot eat or drink. If a child is not

able to consume a particular food, we will require a written statement from the doctor. The cafeteria manager will then make a determination on an individual basis to substitute another food

3. Extra milk and drink products can be purchased during lunch. Current prices and options are determined by the School Food Service Department.
4. Parents are allowed to eat with their children if they notify the cafeteria manager several days in advance. Adult lunch fees/costs are charged and are determined by the School Food Service Department. As much as we like to have parents visit the cafeteria, unexpected guests can cause us to run short of food for our students. Parents are being asked to come for lunch ANY DAY **EXCEPT** on the Christmas/Thanksgiving or Easter holiday meals. If you plan to join your child on one of those days, please contact the cafeteria to make arrangements.



SHENANDOAH PROGRESSIVE DISCIPLINE

Referral *One*

- Conference with student
- Parent/Guardian notified
- TOR-Ancillary

Referral *Two*

- Conference with student
- Parent/Guardian notified
- TOR-1/2 Day

Referral *Three*

- Conference with student
- Parent/Guardian notified
- ISS
- Parent Classroom Visit

Referral *Four*

- Conference with student
- Parent/Guardian notified
- ISS at Discipline Center
- Parent Classroom Visit

DRESS AND GROOMING

The EBR School Board requires all elementary school students to wear uniforms. Uniforms are available at several area stores. The following are the basic guidelines for dress and grooming:

1. Acceptable garments include navy blue uniform pants, shorts, Capri pants, skirts, skorts or jumpers that are not more than five (5) inches above the knee. Jeans, biking shorts, stretch pants, sweat pants, windsuits, jogging suits, and cargo pants are not acceptable. (Navy corduroy pants are allowed for winter wear.)
2. Plain burgundy shirts or blouses that have a collar are mandated. T-shirts (white/short-sleeved only) may be worn under uniform shirts/blouses. Plain burgundy solid dresses are also acceptable for students in grades K-5. Colored under-shirts are not to be worn under uniform shirts. (Collared plain burgundy long-sleeved shirts, blouses or turtleneck shirts are acceptable during winter to offer protection from cold weather.) (*Pre-k students are to wear navy shirts that adhere to the same guidelines).
3. Students may wear this year's approved Shenandoah spirit shirt on Monday - Thursday. A prior year's Shenandoah spirit shirt may be worn on Fridays.
4. **Footwear must be tennis/athletic shoes with closed toes and closed heels.** Tennis/athletic shoes must not extend beyond 2" above the top of the ankle. **Other shoes and footwear will not be acceptable.** Roller skates, and/or shoes with skates or cleats are not permitted to be worn by our students while on our campus during the school day. All shoes must be safe and durable for rigorous play during recess and physical education. *****Boots and Crocs are never allowed, even on free dress days. Athletic shoes only.**
5. Solid color black, brown, navy blue or white belts must be worn with clothing that has belt loops.
6. Shirts and blouses must be "tucked in."
7. **Plain navy blue or burgundy coats, jackets, sweaters, parkas, sweatshirts, etc. are permitted as outerwear inside the building. In addition, navy blue or burgundy official school logo jackets/windbreakers may be worn inside the building to provide extra warmth. Other colors of outer winter garments may be worn outside the building if the weather is cold.**
8. Nails must be short in length. Acrylic/artificial nails are not permitted.
9. No sunglasses may be worn unless prescribed by a physician. Documentation is required.
10. Caps/hats are not allowed at school. Permission from the principal, will be given for caps/hats to be worn for documented medical and/or religious reasons or special occasions. Hoods/winter coverings are allowed on the playground during inclement weather but may not be worn inside the building.
11. Approved club uniforms for scouting organizations, etc., may be worn on club meeting days. (Team uniforms for sporting activities are not acceptable.)
12. Any clothing accessories such as socks, scarves and jewelry are not to be worn if they present concerns related to safety or classroom disruption. Therefore,
 - a) Earrings should be studs ONLY (no hoops or dangle earrings.)
 - b) Hair ribbons, etc. may not extend past the shoulders.
 - c) Leggings and tights must be a solid color.
15. The Dress and Grooming regulations will be applied to all students.

DRESS CODE POLICY FOR FREE DRESS DAY

Please review the district and school Dress Code Policy that is listed above. Be reminded of these specific categories that must be followed for Free Dress Day.

