BAINS LOWER ELEMENTARY SCHOOL
FAMILY HANDBOOK 2018-2019

GROWING LEADERS BY INSPIRING ONE STEP AT A TIME

ANDREA M. MATHIS, PRINCIPAL
ELIZABETH BRISTOW, ASSISTANT PRINCIPAL

Louisiana A+ Schools
engaging curious minds

George Rodrigue
Foundation of the Arts

BAINS LOWER ELEMENTARY
SACS-CASI ACCREDITED

Principal:	Mrs. Andrea Mathis
Assistant Principal:	Mrs. Elizabeth Bristow
Address:	P. O. Box 2130 St. Francisville, LA 70775
Phone:	(225) 635-4696 (225) 635-5345 Fax
Web Address:	www.wfpsb.org
Email:	ble@wfpsb.org
School Colors:	Royal Blue and White
Grades:	PK - 1
Enrollment:	Approximately 460
School Motto:	**B**e a **L**eader **E**very day
Purpose Statement:	Student Success: Learning Today, Leading Tomorrow
Our Mission:	Bains Lower Elementary School, with the support of family and community, will help students develop problem-solving, communication and literacy skills in a positive, safe environment in preparation for life-long learning.
Our Vision:	Bains Lower Elementary seeks to become an exemplary data-driven learning community that will develop a culture for continuous learning, improving instruction, utilizing technology effectively, and committing to implementing principles of a data-driven professional learning community.

FACULTY AND STAFF PRIDE POINTS

- The Implementation of Science Technology Engineering and Mathematics (STEM) for all students – 2017
- The Implementation of Arts for all students 2016-2017
- Model School Presenters for National Conference 2017-2018 Andrea Mathis, Natasha Hayes, Alaina LaCour, Sarah Rachal, Christian St. Romain
- Reader Leader Program to promote the love of reading
- Universal Pre-Kindergarten Program recognized as a 3-Star Gold Rated Program 2016-2017
- Implementation of Louisiana A+/George Rodrigue Foundation of Arts – 2016-2017
- Recognized as a Model Lighthouse School based on Leader In Me (Stephen Covey) 2017-2018
- SACS-CASI Accredited
- 6 National Board Certified Teachers Holly Caffarel, Tammy Dawson, Susan Ivy, Lynn Bowman, Joyce Roberts
- First in Kindergarten Readiness 2012
- National Distinguished Title 1 School

RESIDENCY DOCUMENTATION

The West Feliciana Parish School Board Policy requires that up-to-date proof of residency documentation be provided when students enter our school system for the first time. You are being asked to furnish all of the following documents for your Primary Place of Residence to your child's school before your child is enrolled. All items must be in your name.

If you own your home:

1. Picture ID (Driver's License)
2. Copy of property tax bill or homestead exemption
3. Electric bills (previous two months) DISCONNECT NOTICES ARE NOT ACCEPTED

If you rent or lease your home:

1. Picture ID (Driver's License)
2. Copy of current lease agreement (Date of lease should include the current school year)
3. Electric bills (previous two months) DISCONNECT NOTICES ARE NOT ACCEPTED

If parent is living with someone else:

1. Picture ID (Driver's License) of parent and homeowner (both must match the address where they reside)
2. Copy of property tax, homestead exemption or current lease
3. Electric bill and water bills (previous two months) DISCONNECT NOTICES ARE NOT ACCEPTED
4. Parent must have at least one additional document with address where they reside
5. Notarized Affidavit of Residency
6. Registration must be completed each year

Provisional custody by mandate is not accepted.

Once the information has been received and/or sufficiently updated, you will receive a notification from the school.

Failure to provide these documents to the school board by the deadline will cause your child to be dropped from enrollment of the West Feliciana School System.

**Please note the following:

If your child is dropped from enrollment due to insufficient residency documentation, re-enrollment into WFPSS will require you to complete the entire registration process at the West Feliciana Parish School Board Office beginning July 2018.

