

PRINCIPAL'S MESSAGE

Dear Parents:

Welcome to J.I. Barron, Sr. Elementary School! I am excited to share in the process of educating your child/children. This is a school of academic excellence and we continue that tradition with exceptional test scores for the past two years. While academics are important it is also important to provide students with life skills needed to be successful in a global society. Our faculty and staff provide different experiences that will enrich your child's learning. This is a great educational opportunity for you, your child, and the community. I think you will be impressed with our programs and our school. If you have not visited our school, please take time to come by. I encourage you to become an active participant in your child's education.

I urge you to review not only this Parent/Student Handbook, but also the parish policy book your child will bring home. Important information about dress code, uniform policy, tardy policy, discipline policy, and school procedures are found in these handbooks. Please complete and sign the forms in the back of the handbook and return them to the school as soon as possible. The books are for your reference during the year if needed.

We pride ourselves in being able to offer many activities in which students can participate. Papers and important information are sent home every Tuesday. Please take time to review all papers and memos. This is our way of communicating with you about programs, dates and the events taking place at Barron.

I am asking each of you to make a determined effort to have your child/children in attendance every day. Our attendance has diminished by 2% in the past three years. We average 35 student absences each day. Not only is attendance important in the academic success of your child/children, but it is also 10% of our School Performance Score (SPS) for the State of Louisiana.

I am looking forward to working with you and serving as your principal. If you have any questions, please call the school at 445-6860.

Sincerely,

Karla G. Tollett

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MISSION STATEMENT

The
J. I. Barron Sr. Elementary School
Community is
committed to creating life-long learners by
providing a quality education.

BELIEFS

- All children can learn, achieve, and succeed.
- A variety of teaching strategies should be used to accommodate individual student needs
- A positive environment is enhanced by support of school, home, and community.
- Challenging expectations increase individual student performance.
- Students need opportunities to participate in enrichment activities such as music, art, and clubs.
- The commitment to continuous improvement is imperative to academic success.

CORE VALUES

Responsibility
Honesty
Cooperation
Integrity
Respect
Compassion
Courtesy



B Building
E Enthusiastic
A Academically
R Responsible
S Students

We invite you to
join our school family,
share our mission,
and support our commitment
to educating children.

BARRON 2009-2010 CALENDAR



August 10	School Begins for Students
September 7	Labor Day Holiday
September 18	End 1st Six Weeks
September 24	Full Day for Staff and Students Parent/Teacher Conferences (3:00 p.m. – 9:30 p.m. or 3:30 p.m. – 10:00 p.m.)
September 25	Holiday for Staff and Students
October 30	End 2nd Six Weeks
November 11	Veterans' Day Holiday
November 23-27	Thanksgiving Holidays
December 18	End 3rd Six Weeks and End 1st Semester
December 21, 2009 thru January 1, 2010	Christmas Holidays
January 4	School Reopens Full Day Staff Development for School Personnel Holiday for Students
January 18	Martin Luther King Holiday
February 11	End 4th Six Weeks Full Day for Staff and Students Parent/Teacher Conferences (3:00 p.m. – 9:30 p.m. or 3:30 p.m. – 10:00 p.m.)
February 12	Holiday for Staff and Students
February 15-16	Mardi Gras Holiday
March 29 – April 2	Easter Holidays
April 7	End 5th Six Weeks
April 12 – 16	High Stakes Testing
April 23	Full Day Staff Development for School Personnel Holiday for Students
May 19	End 6th Six Weeks and 2nd Semester (Last day for students)
May 20	Teacher Work Day

J. I. Barron Elementary School

~ Student Handbook ~

J.I. BARRON DIRECTORY

Position

Principal
Assistant Principal
Secretary

Contact

Karla Tollett
Richard Dewees
Treva Slay

e-mail

tollettk@rapides.k12.la.us
deweessr@rapides.k12.la.us
slaytr@rapides.k12.la.us

Name	Position	Name	Position
Beach	1	Moreau	1
Benoit	4	Newman	2
Bowden	6	Nichols	PK
Brodtman	5	Noles	Art
Bruce	6	O’Pry	SPED
Byers	6	Osmun	2
Cork	Gifted	Pastor	4
Couvillon	P.E.	Paul	SPED
Curtis	PK	Pierce	1
Daenen	2	Rhame	PK
Daniel	SPED	Savoie	Gifted
Deloach	4	Scott	P.E.
Dufour	1	Smith	K
Fairchild	NCPS	Speer	5
Hassell	5	Spruell	Library
Huffman	3	Sweat	3
Ingram	1	Taylor	K
Jones	SPED	Thurmond	K
Lewis	5	Todd	K
Lord	3	Vermillion	SPED
Malone	3	Wilson	2
Miller	SPED	Woodruff	4
Mobley	Gifted	Yates	SPED
Moffett	3		