Shoes: Shoes must be **tennis/athletic shoes** with closed toes and heels and not extend beyond 2" above the top of the ankles. **Other shoes and footwear will not be acceptable. Boots and Crocs are never allowed.**

Caps/Hats: Caps and hats are not allowed without special permission from the school administration.

CARE OF SCHOOL PROPERTY

All workbooks, as well as library books and materials, are on loan to the students. Students are expected to return these items in good condition. They will be expected to pay for damages and losses.

THE OFFICE

1. Students will only be able to use the phone under “emergency” situations. They must have a request, written by their teacher or parent, approved by the secretary or principal prior to their call.
2. Tardy students must report to the office before proceeding to classrooms.
3. Every child checked out before regular dismissal times must be checked out through the office. Parents are not to go to a classroom to get their child.
4. Children will not be called from class to answer the telephone. Should an emergency arise, messages will be taken and the child will be notified.
5. Upon parental request, office personnel will forward appropriate paperwork regarding students’ performance to biological parents, physicians and other approved agencies. Requestors should supply stamped, addressed envelopes for such mailings.

ILLNESS/INJURIES

1. In the case of minor illnesses or injuries, a child may be sent to the office, the health centers, for a short period of time. Parents will be notified if the situation warrants such contact.
2. The school must have the home telephone number and at least one additional number to call in case of an emergency.
3. East Baton Rouge Parish School Board policy stipulates that children should remain at home:
 - If they have a fever of 100 F or greater until they have been “fever free” for 24 hours.
 - For vomiting or diarrhea with fever until free of the conditions for 24 hours.
 - For nasal discharge that continues for more than 3 days and is yellow/green in color. These children should be seen by a physician.

MEDICATION AT SCHOOL

Medication can only be administered at school based on the following criteria:

- As a general principle, medications are not to be given at school.
 - Children are not allowed to have any medications in their possession on the school grounds. Teachers and principals have the right to take the medication from the child and contact the parents for appropriate information.
 - Antibiotics and other short-term medication, including non-prescription medications, are not to be given at school.
 - These possible exceptions to the general policy must be documented by a physician’s signature on an EBRPS Medication form. The special permit does not extend beyond the “dated” school year and must be renewed at the beginning of each new school year of request.
1. Medication for behavior modification (i.e., Ritalin)
 2. Insect sting allergy
 3. Anticonvulsant medications (i.e. Dilantin)
 4. Medication for asthmatic conditions.

The following items apply to the aforementioned exceptions:

- UNLABELED medications may not be given at school.
 - The medication should be brought to the school by the parent or guardian in the container in which it was delivered by the person selling or dispensing the same. The label must include the name of the student, name of the medication, dosage, and the specific time it is to be given while at school. This medication must be accompanied with signed permission from the parent to administer it. The signed permissions must also include the child's name, prescription number, name of medication and the specific hour and amount to be administered.
 - No more than a month's supply of medication for each student may be kept at school. The medication must be brought by a parent or guardian. The empty bottle may be sent home with the child.
5. Because of safety concerns, rolling/wheeled backpacks are not allowed. Exceptions will be made for a student whose doctor supplies a hand-signed formal letter on office stationery/letterhead stating the child's health limitations require a wheeled/rolling book sack. The special permit does not extend beyond the "dated" school year and must be renewed at the beginning of each new school year of request. In such cases, school policy/practices will be enforced to limit book sack interference with safe traffic flow.

We often have students on our campus who have low immune systems. Please notify the school if your child has chicken pox, strep throat, Fifth's Disease or any other contagious illness. Additionally, we often have students on our campus who are highly allergic to peanuts and "tree nuts". We respectfully request that students do not bring lunch items, etc. on campus that could subject this child to a health risk. We appreciate your cooperation as we attempt to provide a healthy environment for our school community.

We strive to provide a safe environment for all of our students. If your child has a life-threatening health concern, please provide us with details so a school nurse can complete an individual health plan.