Students that were previously allowed to enroll on a provisional basis due to residency documentation not being in the name of the parent or legal guardian must complete the entire registration process annually. Registration will be held beginning July 2018 at the West Feliciana Parish School Board Office.

NONDISCRIMINATION POLICY

It is the policy of Bains Lower Elementary School to provide equal education and employment opportunities and not to illegally discriminate on basis of gender, race, national origin, religion, age, marital status, or disability in its educational program, activities, or its employment and personal policies.

ATTENDANCE

Our local school attendance policy, as well as the state policy, is that all students must attend school a minimum of 167 days during the school year. Parents must insist that their child attend school daily.

Compulsory attendance is specified in the State of Louisiana Bulletin 741 subsection 1103, which can be found on the Louisiana Department of Education website @ (http://www.doe.state.la.us.) State law requires that students be in attendance a minimum of 167 days for elementary schools. Based on our school calendar, this will consist of (10) absences per year. In addition, any student with excessive absences must attend a hearing with the Supervisor of Child Welfare and Attendance, as mandated by No Child Left Behind.

Section 221 of Title 17 of the LA Revised Statues states that responsibility for a child's school attendance is placed with the child's parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child arrives at school by the appointed time. Any parent, guardian, or tutor found to be in violation of the compulsory school attendance law may be fined not more than two hundred-fifty dollars and /or sentenced to thirty days in jail.

If the child is chronically absent from school, the parent and/or child may be referred to Child Protection, Family Court, or the local District Attorney's Office. The policy for school age students observed out of school during school hours may

be subject to being questioned and/or transported to the District's Truancy Center, if a legitimate reason is not offered for the absence.

If a student is present for less than 105 minutes of a school day, he/she will be counted absent. If a student is present between 106 minutes and 210 minutes, he/she is marked present for 1/2 day attendance.

If a student is absent 1/2 day or less on one occasion, he/she will still be considered to have perfect attendance; however, if a student is absent for more than1/2 day (more than 210 minutes, 3 hours 30 minutes), he/she will not be considered to have perfect attendance.

All absences, excused or unexcused, are counted as an absence for reporting. Only when students are not present due to participating in an authorized school activity are they counted present.

Types of Absences

Local Category 1—The following types of absences **will** allow a student to make up missed work but will count toward a student's ten (10) day per year limit:

- "Out of School" suspension
- Verified Absence—Parent Note

Local Category 2—The following types of absences **will** **not** qualify a student for make-up work and will count against a student's ten (10) per year limit:

- Unexcused Absence (No note or invalid reason)

*Examples of invalid reasons could include, but are not limited to the following: missing the bus, work schedule or babysitting conflicts.

Local Category 3—The following types of absences will allow a student to make up work and **will** **not** count toward a student's ten (10) day per year limit:

- Extended Doctor's Excuse
- Extenuating Circumstances (See definition below)

State Definition of Extenuating Circumstances

The only exception to the attendance regulation will be extenuating circumstances based on the total number of days, which will be verified by the Supervisor of Child Welfare and Attendance. Students shall be temporarily excused from the attendance regulation for the following reasons:

1. 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;
2. Extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician or dentist;
3. 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;
4. Extended contagious disease within a family in which a student is absent for three or more consecutive school days as verified by a physician or dentist licensed in the state;
5. Observance of special and recognized holidays of the student's own faith;
6. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year.

Procedures For Returning To School After An Absence

If a student is absent from school, he/she shall produce upon his/her return to school a note from his/her parent or

physician that includes the following:

1. Day(s) student was out
2. Reason for the absence
3. Student's name
4. Signature of parent or guardian
5. Parent's phone number

This note from the parent or physician must be turned in within three (3) days of the student's return to school.

Tardies

Our school day begins at 8:00 a.m. Students will be considered tardy if they are not in the classroom by 8:05 a.m. It is important that students arrive on time and ready to learn.

