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**HANDBOOK FOR SHENANDOAH
ELEMENTARY SCHOOL FAMILIES**

**Amy G. Butler
PRINCIPAL**



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SHENANDOAH ELEMENTARY SCHOOL

MISSION STATEMENT

The Shenandoah Elementary School Faculty and Staff have accepted the responsibility of providing the best education possible for all of our students so that we may improve their academic abilities.

Recognizing that each child is unique, we believe in the worth of the individual. We feel that a child should be challenged to develop self discipline, academic achievement, and a sense of values, to set for himself worthy goals, and to strive diligently toward success in these areas.

It is our belief that teacher-student and teacher-parent relationships, based on mutual understanding, respect, and cooperation, contribute greatly to the overall student learning process.

Our school, as an institute of learning, shares the responsibility with the home and community in meeting the mental, physical, social, and emotional needs of its students.

Our job is the challenge to guide with understanding, wisdom, and patience the development of the individual; thereby helping him to achieve his maximum potential and to take his place as an effective citizen in a changing world.

CHECK WRITING POLICY

All checks must be made payable to Shenandoah Elementary School. Checks must contain the physical address and telephone number of the individual who issues the check. Checks that are returned NSF will be turned over to an outside collection agency and an additional service fee will be charged. Checks will not be accepted after May 1st.

ON-LINE SCHOOL PAYMENT PROGRAM

Parents will have the option to pay for purchases using an on-line payment system. 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	Arrival time for students
8:00-8:25	Breakfast in the classroom
8:30	Instruction begins
3:15	Dismissal of carpool and daycare van riders
3:20	Dismissal of bus riders
3:30	Dismissal of walkers and bicycle riders
3:40	All students are to be away from campus

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. 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 flagpole, bicycle racks, or in the grassy area that is at the front of the school by the Kindergarten fence. Those children and parents should follow a consistent routing so the child is not confused about the way to go home each day.
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 enters a change via The Silent Dismissal App 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. Only children who are transported by daycare providers and busses will depart from the back parking lot. 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 8:00am. 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 8:30 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.

DISMISSAL

Removing a child from the instructional program prior to the end of the day can reflect in 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. In order to eliminate confusion during dismissal, changes must be made through the Silent Dismissal App. (Gregor Jennings) which is purchased through the App. Store for \$1.99.
4. Parents or their designee must sign the check-out book in the office area, prior to 2:45pm.
5. Children must report home immediately when school is out.
6. Children will not be allowed to go home with friends without a note from the parents.
7. Non-bus students cannot be given permission to ride a bus to or from school.
8. **Children who regularly ride buses cannot change bus routes to or from school.**
9. Bus service does not include transportation to or from school for family members of bus students.
10. Families of walkers and bicycle riders must have a plan for dismissal during inclement weather. This change must be entered in the Silent Dismissal App. prior to 2:45pm.
11. Children will be dismissed as usual, unless a parent has entered a dismissal change using the Silent Dismissal App.

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.

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.

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.

SAFETY PATROL

1. Safety Patrol students are in the fifth grade.
2. Students are recommended by fourth and fifth grade teachers.
3. The team is selected by, and under the direction of the faculty Safety Patrol sponsor.
4. All students are expected to follow directions given by Safety Patrol students.

STUDENT DEPARTMENT

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

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 and enter from the outside doors when possible.

PLAYGROUND BEHAVIOR

1. The first priority is to get water and use the bathroom.
2. Students are to stay in designated play area.
3. Permission to leave the school will be given only by school administration.
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 and teacher. 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 go quietly to the restroom, then out to recess.
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 are not to 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. Children should be consistent by following a regular monthly eating pattern. That is: If a child brings a bag lunch, he should bring a bag lunch for the entire month. If he eats a school lunch, he should eat a cafeteria lunch for the entire month. Please cooperate with us in this matter. When children are inconsistent, we are likely to run out of food or have too much food left over.
4. Extra milk and drink products can be purchased during lunch. Current prices and options are determined by the School Food Service Department.
5. 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. Special lunch days have been designated to afford parents an opportunity to have lunch at school with their children. Those dates will be announced in a timely manner to notify specific groups.