SCHOOL AND CLASS PARTIES

- 1.. Each class will be allowed two parties that include involvement of room parents. These parties are held during school time. These will be held at Christmas and at the End of the Year.
2. PTA may provide "take-home treats" on special holidays. These treats are brought at the end of the day and are not considered parties.
- 3.. Teachers will conduct Valentine celebrations as they deem appropriate.
4. Birthday treats for students are allowed. They must be store bought and are to be dropped off to the office before lunch. The classroom teacher will pass out the small treat at lunch or at the end of the day.
5. No invitations for parties away from school may be handed out at school, unless an entire classroom section of children receive invitations.
6. Teachers and staff members are not allowed to give out directory information.
7. "Surprise" parties for a teacher or staff member will not be allowed. The PTA sponsors Employee Appreciation functions every year. All "surprises" should be limited to this time.
8. The collection of money at school to purchase teacher gifts is not allowed.
9. Parents may be expected to join their child for a party to address specific individual concerns.

MISSED RECESS PERIODS/P.E. CLASSES

A written excuse, from a parent or physician, is necessary for any child not participating in the Physical Education Program or recess sessions. Children, who have no written excuse are expected to participate.

REPORTING TO PARENTS

1. Schoolwork Packets

Schoolwork Packets containing the work of students will be sent home on a regular basis by all classroom teachers. Schoolwork sent home in the Schoolwork Packet will be a cross-section of the student's classwork. The Schoolwork Packet shall:

- a. indicate the number of papers going home.
- b. be signed by the parent and returned to the classroom teacher, and
- c. provide space for the parent or the teacher to indicate the need for a conference.

2. Room Meetings

Classroom teachers will host and conduct informational meetings for the parents of their students. The meetings will be held at the PTA/Open House meeting scheduled early in the school year.

3. Conferences

It is mandatory for parents to attend at least one formal parent/teacher conference during the first 9 week grading period. Parents are encouraged to make every effort to meet with the teacher of their child.

4. Grade Access

All grades will be kept on the official computer generated program that is provided by the school system. Parents will be able to view grades of their children online. Teachers will enter grades in a timely manner. Please contact the school office if you don't have online access to your child's grades.

5. Report Cards

Report cards will be sent home once each nine weeks. Promotion to the next grade will be based on state guidelines and the Pupil Progression Plan policy approved by the school board.

New to this school year, promotion to 4th grade will also include scoring Benchmark on the End of Year DIBELS assessment. Failing to do so will result in being retained in 3rd grade.

SCHOOL INFORMATION

Updated school activities and information can be found on the Shenandoah Elementary App (SchoolinfoApp, LLC) and on the website at shenandoahebr.org

GUIDELINES FOR SCHOOL VISITORS

For the safety of our students, we must know who is on the school grounds.

1. Every person who is not a staff member of Shenandoah Elementary is expected to follow East Baton Rouge Parish School Board Policy and sign in and receive a building pass, when visiting our campus
2. No visitor will be allowed to interrupt the teaching/learning process by conferencing or visiting with a teacher during instructional time. If a visitor wishes to see a teacher, the visitor must schedule such time during "non-teaching" time.
3. Parents will not be allowed to deliver forgotten items to classrooms. Teachers will allow students to check with office personnel to collect items that are delivered after 8:30.

SCHOOL VOLUNTEER AND OBSERVER POLICY

- All school visitors must report to the office area to obtain passes. Passes will be issued and must be worn for classroom observation purposes and volunteer services.
- Classroom observations will allow visitors to sit and observe. Visitors are not to interact with the teacher or students. Observation sessions should not exceed 20 mins..
- Volunteers should establish a system with the teacher that eliminates any dialogue that interferes with instructional time.

Our faculty/staff will select a volunteer to serve as our VIPS Apple Award Winner each year. That person is to have provided direct academic services to students in the EBRPSS for at least one school year.

PTA

1. We would like to encourage all families, and school staff members to support our PTA by purchasing a membership.
2. The PTA will host at least four schoolwide PTA meetings during the school year. Meetings will be held each nine week session. Notices of meetings will be posted on the school calendar that can be accessed through our school App and website.
3. PTA Board meetings are held monthly. Meetings are announced and all PTA members are invited to attend. These meetings are informational and organizational. Those PTA meetings will be posted on the calendar and held on campus.

HOMEWORK

Homework promotes the development of self-discipline, good study habits, sense of responsibility, mastery of skills, and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student. Activities are designed and directed by the classroom teacher. They are relevant and supportive of the curriculum. Parents are encouraged to monitor and guide the child during homework efforts to promote academic understanding and growth. Students are responsible for completing assigned homework and may be disciplined for failure to do so. Parents are asked to sign reading/math logs and conduct charts nightly.