After three unexcused tardies, a student's guardian will be called. According to state and local policy, a student is truant after the fifth unexcused absence or the fifth unexcused occurrence of being tardy within any one semester.Truancy is an important accountability issue, and one that will be addressed. Beginning with the sixth tardy, there will be a hearing with the school principal or his designee, the student, and the parent prior to the student returning to school.

All late arrivals must check in at the office immediately upon arrival on campus. Any student arriving after 8:05 a.m. must be accompanied by a parent. Students will not be allowed to check in unless accompanied by a parent. A student on campus without officially checking in shall be found in violation of school policy.

Once a student arrives on campus, he/she is officially on campus and cannot leave until the school day is over, or he/she officially checks out.

A student checking out during the day will remain in class until they are called by school personnel. Exceptions may be made in the case of illness or other emergencies.

Bus/Parent Pick-up changes will be accepted by a written note or signed email from a parent or guardian. All emails and fax should be followed by a phone call. Changes will not be accepted after 2:30 p.m. Check out will not be allowed after 2:45 p.m.

Parents who are picking their children up at the end of the day should pass through the parent pick-up line. The duty teacher will radio inside the cafeteria to call the student out to the pick-up line. Parents should not enter the cafeteria to retrieve students.

Parents must report to the office to check a child out. Parents may not take children out of the bus line, from off the bus, or from out of the classroom. If a parent has an extenuating circumstance, he/ she should report to the office, and the child will be called to meet the parent at the office.

TYPES OF TARDIES

Local Category 1—The following types of tardies **will** count toward a student's truancy count. A student is truant when he/she has five (5) category 1 tardies per semester:

- Tardy Unexcused (No note or invalid reason)
- Check In Unexcused (No note or invalid reason)
- Check Out Unexcused (No note or invalid reason)

State Definition of Truancy (RS:233 and Act 745)

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

Make-up Work

It is the responsibility of the student to make arrangements

with the teacher immediately upon return from an absence that requires a student to make up any missed assignments. Teacher will assign make-up work and tests to be completed within (3) days, after student returns to school.

Students will be allowed to make up a test, turn in material, or complete an activity. If after notification, the student fails to accomplish the make-up assignments and test in the allotted time, a grade of "zero" will be earned.

THE SCHOOL DAY

Our first bell rings promptly at 8:00 a.m. Students are not to report to school before 7:30 a.m. There is no adult supervision available before 7:30 a.m. Daily dismissal time is 3:08 p.m. Students must be picked up by 3:15 p.m.

Early Dismissal is scheduled for the following dates:

Friday, Homecoming September 21, 2018
Thursday, December 20, 2018
Friday, May 21, 2019

Staff Development Days with **no students** are as follows:

Tuesday, October 9, 2018
Wednesday, January 4, 2019
Wednesday, March 6, 2019

EMERGENCY SCHOOL CLOSING

In the event of a school emergency, parents will be notified through an automated call system.

STUDENT HEALTH

Students with temperatures of 100 degrees or above should not attend school. Students must be free of fever for 24 hours before returning to school. Anyone with vomiting and/or diarrhea during the night or the morning of school should not attend school. If the child becomes ill or injured at school,

the nurse will render simple first aid and notify the parent if the illness/injury seems serious. Every parent should complete the Emergency Care Form with phone numbers where parents can be reached.

Childhood Diseases

No one who has a temperature of 100 degrees or above should attend school. Students should have a temperature of less than 100 degrees at least 24 hours before they return to school after illness. No one who has vomiting and/or diarrhea should attend school.

Immunizations

Louisiana Law requires students to be immunized against certain communicable diseases. Please check with your local health unit or private physician to insure that your child's immunization record is up to date. An updated record should be sent to Bains Lower Elementary.

Head Lice

A student with head lice **cannot** attend school. The child must remain isolated at home until he has been adequately treated. Once a child has been treated for head lice, they are to be cleared by the school nurse before returning to class. Child Welfare and Attendance will be informed if a child misses school beyond the necessary time to rid a child's family of lice. If attended to properly, it is a short process.