DRESS AND GROOMING

The East Baton Rouge Parish 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. **Dresses do not fit uniform guidelines.** 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. Burgundy shirts that have the official school crest on the upper left chest area are acceptable. T-shirts (white/short-sleeved only) may be worn under uniform shirts/blouses. Colored under-shirts are not to be worn under uniform shirts. (Collared plain burgundy long-sleeved shirts, blouses or turtleneck shirts are acceptable during the winter season to offer protection from cold weather.)
(*Pre-k students are to wear navy shirts that adhere to the same guidelines.)
3. **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 are never allowed, even on free dress days.*****

4. Solid color black, brown, navy blue or white belts must be worn with clothing that has belt loops.
5. Shirts and blouses must be “tucked in.”
6. 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. Burgundy or navy blue official school logo sweatshirts may be worn inside the building if they have a burgundy collared shirt underneath. Other colors of outer winter garments may be worn outside the building.
7. Hair must be neat, clean and styled so that it does not present a disruption to the instructional climate of the school. Bangs, or hair length that covers the eyes, must be “clipped/pinned” away from the face. Furthermore, hair colorings are to be natural. Styling and cuts may not create/cause classroom disruption.
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 will be required.
10. Make-up is considered inappropriate for elementary students and is not allowed to be worn or carried on campus.
11. 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.
12. Approved club uniforms for scouting organizations, etc., may be worn on club meeting days. (Team uniforms for sporting activities are not acceptable.)
13. Authorized School Spirit Shirts may be worn with uniform garments each Friday.
14. 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) **Only females may wear earrings.** 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 solid black, navy blue or white
 - d) Socks that extend above the ankle/crew length must be solid black, navy blue or white.
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 are never allowed.**

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

Hair Coloring: Hair colorings are to be natural.

Earrings: **Only females may wear earrings.** Earrings should be studs ONLY (no hoops or dangle earrings.)

CARE OF SCHOOL PROPERTY

Current textbooks will only be sent home at the discretion of the teacher and based on availability. All textbooks that travel to and from school must be covered.

All textbooks, 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 will be sent to the office 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 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.
4. 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 the 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. Money is not to be collected for any classroom party.
2. 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.
3. PTA may provide "take-home treats" on special holidays. These treats are brought at the end of the day and are not considered parties.
4. Teachers will conduct Valentine celebrations as they deem appropriate.
5. Birthday parties and/or treats for students or teachers are not allowed.
6. No invitations for parties away from school may be handed out at school, unless an entire classroom section of children receive invitations.
7. Teachers and staff members are not allowed to give out directory information.
8. "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.
9. The collection of money at school to purchase teacher gifts is not allowed.
10. 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.

SCHOOL INFORMATION

Updated school activities and information can be found on the Shenandoah Elementary App (SchoolinfoApp, LLC) and on the website at <http://schools.ebrschools.org/shenandoahelementary>.

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 one hour.
- Parents, teachers, and children benefit from small group instruction provided by parent volunteers in the school.
- 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 weeks 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 the 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.

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) each semester.

Additionally, 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;
- 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. Readiness

The pre-kindergarten instructional programs focus on social/personal, physical, language, and mathematics development, through the use of basal materials, discovery techniques, and group interaction.

2. English/Language Arts

The reading program is organized around major strands of skills. These strands include 1) readiness skills, 2) word identification developed through use of context, phonics, and word structure; 3) comprehension developed through literal/interpretive/evaluative/creative levels of thinking; 4) study and research skills; 5) literary understanding and appreciation; and 6) language development skills. The language program is organized around the major skill strands of 1) grammar; 2) usage; 3) capitalization; 4) composition; 5) vocabulary; 6) study skills; 7) listening and speaking; and 8) literature. Spelling is taught through strategies focusing on 1) sound-symbol patterns; 2) memory; 3) structural elements in English; and 4) related words.

3. Mathematics

The mathematics program is organized around the major skill strands of 1) sets; 2) numeration; 3) whole number operations; 4) fractions and operations 5) decimals and operations; 6) percent/ratio/proportion; 7) measurement; 8) geometry; 9) graphs/probability/statistics; and 10) problem solving.

4. Social Studies

The social studies program is organized around the major skill strands of 1) map and globe skills; 2) chart/graph/diagram skills; 3) chronology and research skills. These skills are developed through study of self, other people, neighbors, and communities, regions of the world, and America and its neighbors.