MAKE-UP WORK

- Students with an EXCUSED absence shall be provided with an opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. The work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed.
- At the K-12 level, students with UNEXCUSED absences risk not being able to make up the work (teacher discretion).
- A suspension is an unexcused absence, unless the student attends InSchool Suspension or the Discipline Center.

DISASTER PLAN/EMERGENCY DISMISSAL

Our school has a disaster plan. Teachers and students practice together what to do in case there is a fire, tornado, hurricane, or other disaster. Student safety is a top priority. A copy of the plan is on file at school.

UNAUTHORIZED ITEMS

Students are not permitted to bring any electronic devices, toys, games, or other personal items to school unless the teacher sends a written request to parents to do so for a special occasion/assignment. Personal cell phones that are carried by students must remain powered off.

and in book sacks during the entire school day and during bus transport. Additionally, students are not allowed to have possession of cell phones during state mandated testing periods. Cell phones that are brought to school during “high stakes” testing periods will be housed in the office. **Any phone that is confiscated at school because of a violation of policy will be held by the principal of the school. The phone will only be released to the parent.** Phones that have been confiscated for violations during state testing and/or for inappropriate use and/or multiple violations may not be returned.

1. The school cannot assume responsibility for personal items brought to school.
2. School personnel will collect and house all unauthorized items brought to school. Those items may be identified and claimed by parents.
3. Knives or other items classified as “weapons” are not permitted at school. Possession of these may result in immediate suspension and/or expulsion of the student.
4. Students are not to bring any merchandise to school to sell to other students. Students are not to buy merchandise from other students.

ATTENDANCE POLICIES AND GUIDELINES

Regular attendance in school, as provided by law, is required of all students. Elementary students shall be in attendance a minimum of 167 day each school year. Students have the responsibility to be on time and to attend all classes daily, along with completing each class assignment. The responsibility for a student attending school lies with the parents or the legal guardian. It is a violation of the compulsory school attendance law for a parent or guardian to allow his/her children to miss school without a valid excuse. A parent or guardian who violates the compulsory school attendance law may be fined up to \$250.00 and/or sentenced to thirty (30) days in jail.

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) days each semester.

Additionally, students may be excused by office administration with a note 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;
- d. Natural catastrophe and/or disasters; or
- e. 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.

Students may be temporarily excused from attendance due to the following enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance:

- 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 the state;
- b. Extended hospital stay 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 the state;
- 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; or
- e. Observance of special and recognized holidays of the student’s own faith.

Unexcused Absence is defined as any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including, but not limited to, out of school suspensions and absences due to any job (including agriculture and domestic services,

even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.

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

Students suspended or expelled shall be assigned school work and receive credit for such work if it is completed satisfactorily and timely.

School personnel will submit required documentation to the Office of Child Welfare and Attendance following the accumulation of three (3) unexcused absences of individual students. A letter from the District Attorney and EBRPSS Superintendent will be sent to the home of any student following the accumulation of five (5) unexcused absences. The parent or legal guardian shall be notified to attend a conference with the principal or designee to receive information regarding the legal responsibility about attendance in school.

Tardiness and Early Check-outs are considered to interfere with sound educational program development. They are problematic for the named student and are disruptive for the teacher and other students in the class setting. Late arrivals and early check-outs are usually due to schedules set by parents/guardians. It is the determination of our School Improvement Team that situations that are excessive, or present consistent patterns, are to be addressed by the classroom teacher and may impact grades and/or participation in class sponsored activities. A child who demonstrates tardy behaviors (exceeding five (5) times per each nine weeks period) may be required to miss recess periods to make up lost instructional time. Follow-up will be handled by system administrative team members when necessary.

Parents are requested to call the school office to notify us if a child will not attend school on a particular day. Please make that contact before 9:30 a.m.

LOST & FOUND

Personal items should all be labeled with the name of the owner. If labeled properly, they can be returned to the rightful owner when turned in as "Lost & Found". Those items may be identified and claimed by students and/or their parents through one week after the end of the school year.

SNACKS/EXTRA FOOD

Students are not permitted to bring snack foods to school. Permission from the principal will be given for snacks to be provided for documented medical reasons. Those snacks will be housed in the office area.