Communicable Diseases

If a child has any communicable disease, the parent shall obtain a note from a physician saying it is safe for the child to return to school. (Examples: Ringworm, Impetigo, Pink Eye, Chicken Pox, Scabies, Measles, Mumps).

Children with communicable diseases (ringworm, pink eye, chicken pox, measles, mumps, scabies) cannot attend school without a physician's statement saying it is safe to return.

MEDICATION AT SCHOOL

No student will be given medication at school without a consent form filled out by the parent and a physician. Prescription medication must be brought to school by a parent or guardian and given to an office staff member. Teachers **may not** accept medication from parents. **DO NOT SEND MEDICATION ON THE SCHOOL BUS** with your child **OR PUT IT IN HIS/HER BOOKSACK.** Over the counter medication will not be administered to students. **Students should not bring medicated chap stick, lip gloss or lipstick to school at any time.**

LEADERSHIP EXPECTATIONS

Bains Lower is a "Leader in Me Lighthouse School", which means that we implement the **7 Habits of Happy Kids.** Each morning, we review the 7 Habits over the intercom as a way to promote a school culture built on leadership and community. The primary goal is to help students discover the leader within them. We use student-led assemblies called Synergy Assemblies, conduct student-led parent conferences, and have students set and track academic, behavioral, and personal goals all as part of having students explore their leadership qualities, because this is the core belief of our school. Our intent is to create a learning environment focused on the whole individual and their place in the classroom and community.

Be a Leader Every Day

Be Proactive
Begin with the End in Mind
Put First Things First
Think Win-Win
Seek First to Understand, Then to be Understood
Synergize
Sharpen the Saw

SCHOOL CONDUCT –
Positive Behavioral Interventions & Support (PBIS)

At Bains Lower we believe all students can behave appropriately. In order to create an atmosphere which encourages learning, it is necessary that certain levels of conduct and discipline be maintained. Teachers have the authority and responsibility to maintain discipline in the classroom. Each teacher will send home a written discipline plan. School discipline procedures have been established and will be consistently enforced. School wide rules are posted in each classroom. All students are expected to abide by the following:

I am respectful to others.

I keep my hands, feet and objects to myself.

I follow the directions of adults.

I respect school and personal property of others.

I do not disrupt others from learning.

Students may be referred to school administrators for disciplinary reasons. The teacher's behavior plan will be reviewed in light of the incident and an investigation of the incident will be conducted by the administration. Actions initiated through the office may include loss of privileges, in-school suspension, out-of-school suspension, and/or referrals to the school resource officer and/or to the counselor/ social worker. Parents will be contacted if the student is sent to the office for serious disciplinary infractions. Students will be treated fairly and equitably in order to maintain a safe environment conducive to learning. Due to the unique needs of young children, discipline shall be based on a careful assessment of the circumstances of each case. Students are expected to:

1. Walk orderly when going anywhere in the building.
2. Follow all rules that apply to special areas of the school: cafeteria, library, playground, bus, etc.
3. Refrain from chewing gum at school.
4. Refrain from wearing hats or caps in the building.

5. Refrain from bringing radios, cell phones, electronic devices or battery operated toys.
6. Refrain from bringing a knife, weapon, facsimile of a weapon, or object that can be used as a weapon.

Children are encouraged to report all incidences of aggressive behavior, teasing, or possible bullying to the classroom teacher so that these behaviors can be addressed immediately. Bullying, hazing and other similar behaviors are prohibited. In cases where bullying is suspected, school personnel will follow the West Feliciana Parish School Board Policy on Bullying and Hazing.

BUS DISCIPLINE/PROCEDURES

Discipline on the bus will be handled by the bus driver and/or school administrators. Nonconformity to bus rules and misbehavior which jeopardizes the safety of the students and driver will not be tolerated and may lead to suspension of bus privileges.

EMERGENCY INFORMATION

To help us respond quickly and adequately in assisting your child should he/she become injured or ill, please keep the Emergency Form updated. It is vital that the form remain current. Parents should notify the school immediately if there is a change of address, telephone number, work number, babysitter, or person to contact. This information is very important in case of illness or emergency.