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Support Personnel

Clerk
Jillson, Joy
Paraprofessionals
Blakemore, Cathy
DeLoach, Rhonda
Dube, Marie
Dubrock, Belinda
Durham, Paula
Grigg, Becky
Ingram, Karen
Kelsey, Sarah
Mandarino, Cindy
Mayeaux, Donna
McDowell, Jackie
Sandoval, Tonya
Sandoval, Vickie
Sigler, Karen
Sharp, Linda
Slyater, Tracy
Walleser, Joan
Wiley, Katie
Wilmore, Debbie
Custodians
Burleigh, Connie
Crooks, Kayla
Porche, Dennis
Cafeteria Staff
Gintz, Louise
Dillion, Linda
Lundin, Dolly
Peart, Fatina
Resource Officer
Dekeyser, Vicky

DAILY SCHEDULE/TRANSPORTATION

The school day for the students begins at 8:30 a.m. and ends at 3:30 p.m.

Children should not be on campus before 8:00 a.m.
There will be no supervision prior to this time.

Children are to leave the school ground and go home when school is dismissed. **There is no after school supervision.** If you pick your child/children up after school and you find that you will need to be late, please phone the school before 3:00 p.m. to inform us that you will be late. **ALL STUDENTS MUST BE PICKED UP BY 3:45 P.M.** Those children left beyond a reasonable time will need to be picked up at the Pineville Police Department.

Evening Dismissal:

3:25 p.m. Car Riders and Walkers

3:30 p.m. Bus: First Load

3:35 p.m. Bus: Second Load

* Daycare vans will be called with bus loads.

Note:

Due to the increased number of students at J. I. Barron, traffic in the mornings and afternoons is a major safety issue. We strongly encourage you to use Rapides Parish School Board bus transportation for your child if possible. If you must transport your child yourself, please adhere to the drop-off and pick-up routes. All vehicles dropping off and picking up car riders will follow this traffic route. Car riders come in the usual Barron entrance driveway, but will remain in the right lane. The left lane is reserved for buses and employees parking in the lower parking lot. You will turn right into the first parking lot and may drop children off at the hall doorway near the cafeteria. You will leave by crossing the bus route **EXITING FROM THE LEFT LANE. Buses and daycares will use the right lane to exit. Students will be picked up following the same traffic pattern. For the safety of our students and personnel, if you must get out of your vehicle, you must use the upper parking lot on the hill.**

When lining up to pick up students please enter from the Trinity Church side of street. Buses and daycare vans will use the traffic light side to enter. This will keep buses, vans, and cars from passing to enter the driveway

The faculty and staff of J.I. Barron realize the car rider line is extremely long. However, to ensure the safety of our children, we insist you remain in your car and in line. Your child will be called as soon as you near the loading area. Students will not be dismissed to parents standing on the steps. You must remain in your car. Please refer to the map on page 20 for these directions.

A possible solution to this traffic problem is to allow your child to ride the bus provided by Rapides Parish School Board. Your driver can be determined by calling the school office. Additionally, a list

of daycares that pick up and/or drop off at Barron is available in the school office. If the above is not a choice you prefer, please consider carpooling with friends and neighbors as an option.

- If you will be changing your usual method of transportation, please copy and use the **CHANGE OF TRANSPORTATION FORM** found at the end of this handbook.

ATTENDANCE

Attendance is an important aspect of student/school performance. It is imperative that students have good attendance. Students are expected to attend school each scheduled day. To be considered for promotion, a student must attend school a minimum of one hundred sixty (160) days in a school year. Students cannot have more than fifteen (15) unexcused absences.