INSTRUCTIONAL PROGRAMS

Our instructional program focuses on different curricular /academic areas. A description of the subjects follows:

- 1. Pre-K- 5th grades:** All students will have a Tier 1 curriculum in ELA, Math, Science, and Social Studies.

- 2. Self-Contained Gifted/Self-Contained Exceptional Students**

Children who are identified according to established criteria are eligible for placement in self-contained gifted classes or self-contained Exceptional student classes. Those programs expand teaching strategies and delivery methods to have the most productive impact on student learning.

3. Louisiana Student Standards

Louisiana Student Standards emphasize critical thinking. They require students to analyze more, discuss more, evaluate more, justify more and explain their thinking and understanding deeply, especially in writing. **Louisiana Student Standards** emphasize learning across all subjects. Students spend more time working together with different settings, structures and tools. **Louisiana Student Standards** emphasize proof and evidence. Less emphasis is placed on worksheets, fact memorizations and skill and drill. Students are not taught this way and they are not assessed this way.

4. Field Trips

Field trips are planned activities that support our instructional program. Student attendance fees may be charged by businesses or agencies to support the cost of their special programs. Fees are collected and paid to the service provider in advance of any field trip. Therefore, paid fees are not refundable if, for any reason, a student is absent/does not participate in the field trip. Parents may be expected to join their child on a field Trip to address specific individual concerns. Siblings under the age of eighteen (18) may not serve as chaperones and/or ride on provided transportation.

Interdisciplinary Teaching - Teachers organize the curriculum around themes, problems, or essential questions that students find more engaging than discipline bound instruction. Activity based lessons are designed to help students see the relationship between content and real life experiences.

Individualized Instruction - Learning centers and contracts, self directed project work, cooperative learning, computer assisted instruction and various grouping strategies are included. Another way teachers differentiate instruction is by using a variety of grouping procedures. Students can be grouped by ability or interest, for peer tutoring or cooperative learning. Learning centers allow students to rotate among various stations designed to help them meet specific learning objectives they can work on at their own pace. These approaches allow teachers to move about the room, keeping students on task and offering help as needed. Project work capitalizes on differences in students' abilities, interests, and learning styles.

ANCILLARY PROGRAMS

1. Library

The library instructional program is designed to stimulate reading for pleasure and for study by having materials suited to the reading abilities, interests and age levels of the boys and girls who visit the library. Each class in our school has scheduled lessons in the library. The librarian and teachers provide opportunities for independent and small group study.

2. Art

The art program emphasizes exposure to the elements of art, art history and fostering creativity in our students. The art teacher will also plan lessons that integrate with different areas of study from the regular classroom.

3. Physical Education

The physical education program incorporates a variety of activities in the development of physical fitness, muscle coordination, gross and fine motor skills, team sports, and life-time sports.

4. Music

Conceptual development of rhythm, melody, harmony, form, tempo, dynamics, and tone color is done through the use of singing, listening, movement, rhythm instruments and music reading. Each class participates in music activities led by the classroom teacher or music teacher.

5. Gifted Resource/Scholastic Academy Program

Academic service, at every grade level, will focus on our science curriculum. Identified students are not to be pulled out of scheduled reading, math and social studies classroom instructional times. They will be pulled during times science lessons are taught. They will be held responsible for grade level and classroom expectations. The main intent of this action is to provide enrichment in those subjects while following curriculum mandates. Classroom teachers will coordinate with teachers who provide Gifted Resource lessons in Science for assigning student grades.

6. Inclusion/ESS Resource/Speech

An educational environment in which students of varying abilities and needs are grouped together for the common purpose of learning.

INSTRUCTIONAL/ACADEMICS STANDARDS

Accelerated Reader

We strongly support the Accelerated Reader Program. All students who are reading are expected to participate in the reading of the identified books and use of the testing program. A “point system”, at each grade level, will stipulate the expectations and use of AR as part of individual Reading grades. If appropriate, teachers may work with students to set individual goals.

Shared Reading Program Homework Requirement

All students are to experience “Shared Reading” activities as part of their required homework during each school week. Students may read aloud to parents/guardians or be read to by parents/guardians. The participation is to be noted on a Reading/Homework Log and signed by the parent.

Math Homework Requirement

As part of required homework during each school week, all students are to be provided with activities to help them master grade level basic math fact knowledge. Activities may include practice with basic fact math sheets that contain 25 or less problems, flash cards, fact-family activities, use of school website links to math support, etc. Additionally, a few problems from the current skill will be sent home as a daily review.