SECURITY

The West Feliciana Parish Public School System is committed to ensuring the safety of students, employees, and visitors through effective policies and procedures, educational programming, and community involvement. The safety and security of all students and staff is our first priority. Our goal is to promote a safe, nurturing and welcoming environment. Therefore, we have installed security doors at the entry

of BLE that will remain locked throughout the school day. Parents and visitors will be checked in by the receptionist. As a result, parents will no longer be able to walk students to their classrooms beginning October 1st. Students may be dropped off at parent drop/parent pick-up or bus. We appreciate your cooperation in keeping our students and faculty safe.

The overall goals are:

- To create a safe environment conducive to learning by providing campus-wide patrol and surveillance
- Responding to various campus incidents and calls for aid
- Daily inspection of security systems, equipment, buildings, and property

SCHOOL RESOURCE OFFICER PROGRAM

The West Feliciana School Resource Officer (SRO) Program places experienced law enforcement professionals at BLE, Bains, WFMS, and WFHS. The School Resource Officer (SRO) Program reflects a community partnership between West Feliciana Parish Schools and the West Feliciana Parish Sheriff's Office to ensure that our schools have safe, secure, and orderly learning environments. The SRO provides a wide array of services. The officer acts as a law enforcement officer/safety expert, liaison to community resources, and educator. In addition to outlined duties/responsibilities we are asking that they conduct home visits in order to secure contact information if the need arises.

PARENT-TEACHER CONFERENCES

Parents are encouraged to attend and/or request a conference with the teacher to discuss their child's progress. It is very important to keep all scheduled conference appointments. Teachers will meet with parents during the first semester and as needed throughout the school year. Please contact the school when concerns or questions arise. The principals are glad to assist you when necessary but we suggest that you communicate with your child's teacher first.

STUDENT-LED CONFERENCES

All students have a minimum of one student-led conference with the parent/guardian. Students use the data they have been monitoring in their Leadership Notebook to share in their conference.

VISITORS

Visitors are always welcome but are encouraged to call to make an appointment to see a teacher, the principal, or to visit classrooms. If you plan to visit your child's classroom or conference with the teacher, we ask that you call ahead to arrange a time. Teachers are unable to stop during instructional time to have conferences. Upon arrival, all visitors must use the main entrance, sign in, and obtain a Visitor's Pass from the office. Visitors are to wear their pass at all times while on campus. Before leaving campus visitors must sign out in the office. Adult volunteers are asked not to bring siblings or other small children when volunteering in the class. We pride ourselves on having a warm, inviting campus where everyone feels welcome. Stop by and visit sometime or just give us a call so we can be ready for you!

PARENT-TEACHER CONNECTION

The PTC at Bains Lower Elementary is an organization of parents, grandparents, educators, and community members who work together to build a closer relationship between home and school. Our goal is for parents to provide support for our staff in an effort to secure the highest quality mental, physical, and social education for the students at Bains Lower Elementary School. The PTC makes many contributions to the school that benefit all students. Please join the PTC and be an active volunteer. Without the PTC many of our special programs and events would not be possible.

Dues are $5.00 per person . Parents, grandparents, teachers, and any concerned community member may join Bains Lower's PTC.

PARENT INVOLVEMENT

The active involvement of parents at Bains Lower Elementary is an integral part of our day to day operation. This includes the active involvement of parents in the classroom, and the participation of parents in regular two-way communication regarding student academic learning and school activities.

Bains Lower believes that parents play an integral role in their child's learning. Weekly newsletters are sent home by each classroom teacher to inform parents of academic learning and to involve parents in the learning process. A monthly school newsletter also helps to ensure regular communication to parents.

Parents are also involved in decision making through various committees such as School Building Level Committee (SBLC), PTC Board, I.E.P. Committees, School Improvement Committee, and The SACS-CASI Committee. Parents are urged to conference with their child's teacher on a regular basis.