The school will use the procedure below to enforce the attendance policy.

1. Parents or guardians will be notified of absence by telephone.
2. A student who has five unexcused absences in any one term will result in a letter being sent to the Director of Child Welfare and Attendance and also the Truancy Court (Parish Policy).
3. Parents are responsible for providing written excuses as per the guidelines established in the Rapides Parish School Policies Book.
4. If your child has one or more days of absence due to illness, as documented by a physician, a statement must be sent to the school within five (5) days of the student's return to school. After 5 school days no documentation will be accepted.

Perfect Attendance is defined as a student having no tardies, no early checkouts and no absences

TARDY POLICY

Unexcused habitual tardiness, whether caused by the student or parent, is counter-productive to the educational process.

- The primary school child is too young to be held responsible for being at school on time; therefore, the duty rests solely with the parents/guardians. Any child coming to school after 8:35 a.m. is considered tardy.
- Students should be in the classroom with materials ready for instruction to begin at 8:35 a.m. Students entering school after this time **will be marked tardy! AN ACCOMPANYING ADULT MUST SIGN IN EACH STUDENT.** A tardy slip is issued to the student and kept on file by the teacher and office.
- Checking students out early is considered a tardy. Whole day attendance is extremely important especially in the departmentalized grades. A student will be considered tardy if checked out before dismissal.
- Habitual tardiness will be dealt with in the following manner:
 - A. On the first tardy, parents shall be contacted in person or by telephone.

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- B. On the second and third tardy, the student, principal, and counselor will have a conference to determine if a problem exists. A letter will be sent to the parents.
- C. On the fourth tardy, the parents must have a conference at school with the principal and counselor.
- D. On the fifth and all subsequent tardies, the matter will be turned over to one or more of the following agencies: The Child Welfare and Attendance Office or the Families in Need of Services (F.I.N.S.) You will be contacted by a court-appointed person! This is state and parish policy.

CHECK-OUT POLICY

- **If you wish to have your child checked out, it will be necessary for you or a person authorized by you to come to the office to check the child out.** We request that you do not interrupt the classrooms to pick up your child. We are certain you agree this is disruptive to valuable instructional time.
- Please DO NOT call to ask that we have your child waiting in the office for you. Your child cannot be released from the classroom until you arrive to sign him/her out.
- The students will be called to the office.
- If there is going to be a change to your child's normal end of day routine, we need a note sent to the school with your child. Children will be placed on their normal mode of transportation if they do not have a note even if they tell us they are to go somewhere else. **IF YOU MUST CALL SCHOOL TO CHANGE YOUR CHILD'S MODE OF TRANSPORTATION, YOU MUST CALL BEFORE 12:00 NOON.**
- In an emergency if your child is already in place for dismissal when you arrive to pick him/her up, you must go to the office to sign the child out. We will call the child to meet you in the office. DO NOT try to remove your child from the bus or car rider area. This is unsafe due to our inability to monitor who has entered the school building. In our commitment to educating your children, we are equally dedicated to ensuring their safety at all times.
- Children should not be checked out of school early, unless it is for an appointment or an emergency. Checking your child out early not only causes them to miss valuable instruction, but also can cause an interruption in the instruction of other students and will be considered a tardy.
- **Students may NOT be checked out during the last 30 minutes of the instructional day. At this time buses are arriving to pick up students and personnel is preparing for dismissal.**
- **Children who leave the campus without permission will be in danger of suspension.**

Tardies and early check outs will be excused for:

- doctor or dentist appointments with a note
- attendance at a funeral of an immediate family member

However, this does not mean the student will be counted in attendance. It only means the absence is excused. Tardies and early checkouts WILL RESULT IN YOUR CHILD NOT RECEIVING PERFECT ATTENDANCE.

CAFETERIA

Breakfast Schedule:

- Breakfast is open for students in grades K-6 from 8:00 to 8:20. Students must be in the cafeteria by 8:20 to be served breakfast!
- PK students eat breakfast with their class and teacher after K-6 students have finished eating.