5. Science

The science program focuses on the study of earth science, life science, and physical science through development of scientific processes. These scientific processes include 1) observing; 2) comparing; 3) classifying; 4) measuring; 5) using numbers; 6) using spatial relationships; 7) communicating; 8) collecting data; 9) inferring; 10) interpreting data; 11) predicting; 12) hypothesizing; and 13) experimenting.

6. 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.

7. 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.

8. 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. **Guidance**

The guidance program emphasizes the total development of the child. Our school counselor conducts small group, individual, and total class sessions when appropriate.

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. The participation is to be noted on a Math/Homework Log and signed by the parent.

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.)

Handwriting

Cursive will be introduced in the 2nd semester of 2nd grade and taught in 3rd grade. By the beginning of the 2nd 9 weeks, all third graders will be expected to use cursive handwriting only. Therefore, all 4th and 5th graders are expected to use cursive handwriting. Time for adjustment/practice will be given to students who are new to the school. Additionally, teacher discretion will allow modifications/considerations for students who have special needs.

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

A “point” grading system will be used by all grade levels. This is to be carefully explained to parents at the beginning of each school year.

STUDENT INCENTIVE PROGRAM/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.

The following activities are designated to recognize appropriate behavior and achievement. Guidelines are listed:

1. Principal's Honor Roll (“Straight A” Recognition)
 - a. Children who make all “A’s”, on or above grade level, in curriculum areas and in Conduct and Work Habits are eligible.
 - b. Any student who earns an “E” or “S” in all ancillary programs is eligible if other conditions are met.
 - c. Those students will receive certificates at an Honors Reception.
 - d. Students who have been Shenandoah students throughout the school year and have earned a place on the “A” Honor Roll each nine weeks will be acknowledged at the end of the school year at an Honors Reception.
2. “A/B” Honor Roll
 - a. Children who make all “A’s” and “B’s”, on or above grade level, in curriculum areas and in Conduct and Work Habits are eligible.
 - b. Any student who earns an “E” or “S” in all ancillary programs is eligible if other conditions are met.
 - c. Those students will receive certificates at an Honors Reception.
 - d. Students who have been Shenandoah students throughout the school year and have earned a place on the “A/B” Honor Roll each nine weeks will be acknowledged at the end of the school year at an Honors Reception.

3. Each classroom teacher, each nine weeks period, will select one student who has demonstrated consistent, positive citizenship behavior during the nine weeks session. Those students will receive Good Citizenship certificates at an Honors Reception. One student per class will be recognized at the end of the school year to receive a Citizenship of the Year Award at an Honors Reception.
4. Each classroom teacher, each nine weeks period, will select one student who has demonstrated consistent academic progress and/or a consistent improved attitude during the nine weeks session. Those students will receive Most Improved certificates at an Honors Reception. One student per class will be recognized at the end of the year to receive a yearlong Improvement Award at an Honors Reception.
5. Daily intercom announcements will give birthday greetings to appropriate students. Students who have late May, June, July and early August birthdays will be recognized at the beginning or end of the school year.
6. Classroom teachers may award recognition certificates at the end of the school year to students who complete teacher specified requirements.
7. Schoolwide Spirit Days will be held each Friday. These days are designed to foster school pride. Students and staff members are encouraged to participate. Authorized school spirit shirts may be worn with uniform garments.
8. Teachers and staff members will provide verbal and physical positive reinforcement strategies to acknowledge appropriate behaviors and performances.
10. Recognition for Perfect Attendance will be given at appropriate times throughout the year.
11. "Free Dress Day" privileges are given the first three nine week's periods to each K-5 student who earns an "A" in Conduct on their report card(s). Those special days are announced.

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.

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 TESTING SCHEDULE

Grade 5 Chromebook testing dates March 29-April 30, 2021 (1 week)
Grades 3-4 April 21-23, 26 & 27

Work Packet Dates

August 26, 2020
September 9 & 23, 2020
October 7 & 21, 2020
November 4 & 18, 2020
December 9, 2020
January 20, 2021
February 3 & 18, 2021
March 3 & 17, 2021
March 31 & April 28, 2021
May 12, 2021

Grading Period

August 6, 2020 – October 14, 2020
October 15, 2020 – December 18, 2020
January 5, 2021 – March 9, 2021
March 10, 2021 – May 20, 2021

PROGRESS REPORTS SENT HOME (waiting for district dates)

September 9, 2020
November 12, 2020
February 6, 2021
April 27, 2021

REPORT CARDS SENT HOME(waiting for district dates)

October 17, 2020
January 9, 2020
March 19, 2020
May 21, 2020

PTA MEETINGS

August 13, 2020	6:00 p.m.
November 5, 2020	6:00 p.m.
February 11, 2021	6:00 p.m.
May 13, 2021	6:00 p.m.