THE PARENT CENTER

Bains Lower houses a special section in the library specifically for parents. In the Parent Center there are books, CDs, flash cards, games, activities, and other resources that can be checked out for parents to use to help their children at home. Come by and check it out!

LIBRARY BOOKS/TEXTBOOKS

Students are expected to take proper care of textbooks and/or library books checked out in their name. All books must be returned in good condition or parents will be responsible for the cost to repair or replace damaged or lost books.

COMMUNICATION

The best way for us to help our children is to communicate our mutual expectations. Listed below are some of the ways in which we will communicate with you.

Graded Papers Folders— Students will bring home graded papers and test papers biweekly. Review these papers with your child, sign and date the folder. Return the folders and papers promptly.

School Calendar and School Newsletter— A school-wide monthly calendar will be sent home at the beginning of each month and will include school-wide activities and grade-level activities. Notes and reminders regarding policies and programs are also included. A school newsletter will be sent home quarterly. This publication will highlight our accomplishments of our students and staff as we strive to develop our leadership skills. It will also include recognitions and accomplishments.

School Fees— Students are charged a small fee that aids the school in purchasing additional materials used throughout the year such as Leadership Notebooks and performance based activities to enhance learning. It is imperative that all fees are collected to support additional activities to enhance student learning. The fee can be collected in the full amount requested by October 5, 2018.

Failure to pay fees in a timely manner will result in the following:

Students will not be allowed to participate in school privileges that have a cost including, but not limited to Pizza Day, Snow Cones, Harvesting Leaders, etc. until their school fees are paid in full.

Weekly Newsletters — Each teacher will send a newsletter home weekly with events, activities, skills and reminders specific to the class.

Report Cards and Conferences— First Grade and Kindergarten report cards are sent home with students each nine weeks. Pre-Kindergarten report cards are sent home three (3) times a year. Pre-Kindergarten report cards will be sent home on October 26, 2018, February 22, 2019, and mailed May 24, 2019. They are an indication of your child's progress and achievement. Conferences are held a minimum of once per year. Additional conferences can be held at any time and should be arranged with the teacher.

Website— Visit www.wfpsb.org to view our school website. Each teacher has a web page accessible to parents.

OnCourse Parent Portal— The OnCourse Parent Portal gives parents and students access to real-time information including attendance, grades (applies to 1st grade only), assignment descriptions, school bulletins and lunch menus. This gives everyone an opportunity to stay connected. Students stay on top of assignments, and parents are able to participate more fully in their student's progress.

FIELD TRIPS

Field trips are an important extension of classroom teaching. They allow invaluable opportunities for learning that are not possible within the classroom. As parents you are encouraged and welcome to participate on any field trip. Your attendance will allow you to share quality time with your son or daughter. Participation on a field trip will give your child the opportunity to enjoy your attention. Also, due to liability issues siblings are not allowed on field trips.

NOTICE OF PROTECTION OF PUPIL RIGHTS

In Accordance with federal and state laws, our district is required to notify parent and guardians of your student rights pertaining to your student's personal identification information. You will receive the appropriate forms and documentation at the beginning of each school year. Any

changes regarding the sharing of your child's personal identifiable information need to be made in writing and submitted to the Principal of their school.

GRADING SCALES

Grade 1		Kindergarten	
A	93-100	S	Satisfactory(75% or above)
B	85-92	N	Needs improvement (70-74%)
C	75-84	U	Unsatisfactory (69% or below)
D	67-74		
F	0-66		

BIRTHDAYS/CELEBRATIONS

Bains Lower allows students to celebrate birthdays at school as long as parents strictly adhere to the following guidelines.

1. Arrangements must be made in advance with the teacher.
2. Fifteen minutes is the maximum time that is allowed for the celebration.
3. The celebration can only be held at the end of the school day.
4. Cupcakes/cookies and drinks can be served. (Cakes are not allowed) **All items should be store brought. No homemade items.**
5. No gifts are allowed to be presented to the birthday celebrant.
6. Small favors or treats can be given to students, if desired (optional).
7. No flowers or balloons are to be delivered or brought to the school.
8. Balloons are not to be given to the students in the class.