Lunch Schedule:

10:50 – 11:30 5th , K, Daniel

11:30 – 12:00 2nd , NCPS, 4th

12:00 – 12:30 3rd and 1st

12:30 – 1:00 6th and PK

- Full price lunch costs \$1.50 per day, and breakfast is \$1.00 per day. This must be paid by the week or month in advance.
- **Parents must complete an application form before children will be allowed to participate in the free/reduced lunch program. EVEN IF YOURCHILD WAS ON FREE/REDUCED LUNCH THE YEAR BEFORE, A FORM MUST BE COMPLETED BEFORE AUGUST 30, 2009opi]. This is subject to approval of the School Food Service Department.**
- **No student will be allowed to “charge” meals!**
- If a student is to be excluded from lunch, a note with the beginning and end dates of exclusion written by the parent/guardian must be on file in the office.

VISITATIONS

As a parent, you are encouraged to visit J. I. Barron Elementary. However, you must check in at the office where you will be given a visitor’s pass. No parent is to go directly to a classroom. If you enter a room without a visitor’s pass, the teacher will notify the office immediately and you will be required to check in at the office immediately. If you would like to observe a particular teacher’s class, we request you make an appointment through the secretary.

DRESS CODE

In keeping with the Parish's policy, the following have been established for J. I. Barron Elementary School. (*You will receive the Dress Code in Rapides Policy Handbook*)

- Dress as neatly as possible within your means. Comb hair daily, shower/bathe daily.

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- Be sure your garments cover your entire torso (no bare mid-ribs of any kind).
- Be sure your under garments are not exposed.
- No see through fabrics, halters, hair rollers, or bike shorts are to be worn.
- For health and safety reasons, shoes should be worn at all times. House shoes and thongs are not permitted. No flip-flop shoes should be worn. Open backed shoes are strongly discouraged due to safety concerns.
- Boys **will not** wear earrings.
- Boys' hair is to be styled above the brow and at chin length in the back.
- **Belts should be worn at all times.**
- The waistlines **of pants, and shorts** are not to be worn **below** the top of the hip line.
- Sunglasses or unprescribed glasses are not to be worn in the school building.
- Skirts, dresses, shorts, pants, and jeans for girls are to be no shorter than four (4) inches above the knee as measured from the back crease of the knee.
- **The knee-length requirement for K-3 has been waived.**

UNIFORM POLICY for Students PreK-12

Boys:

- Navy or khaki pants or shorts with belt loops and button or zippered fronts (no cargo pants or shorts).
- PreK through third grade may wear elastic waist pants or shorts.
- Solid white knit shirts with collar or cotton/cotton blend button front shirts with long or short sleeves-school logos are optional.
- J. I. Barron will have an optional navy or red polo-style shirt.
- ONLY white undershirts are acceptable.
- Black or brown belts—NO EXCEPTIONS!!

Girls:

- Navy or khaki pants, shorts, skirts, capris, skorts, or jumpers with side or zippered fronts (no cargo pants or shorts).
- PreK through third grade may wear elastic waist clothing.
- Solid white knit shirts with collar or cotton/cotton blend
- J. I. Barron will have an optional navy or red polo-style shirt.
- ONLY white undershirts/camisoles are acceptable.
- Black or brown belts—NO EXCEPTIONS!!

All:

- Shirts must be tucked in at all times.
- No jeans are acceptable.
- **Belts shall be worn at all times.**
- Shoes must be worn at all times. No rubber or foam swimwear, flip-flops, crocs, etc.
- Tearing ripping, or cutting of hems, cuffs, sleeves, or the body of any coordinates is prohibited.
- NO OVERSIZING!!!
- Any outerwear may be worn with the exception of dusters, trench coats, any long jacket. Coats may not be worn in the classroom. Light jackets or sweaters are acceptable but must remain unzipped during the school day.

School uniforms are not required at school sponsored events.

PROMOTION REQUIREMENTS

Grades 1-3

Students in grades 1-3 shall be retained if they fail **two majors**, or if they fail to meet the reading or math requirement or attendance requirement.

Grades 4-6

Students in grades 4-5 shall be retained if they fail **two majors or one major and two minors** or the attendance requirement, or the **LEAP** testing criteria (4th only). Majors are reading, math, language arts, science, and social studies. Minors are spelling, writing, music, art, and health/physical education.

GRADING SCALE

(If approved by the board in July 2007.)