PTA Board Meetings will be held monthly. Beginning in January, meetings are held more frequently in preparation for our annual **Spring Carnival April 3-5, 2020. (waiting for date TBD)**

GRADE LEVEL PARENT/CHILD (SPECIAL) LUNCHEONS

5th grade-September 24 (TBD)
4th grade-October 15 (TBD)
3rd grade-November 12 (TBD)
2nd grade-January 14 (TBD)
1st grade-February 11 (TBD)
Kindergarten-March 25 (TBD)
PreK-April 15 (TBD)

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

EAST BATON ROUGE PARISH SCHOOL SYSTEM | APPROVED 2019-2020 SCHOOL YEAR CALENDAR

<p>4 Independence Day Certified Employees Return 15 (11 months) 22 (10 months) Support Employees Return 14 (11 months) 28 (10 months)</p>	<p>JULY 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>JANUARY 2020</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-3 Christmas/Winter Break (No School) 4 Employee In-Service 7 Student's Return- Beginning of 2nd Semester 20 M.L. King Day (No School for Students and Employees)</p>							
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<p>8-7 Employee In-Service 8 First Day of School for Students</p>	<p>AUGUST 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>FEBRUARY 2020</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<p>18 End of 4th Six Weeks 19 Early Dismissal (11:30 a.m./ Secondary/ 12:45 p.m. Elementary) 24-25 Mardi Gras Holiday (Students, 9, 10, 11, 12 Employees off)</p>							
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<p>2 Labor Day (No school for Students and Employees) 18 Early Dismissal (11:30 a.m./ Secondary/ 12:45 p.m. Elementary) 20 End of 1st Six Weeks</p>	<p>SEPTEMBER 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>MARCH 2020</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>17 End of 3rd Nine Weeks 18 Early Dismissal (11:30 a.m./ Secondary/ 12:45 p.m. Elementary) ACT Testing Dates: March 17, 2020</p>							
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<p>10 End of 1st Nine Weeks 11 Parent Teacher Conference/Professional Development (Students do not attend) 14-15 Fall Break (No school for Students and Employees) 31 End of 2nd Six Weeks</p>	<p>OCTOBER 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>APRIL 2020</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>7 End of 5th Six Weeks 10 Good Friday (School System Closed) 13-17 Spring Break (Students, 9, 10, 11 Employees off) Testing Dates: PBT Grades 3-4 April 27-May 1 CBT Grades 4-6 March 20-May 1 CBT Grades 7-12 April 20-May 15</p>							
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<p>25-29 Thanksgiving Holiday (Students, 9, 10, 11 month employees off)</p>	<p>NOVEMBER 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>MAY 2020</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>11 Last day for Seniors 19-21 Early Dismissal (11:30 a.m./ Secondary/ 12:45 p.m. Elementary) 21 Last Day for students 22 Last Day for Teachers 25 Memorial Day</p>
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12-month Employee Holidays

July 4, 2019	Independence Day
September 2	Labor Day
October 1-4-15	Fall Break
November 27-29	Thanksgiving Holiday
December 20- January 3, 2020	Christmas/Winter Break
January 20	MLK Day
February 24-25	Mardi Gras
April 10-14	Good Friday, Spring/Easter Break
May 25	Memorial Day

	Half Day
	Holiday
	Return Date
	In-Service/PD
	PBT-Paper Based Test
	CBT-Computer Based Test

Board Approved March 21, 2019
 THIS CALENDAR IS SUBJECT TO CHANGE

Detach and return this page

We have read, discussed and understand the 2020-2021 Handbook for Shenandoah Elementary School Families.

Please complete this form and have your child return it to his/her teacher as soon as possible.

Parent/Guardian Signature

Date

Name of Student

Teacher

Please complete this form and have your child return it to his/her teacher as soon as possible.