If parents are hosting a party off campus and send invitations to the school for delivery to students, the following guidelines apply: the entire class, all girls, or all boys must be invited. If a parent chooses to invite only some boys or

some girls in the class, the invitations cannot be given to the students at school.

HOMELESS SERVICES

Any family having children in the West Feliciana Parish School System and having no fixed monthly income, fluctuating monthly income, or lacking a regular adequate resident with appropriate utilities; should contact the school office. If the following requirements are not met, we will refer you to the appropriate personnel overseeing homeless students. Also, you can contact the West Feliciana Parish School Board Office at 225-635-3891 for assistance.

CHILD ABUSE AND NEGLECT POLICY

In accordance with Louisiana Children's Code article (1993), any mandatory reporter who has cause to believe that a child's physical or mental health or welfare is endangered as a result, or that abuse or neglect was a contributing factor in a child's death shall report these suspicions to the authorities.

ALL Bains Lower Elementary personnel are MANDATORY REPORTERS.

DRESS CODE

All students attending Bains Lower Elementary are expected to adhere to the mandatory dress standard adopted by the West Feliciana School Board. Violations will result in appropriate disciplinary action. On special days students may be allowed to dress out of uniform. These changes are always made in writing to parents. Please carefully review the uniform policy.

WEST FELICIANA PARISH/BAINS LOWER ELEMENTARY SCHOOL
UNIFORM POLICY
2017-2018

Shirts:	Solid white, navy, or royal blue polo/golf/turtleneck or oxford collar shirts (short or long sleeved) with no logo or decoration. ***Shirts must be tucked in.** ***All shirts must have a collar.**
T-shirts:	Only white T-shirts may be worn under the uniform shirt.
Pants:	Khaki or navy traditional trousers or navy and white approved plaid (for girls). No cargo/painter/carpenter styles are allowed. ***Athletic pants of any type or style are not permissible.**
Shorts, Skirts, Jumpers:	Khaki or navy traditional style or navy and white approved plaid (for girls). No cargo/carpenter styles are allowed. Length must be no shorter than four inches above the knee when being measured from the floor while kneeling.
Dresses:	Dresses may be worn but must have a collar. Sleeveless dresses or jumpers are not permissible.
Leggings:	Leggings may be worn under dresses and skirts but they must be solid white or navy.
Capris:	Khaki or navy traditional capris. No cargo/carpenter styles are allowed. No excessively tight capris are allowed.

Belts:	Black, brown, navy or khaki belts must be worn with bottoms with belt loops.
Sweatshirts:	Solid, navy, or royal blue with no logo or decoration (long sleeved). ***A shirt with a collar must be worn under sweatshirts.**
Sweaters:	Solid white, navy, or royal blue with no logo or decoration (sweater vests or long sleeved sweaters).
Jackets, Coats:	Solid white, khaki, navy, or royal blue with no logo or decoration.
Shoes:	Tennis shoes are preferred for outside play and P.E. ***Shoes with wheels are not allowed** ***No flip-flops are allowed** ***Crocs are not acceptable** Sandals must have straps on the back

- The waistband of all clothing must be located on the natural waistline of the student and should be sized appropriately. No excessively loose or tight clothing will be allowed.
- Jeans or jean shorts of any color or style are not allowed.
- Rain boots are to be worn outside only. Regular shoes must be provided for inside wear.
- Parents are asked to sew nametags into or use permanent markers on sweaters, jackets, gloves and hats.
- If in doubt, before wearing an outfit, please check with an administrator.

GRIEVANCE PROCEDURES

A grievance is a complaint. It is recommended that grievances be resolved at the lowest possible level.