90-100	A
89-80	B
79-70	C
69-60	D
Below 60	F

ACCELERATED READER

Accelerated Reader (AR) is a part of our curriculum here at J.I. Barron. We believe the more a child reads the stronger they become academically. Instill the importance of reading in your child.

- AR books are available in classrooms, the library, and a list of our school's AR books can be found at the public libraries.
- Students may go to the school library in the mornings before school on their designated day from 8:00-8:30 to check out books. After a student reads an AR book, a test is taken on the computer to check comprehension. Tests may be taken in the mornings in the library and/or computer lab. Once a test has been taken on a book, it can not be retested. It is important to score well. Students may reread books if necessary before testing.
- An AR grade will be given each six weeks in reading. This is to ensure every student is reading.
- Students receive incentives for reading and/or meeting goals.
- A "traveling trophy" goes to the classroom with the most points each six weeks.

STUDENT RESPONSIBILITIES

The teaching of responsibility begins at home. J. I. Barron emphasizes student responsibility and the administration of Barron will hold each child to the following responsibilities:

1. Respect authority.

2. Listen and follow directions.
3. Be courteous to fellow students and adults.
4. Be prepared with necessary materials and tools required for having a successful day.
5. Take care of school property. Damaged or lost textbooks will be paid for by parent/guardian.
6. **HAVE GOOD ATTENDANCE; BE ON TIME EACH DAY!!**
7. Complete class and homework assignments on time.
8. Have pride in individual and school achievements.
9. Come to school neat, well groomed, and in uniform.
10. Demonstrate good moral and ethical standards. Lying, stealing, cheating, and use of profanity will not be tolerated at J. I. Barron Elementary.
11. Take pride in the beauty of our school. Place trash in wastebaskets. Do not write on walls or furniture.

POSITIVE BEHAVIOR SUPPORT AND SCHOOL COMPACT

The Barron staff, parents, and students will work as partners to foster a positive learning environment. This compact has been developed and describes school and family responsibilities. This document indicates that we agree to fulfill this compact to the best of our abilities. Teachers have signed an agreement that is on file.

PBS Mission: To create a positive environment that is conducive to learning and fosters responsible, self-disciplined students.

Dear Parent(s) or Guardian(s),

As the school year begins, we want to share some important information with you regarding our Schoolwide Behavior Plan and Positive Behavior Support or PBS. This is a program mandated by the State Department of Education. Our faculty and staff are committed to fostering an environment that encourages academic, social, and behavioral growth for each individual student. It is our belief that our commitment to PBS will allow our community to continue to grow and strengthen. As a way to maximize the program's effectiveness, we at Barron are providing the parent community with information regarding our PBS plan. Thus, a brief description of Barron's PBS plan and expectations can be found in this packet. We hope that many of you will hear more about this program from your child/children!! Please do not hesitate to contact Barron Elementary school staff and faculty if you have any questions and/or comments.

What is PBS?

PBS refers to a three-tiered model of support. The first part of PBS is a school-wide component. **Each and every student is impacted by this program just by virtue of showing up at school.** The goal of the school-wide program is to equip students with meaningful tools that will ensure lasting success and change within the school environment. Students will be taught school-wide expectations and through the use of positive reinforcement, students are provided maximum opportunities to practice these expectations. In addition to verbal praise, students may receive "tokens of appreciation" as an award for performing expected behaviors.

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If the primary plan (as described above) is not enough for some students, additional levels of support may be needed. Some students may benefit from small focus groups (secondary support) composed of grade level teachers. Other students may benefit from one-on-one instruction (tertiary support). Each of these levels of support, school-wide, secondary, and tertiary, are part of our three-tiered PBS plan. We hope to foster a positive learning environment for all students and support each child to the extent necessary for success.

What is the goal of PBS?

The identified purpose of J.I. Barron's PBS program is to instruct, reinforce, and reward students for displaying our school-wide expectations: (1) Be Kind, (2) Be Safe, (3) Be Cooperative, (4) Be Respectful, (5) Be Peaceful, (6) Be Responsible.

How will this plan work at J.I. Barron?