Work Habits

- A. Work Habits grades reflect behaviors demonstrated by the child with regard to teacher guidelines and policies.
- B. Points will be deducted from an academic grade for the following:
 - 1. Misspelled words when copying from a word bank, the board or a book.
 - 2. No name on paper.
 - 3. Misuse of the margin in grades 3-5.
 - 4. Any words that are not written in readable or correct cursive or print will be counted as misspelled. Teacher discretion will allow modification/considerations for students who have special needs.
 - 5. Neatness of work.
 - 6. Not using a proper heading.
 - 7. Talking during a test will result in an X on the conduct chart and the teacher has the discretion to reflect the infraction in the test score.

8. Work that is turned in late will result in an X on the work habits chart and points will be deducted from the paper. Points will double each additional day that the work is not turned in, up to 3 days. After 3 days 0 credit will be given.

(Excused absences due to illnesses will be handled on an individual basis.)

Conduct

Teachers will meet at grade level to develop a conduct grading plan so some consistency can be seen throughout all grade levels.

Progress Reports

Progress reports will be issued at the midpoint of each nine week grading period.

Tardiness and Early Check-outs

- Special consideration will be given for late arrivals that are due to delayed buses or extreme, inclement weather conditions.
- Excessive tardiness and early check-outs will be addressed by classroom teachers. Tardiness and early check-outs may be reflected in grades earned by the child. Additionally, children who are excessively tardy (5 times per nine week period) may miss recess to make up lost instructional time.

Study Guides

Study Guide usage is to be determined by teachers, at each grade level, based on instructional needs.

Grading

Grading Scale for K- 5 including ancillary.		
Grade	Percentage	Quality Points
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59-0	0

SEARCH AND SEIZURE

Our parish policy provides that a “teacher, principal, school security guard, or administrator may search the person of a student when he has a reasonable belief that the student has in his possession weapons, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of such parish or city school board’s policy.

PBIS

We recognize that all students are unique and can achieve goals in academics, behavior, and school spirit. Meeting the expectations of faculty, staff, and parents should be recognized and properly rewarded.

An incentive program was designed to help children develop responsibility, positive attitudes, and self-motivation to achieve the guidelines set forth in these areas. Teachers and staff members will provide positive reinforcement strategies to acknowledge appropriate behaviors and performance.

Be Your BEST

Be Respectful and Responsible
Extraordinary
Safe and
Tolerant

Know what is expected, do what is expected and be your BEST!

Shenandoah ELEMENTARY SCHOOL-WIDE EXPECTATIONS

BE...

Respectful	Responsible	Safe
<u>CLASSROOM RULES</u> - Follow directions the first time given. - Stay at a designated workplace. - Talk only when permissible. - Keep hands, feet, and objects to self. - Be respectful to others. - Stand for the daily pledge.	<u>HALLWAY RULES</u> - Walk quietly to the right. - Place your hands by your side. - Enter the room when your teacher gives the signal. - Stop walking and stand with your hand over your heart during the pledge.	<u>CAFETERIA RULES</u> - Come in quietly. - Wash hands before getting food. - Get all items in line and walk to your table. - Stand by your seat until you're directed to sit. - Keep your area clean. - When lunch is over, pick up all the items, walk in line to the trash can.
<u>CARPOOL RULES</u> - Watch for your car tag number. - Quietly exit class - Walk silently down the RIGHT side of the hallway. - When exiting the building, follow teacher directions to your cone to enter your vehicle.	<u>BUS RULES</u> - Walk in a single file line. - Walk quietly. - Walk to the RIGHT side of the hallway. - Do not get on the bus until a duty teacher gives you the signal.	<u>RECESS RULES</u> - Walk on the sidewalk; run on the grass. - No tackling or flipping. - When the 1st whistle blows, FREEZE Squat. - When the second whistle blows, walk quietly to your line. - Candy/snacks are not allowed. - No playing chase on the playground equipment. - No hanging out by the hill. - No throwing mulch

STUDENT INSURANCE

Insurance is offered to all students and forms will be sent home at the beginning of the school year. Since accidents happen in spite of all precautions, parents are encouraged to take advantage of this inexpensive insurance coverage.