LEVEL ONE

The best place to start if you have a complaint is to speak with the person with whom (staff member or other participant) you have the problem and try to work out your disagreement. At this point, you may also wish to discuss your problem with the Principal or the Assistant Principal.

LEVEL TWO

If you are not satisfied, you may put your complaint in writing and give it to the Principal. Your written complaint will be reviewed by the Principal. Within ten (10) working days, the Principal will give you a written decision about your complaint.

LEVEL THREE

If you are not satisfied with this decision, you may appeal in writing to the Superintendent of the West Feliciana School System. Within ten (10) working days, the Superintendent or a person appointed by the Superintendent will meet you to discuss your complaint. Within ten (10) working days, of the meeting, the Superintendent or a person appointed by the Superintendent will give you a written decision.

LEVEL FOUR

If you are not satisfied with the decision of the Superintendent, you may appeal the ruling through any process available to you under the law. You may address any unresolved complaints to:

Louisiana Department of Education
Office of Student Programs
Division NCLB and IDEA Support
P.O. Box 94064
Baton Rouge, LA 70804
(225) 219-0364
Regulations and information on public schools are available online at the DOE web site: www.louisiansbelives.com

SCHOOL FOOD SERVICES AND GUIDE LINES

We are pleased to inform you that West Feliciana Parish School District will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2018-2019.

Great news for you and your students! All enrolled students of the school system are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2018-2019 school year. Students may continue to **purchase extra sale items**. No further action is required of you. If we can be of any further assistance, please contact Mrs. Pat Gilmore/Food Service Director at 225-635-3272 Ext. 1227.

SPECIAL DIET REQUEST

The school secretary, the cafeteria manager, or the nurse may be contacted to receive a **diet prescription request form** for meals at school. When the form is returned correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. Until such a determination is made, parents may be required to send their child's meals to school. Diet prescriptions must be made each school year.

2018-2019 KINDERGARTEN PUPIL PROGRESSION PLAN

All Kindergarten students will be given the Desired Results Development Profile (DRDP) screener. The results and other available testing measures will be used to determine the best placement for the student. First grade students who did not attend a state approved kindergarten program will be given

the DRA, First Grade Math Beginning of the Year Benchmark Assessment and DIBELs. It is **recommended** that every Kindergarten student meet the following criteria by attaining a minimum of 10 out of 14 the bulleted skills listed below:

1. At the end of Kindergarten, a student should be able to master 75% of each of the categories listed:
   - Recognition of capital letters and lowercase letters (52 of 52 possible)
   - Decodes CVC Words (9 of 12 possible)
   - Write a dictated sentence using phonetic spelling based on sound-letter relationship.
   - Reads at least 23 high-frequency words from the Wonders sight word list.
   - Identify the long and short sounds of vowels: a, e, i, o, and u.
   - Recognition of letter sounds (20 of 26 possible)
   - Identify 7 of 9 print concepts
   - Read on or above Level 3 in reading

2. At the end of Kindergarten, a student should be able to master 75% of each of the categories listed:
   - Count to 100 by ones (75 of 100 possible)
   - One-to-one correspondence to 20 (15 of 20 possible)
   - Fluently add and subtract to 5 (9 of 12 possible)
   - Should master 75 % of all other math skills listed on the report card (16 of 21 possible)

3. At the end of Kindergarten, a student should be able to master 75% of the readiness skills in social development, general work habits, and fine motor skills as defined by the Kindergarten Student Evaluation Report Checklist (or Progress Report).

2018-2019 FIRST GRADE
PUPIL PROGRESSION PLAN

In order for a first grade student to achieve progression to the second grade, he/she **must** meet the following minimum weighted score of **8** out of **11** points.

1. Reading — 4 points
   Must attain a minimum grade of "D"
2. Language Arts (Writing, Grammar, and Spelling) — 1 point
   Must attain a minimum grade of "D"
3. Mathematics — 4 points
   Must attain a minimum grade of "D"
4. Social Living — 1 point
   Must attain a minimum grade of "S"
5. Teacher/Principal Recommendation — 1 point

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