Each student at Barron will be expected to follow all rules and procedures. Throughout the school, posters containing our expectations as well as a list of behavior infractions will be posted. A weekly behavior chart will follow each class throughout the day. No matter where the class may be, students may receive a behavior infraction. **Any** adult employee at Barron can give an infraction to **any** student. The purpose of this is to communicate to everyone that we are all a team and will work together to ensure our students' success at school.

At the beginning of every week, each student will receive 100 points for behavior. With each subsequent behavior infraction, he/she will be deducted 3 pts. The issuance of a State Referral will result in a 10 point reduction in behavior. The number of points remaining for the student at the end of the week will be the grade posted for that week. An average of each weekly grade will be taken to determine the six weeks grade. This grade will determine the child's eligibility to attend classroom PBS parties, receive awards for conduct/character, etc. A daily report of each student's behavior performance will be sent home in the student planner for easy recognition.

A further goal of our new PBS program is to take a team approach with our students. We believe that **every** student belongs to **every** teacher, paraprofessional, etc. **everyday** here at Barron. So in order to support that approach, each student's grade level team will work together to both solve behavior problems and to recognize achievements of students. When a student reaches a "C" in behavior for any particular week, the grade level team of teachers will meet with the student and complete a **Plan of Action** for correcting the behaviors. Parents will be contacted and may be asked to attend these conferences. If the child does not correct the inappropriate behaviors and his/her conduct continues to drop, the child will be referred to administration.

When a student is referred to administration, for below "C" conduct or for severe behavior, he/she may receive:

- **In-school suspension**- We will have In-school suspension two days a week. Students who are eligible for suspension but do not pose a safety problem for other students, may be a candidate for in-school suspension. Here the student will be isolated from classmates, counseled on corrective actions, and given work that supports morals and values. Students will **not** be allowed to make up any work missed in the regular classroom while attending In-school suspension. This will be a

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very structured environment and students will be expected to follow the program exactly in order to return to regular class.

- **Out-of-school suspension**- If a student commits a serious offense or has given several in-school suspensions, administration may suspend the student **out** of school. The student will not be allowed to make up any class work missed during this suspension.
- **Corporal punishment**

In addition, we will take a “team” approach in recognition of our students who are exhibiting **positive** behaviors. They may also be called into a grade level meeting to receive special recognition for making great choices at Barron. By the same token, they may receive an office referral to administration for **positive** reasons! These will be announced in the mornings on a daily basis. In addition to positive referrals, character education focuses will be discussed each day during announcements and teachers will use these focuses in classroom discussions and activities.

Who participates in the new PBS program?

All persons at J.I. Barron are encouraged to participate in the PBS program!

Students:

- Barron expectations and Virtue words will be reviewed each six weeks. Students will be rewarded with “tokens of appreciation” throughout the six weeks as well as the end of the grading period for displaying school-wide expectations. These “tokens” will be added to a chain provided for each student. Students will collect tokens for positive behaviors throughout the school year.
- Each and every adult at school can recognize students for positive behaviors! These can be verbal praise or a token. Class may earn a party, games, extra recesses, etc.

Teachers/ Paraprofessionals:

- Teach and model expectations for **all** students at J.I. Barron
- Be punctual, prepared, and positive
- Daily reminders, reinforcements, and collaboration with team members

Parents:

- Read and understand student behavior expectations for all settings
- Discuss your student’s academic, behavioral, and social expectations from the grid
- Model and role-play examples of these appropriate behaviors with your child
- Be consistent in follow-up at home with progress made at school
- Support classroom teacher and school staff in whatever ways possible.

Office Staff:

- Encourage and praise students for prompt arrival to school
- Support teachers in whatever way necessary (materials, parent info., etc.)

Administrators:

- Clearly establish guidelines and clear up expectations for all cooperating members of the school
- Provide positive feedback to teachers, parent volunteers, substitutes, students, and office staff on a continual basis
- Ensure correct and efficient collection of necessary data for Barron’s PBS team
- Assist with earned activities for each six weeks for students

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Cafeteria Staff:

- Read and understand student behavior expectations for cafeteria
- Verbally praise student's exhibiting appropriate and desired behaviors
- When able to, submit name for special recognition

Bus drivers:

- Read and understand student behavior expectations for bus
- Accurately report any inappropriate behavior to administration
- Encourage and praise those students who follow expectations.