ZERO TOLERANCE

The East Baton Rouge Parish School System takes a position of 'ZERO TOLERANCE' with regards to weapons, explosives, physical attacks or batteries, two or more on one fighting, and illegal narcotics, drugs and controlled substances. Such conduct will not be tolerated by the School Board.

CARRYING A FIREARM ON SCHOOL PROPERTY

1. Carrying a firearm by a student or non-student on school property is unlawful and is considered to be intentional possession.
2. For purposes of this section, the following words shall have the following meanings:
 - a. "School" is any elementary, secondary, high school or vo-tech school in this state.
 - b. "Campus" is all facilities and property within the boundary of the school property.
 - c. "School bus" is any motor bus being used to transport children to and from school or in connection with school activities.
 - d. "Non-student" is any person not registered and enrolled in that school or a suspended student who does not have permission to be on the school campus.
3. The provisions of this section shall not apply to:
 - a. A federal, state, local law enforcement officer in the performance of his official duties.
 - b. A school official or employee acting during the normal course of his employment or a student acting under the direction of such school official or employee.
4. Whoever commits the crime of carrying a firearm on school property shall be imprisoned at hard labor for not more than five years.
5. School officials shall notify all students and parents of the impact of this legislation, and shall post notices of the impact of this section at each major point of entry to the school. These notices shall be maintained as permanent notices.
If a student is arrested for carrying a concealed weapon on campus the principal shall notify the parent(s) of the student.

DRUG AND ALCOHOL POLICY

1. Students shall not possess prescription/non-prescription medication.
2. Students shall not distribute medication, including non-prescription medication, or possess the same with intent to distribute.
3. Students shall not use, distribute, or possess with intent to distribute alcohol, nitrate based inhalants and/or any other inhalants injurious to the health and well-being of others. This shall include any electronic cigarettes, personal vaporizers, electronic delivery systems or any other device or instrument that simulates the feeling or act of smoking.
4. Students shall not distribute any substance which is falsely represented to be an illegal drug or a counterfeit illegal drug, or possess the same with intent to distribute.
5. Students shall not possess or use illegal drugs.

STATE MANDATED LEAP TESTING

Students in grades 3, 4 and 5 will participate in the Louisiana Education Assessment Program (LEAP). Dates are set by the Louisiana Department of Education.

STANDARDS FOR PROMOTION

To be promoted in grades K through 5, a student must meet the following criteria:

- A minimum of four quality points earned or an annual average of 1 quality point in both reading and mathematics in grades K-5. In grades 1-5 students must pass one other core subject (Science or Social Studies) with the same quality point requirements.
- A student may not be promoted if an “F” is earned in both 3rd and 4th nine weeks in the same subject.
- A performance level of on or above grade level in reading and math. 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.
- Students are expected to score “Mastery” 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 student academic plan. Academic improvement plans and required interventions shall continue with 5th graders until such time as the student meets academic expectations in accordance with Bulletin 1566, section 705. 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.
- 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.
- Third grade students must score Benchmark on the End of Year DIBELS assessment. Failure to do so will result in retention of third grade.

Promotion Standards for Students

- Students must pass reading and math along with one other subject in order to be promoted to the next grade. Students must earn four quality points in Math, ELA, and Science or Social Studies.
- Students may not earn a F/F the 3rd and 4th nine weeks.
- If a student has a previous retention, he or she may still be retained. An End-of-Year SBLC will decide if the student is promoted or retained.
- Students must meet state attendance guidelines for promotion unless extenuating circumstances are granted by the principal and a representative from Child Welfare & Attendance.

*** The EBRPSS does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability.**



Elementary Important Dates 2026-2027

Progress Reporting Dates (4 1/2 Weeks reporting)

Mid Marking Period Date	Date to Send Home Progress Reports

Elementary Report Card Dates

End of Marking Period Date	Date to Send Home Report Cards

Work Packet Dates

(Note: Packets will go home approximately every two weeks. Each Packet will include a Positive & Push comment to encourage Parents & Students to work on needed skills before the upcoming report date.)

August
September
October
November
December
January
February
March
April
May



2026 - 2027 MTSS Monthly Incentive Calendar

August	Free Dress
September	Snack/Juice
October	Trunk or Treat
November	Free Dress
December	Popcorn/Movie
January	Free Dress
February	Snack/Juice
March	Tailgate Games
April	Snack/Juice
May	Color Run

Dates & Activities are Tentative and Subject to Change