Custodial Staff:

- Read and understand student behavior expectations for hallways, cafeteria, and other school settings.
- Help in supporting teachers with PBS plan as needed.
- Continually look for student examples of appropriate and positive behavior choices.

Substitute teachers:

- Familiarize yourself with PBS expectations for our school.
- Encourage and remind students of behavior, academic, and social expectations

Volunteers:

- Read over our PBS expectations
- Support and help teachers and school staff look for positive examples to praise.
- Assist teachers and staff in whatever way necessary for PBS program implementation.

J. I. Barron faculty and staff will hold all children accountable for the following behavioral guidelines at all times. The **BIG** idea for the year is all about respect:

- **Respect others.**
- **Respect yourself.**
- **Respect the environment.**

Additional behavior expectations are specific to the area or activity and are posted and reinforced throughout the school.

SCHOOL-WIDE RULES

J. I. Barron faculty and staff will hold all children accountable for the following behavioral guidelines at all times.

PLAYGROUND RULES:

1. No horseplaying, wrestling, etc. *Hands, feet, and objects to yourself.*
2. Stay in the assigned area.

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3. Line up by class on first whistle.
4. Enter building as a class.
5. Enter building quietly.

RESTROOM RULES:

1. Wash hands
2. Respect Property
3. Flush and clean up after yourself.
4. Hands to yourself.

CAFETERIA RULES:

1. **The cafeteria is a quiet zone!**
2. Eat only your lunch
3. Remain seated in your designated area until dismissed.
4. Stay in your space. *Hands, feet, and objects to yourself.*
5. **Make sure the area around you is clean.**

BUS RULES:

1. **Students are either a designated bus rider, car rider, or walker. Once this distinction is made, only written permission from a parent/guardian can change the designation.**
2. Students must be on time at the designated stop. The bus will not wait.
3. Students must help keep the bus clean. Damages will result in payment.
4. Arms and legs shall be kept inside the bus at all times.
5. Nothing is to be thrown out bus windows.
6. Foul language or gestures will not be tolerated on the bus or toward other drivers.
7. Remain seated until dismissed by bus driver or duty person.
8. No student will be allowed to ride another bus or be discharged at another stop unless he/she has written permission from parent/guardian and approval of principal.
9. Bus drivers are permitted to make reasonable rules for the safety of the children.
10. Any violation of rules shall result in disciplinary action.

State and federal laws do not allow a bus to carry over the capacity limit. Students must ride morning and afternoon unless they are absent or check out. Please help us with this problem.

Parents, buses are provided for your child's/children's safety. It is your responsibility to work with the bus driver and the school system to assure this safety!

REFERRALS

When a child is referred to the Principal's Office, the following may be the consequences:

- | | |
|--------------------------------------|--|
| 1. 1 st time to principal | Discussion with student |
| 2. 2 nd time to principal | Required conference with parents before readmittance. Warning of impending suspension. |
| 3. 3 rd time to principal | Corporal Punishment or Suspension |

PARISH DISCIPLINE POLICY

The following is the Discipline Policy as set forth by Rapides Parish School Board.

Mandatory Suspensions:

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Threatening a teacher or any other school personnel.
3. Initiating or instigating a fight.
4. Possessing or using narcotics or alcohol on any school campus or school bus or at school sponsored events.
5. Willfully defacing, stealing, or destroying school or personal property. The student and/or his legal guardian will be required to pay the cost of repairs or replacement.
6. Willfully initiating any false alarm.
7. Harassment or bullying of any kind.

Included in this handbook are forms used for disciplinary measures. These are a part of our school discipline policy approved by the Rapides Parish School Board as well as our Positive Behavior Support system at J. I. Barron Elementary.

STUDENT ILLNESS/INJURY

Parents are notified immediately when a child becomes seriously ill or hurt at school. Parents should make arrangements for someone to be available for the school to contact at all times. Please furnish the school with names and phone numbers or responsible adults to call when parents cannot be reached.

Any child who has had a contagious disease should not return to school until dismissed by a doctor.

MEDICATION

A. A parent/guardian who wishes medication administered to his/her child shall provide the following:

1. A letter of request and authorization.
2. Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.

J. I. Barron Elementary School

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3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter.
 4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.
 5. A list of names and telephone numbers of persons to be notified in case of medical emergency in addition to the parent or guardian and licensed prescriber.
 6. Arrangements for the safe delivery of the medication to and from school in the original, labeled container as dispensed by the pharmacist. A responsible adult shall deliver the medication.
 7. Unit dose packaging shall be used whenever possible.
- B. All aerosol medications shall be delivered to the school in premeasured dosages.
- C. No more than a twenty- (20) day supply of medication shall be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. A parent/guardian shall work with those personnel designated to administer medication as follows:
1. Cooperate in counting the medication with the designated school personnel who receives it and sign a drug receipt form.
 2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 3. Assist in the development of the emergency plan for each student.
 4. Comply with written and verbal communication regarding school policies.
 5. Grant permission for school nurse/physician consultation.
 6. Remove or give permission to destroy unused, contaminated, discontinued, or out dated medications according to the school guidelines.

VACCINATIONS

Louisiana Revised Statute 17:170 currently requires each person entering any school within the state for the first time, at the time of registration, to present satisfactory evidence of immunity to, immunization against, or evidence of immunization in progress against vaccine-preventable diseases according to a schedule approved by the Office of Public Health. **Beginning with the 2009-2010 school year the above evidence must also be provided upon entering the sixth grade in any school within the state.**

CHANGING SCHOOLS

When moving from Barron to another school, please notify the school at least one day in advance so that the required transfer papers may be completed. Parents must take transfer papers to the receiving school. **All obligations must be cleared before records will be released!**

SCHOOL FEES

A \$10.00 school fee is charged for each student. This fee is for necessary instructional materials purchased by the teacher for your child's use. Please pay as soon as possible.

CONFERENCES

Teachers will not be able to hold conferences during class time. You may schedule a conference with any teacher through our school office, or through a note sent to the teacher. Please assist us with keeping students and teachers focused on instruction by not showing up at the teacher's classroom door and engaging in a conversation.

PROGRESS REPORTS

Students are more successful in school when the important adults in their lives are working together to support the efforts of the child. A concerted effort is made by the staff at J. I. Barron to keep parents informed of the skills, topics, and activities being pursued and the success each child has achieving them. Progress reports will go home for every student on the Tuesday following the third week of each six weeks. Progress reports will indicate a student's grades in *all subjects and behavior*.

FIELD TRIP POLICY

As a student, it is important to have behavior reflecting the beliefs of J. I. Barron. It is a privilege to attend out-of-school functions and represent your school. Therefore, students may be denied the privilege of attending field trips if he/she does not exhibit correct behavior while in school. Parents may be asked to accompany a student on a field trip to ensure good behavior. (See discipline policy and school rules.)

FORMS TO BE COMPLETED AND RETURNED

Teacher: _____

Student: _____

**My signature confirms I have received the Parent/Student
Handbook.**

Parent Signature

Date

Transportation Form

J. I. Barron Elementary

Teacher: _____

Student: _____

Students are a designated bus rider, car rider, or walker. Once this distinction is made, only written permission from a parent/guardian can change the designation. Please indicate which mode of transportation your child will be using for the 2007-2008 school year.

_____ Bus Rider Name of Driver: _____

_____ Car Rider

_____ Daycare Name of Daycare: _____

_____ Walker

Thank you for your cooperation with this matter. Sign and return this form to school as soon as possible.

Parent/Guardian Signature

Date: _____

Parents,

You are the key factor in assisting your child/children with their academic achievements. We ask you to join us in achieving our school goal therefore improving your child/children's test score/s. Whether it is "High Stakes" testing in fourth grade or iLEAP scores in 3rd, 5th and 6th grade, student success in elementary school increases the chance of success in junior high and high school.

What you can do:

- 1) Send your child to school on time every day. Make doctors appointments after school.
- 2) Check your child's planner and homework every night.
- 3) Instill a love for reading; read to your child.
- 4) Encourage them to do their best.

2009-2010 School Improvement Goals

To improve student LEAP/iLEAP scores in English Language Arts and Math in grades 3-6 by increasing the number of Mastery ratings by 2%.

J. I. Barron Elementary School
~ *Student Handbook* ~
