

PRINCIPAL'S MESSAGE

Welcome to Bains Lower Elementary School. This school year promises to be one which offers many motivating and challenging learning experiences for our students. We are happy to have you and your child as members of our school team! The information in this handbook has been prepared to help you have a successful school year.

I am personally committed to providing our students the best instruction available. I ask for your renewed commitment as we team to make the vision of high quality education a reality for all our students. With your cooperation, involvement, and support, we can do so. Have a great year!

ATTENDANCE

Regular attendance is necessary if your child is to get the best education possible. Louisiana regulations state that students missing more than 17 days per school year will not be given credit for the year's work. It is the parent's responsibility to keep up with the days absent, send doctor's or written excuses to school upon the child's return, and make arrangements with the teacher to make up any work missed.

An absence of five or more continuous days must be verified by a physician.

After the tenth unexcused absence, the parent will be required to attend a conference with the Supervisor of Child Welfare and Attendance.

THE SCHOOL DAY

Our first bell rings promptly at 8:00am. Students are not to report to school before 7:30am as there is no adult supervision available before that time. Daily dismissal time is 3:06pm. Students must be picked up by 3:15pm. Early Dismissal is scheduled for Wednesday, November 14, 2007 and Wednesday, January 9, 2008. Students are dismissed at 12:20pm on these days.

TARDINESS

Students are expected to report to school on time. Students who arrive at school after 8:05am **MUST** be signed in at the office by an adult before reporting to class. Students **may not** be dropped off at the bus ramp after 8:00am. There is no supervision after this time. Tardies are recorded in the attendance report. After the fifth tardy, parents will be required to attend a conference with the Supervisor of Child Welfare and Attendance before the child may return to school. If the problem persists, further action may be warranted.

Students who eat breakfast at school must arrive at school no later than 7:45am. Students dropped off after 7:55 will not be able to eat breakfast at school. Breakfast supervision ends at 8:00. This includes students that are checked in late.

EARLY CHECKOUTS

Students who must leave the building during the school day must be signed out in the office. Only a parent or authorized adult may sign out students. The parent is required to provide the school with a note stating the person who will pick up the child if the parent is unable to do so. **This cannot be done by phone. There will be no checkouts allowed after 2:40 pm.**

EMERGENCY SCHOOL CLOSING

In case of a nuclear emergency, the following procedure will be used: sheltering action, entire staff will remain within the building; evacuation procedure, entire school will proceed by bus to the River Center in Baton Rouge. Students may be picked up at the River Center.

In case of inclement weather conditions, school closings will be announced on all local TV and radio stations as soon as the decision is made by school officials.

STUDENT HEALTH

Students with temperatures of 100 degrees or above should not attend 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.

Child 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 at any time.

SCHOOL CONDUCT

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.

Students may be referred to the office 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 the student's 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.

BUS DISCIPLINE/PROCEDURES

Discipline on the bus will be handled by the bus driver and parents. If efforts between driver and parents are unsuccessful, students will be referred to the principal. Bus privileges may be suspended for students who do not conform to bus rules.

TELEPHONE AND ADDRESS CHANGES

Parents should notify the school immediately if there is a change of address, telephone number, work number, babysitter, or person to contact in an emergency. This information is **very** important in case of illness or emergency.

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 of the school year.

VISITORS

Visitors are always welcome but are encouraged to call to make an appointment to see a teacher, the principal, or to visit classrooms. Teachers are unable to stop during instructional time to have conferences. All visitors must use the main entrance and sign in/out at the office upon arrival and again before leaving campus. All visitors are asked to obtain a Visitor's Pass from the office which they are to wear during the entire visit at the school.

PARENT INVOLVEMENT

Parent involvement and parent training are two of the fundamental elements necessary to ensure that all students are getting the attention and assistance needed at home and school to be academically successful. Parents are urged to volunteer in the school, join the PTC, attend all school activities and confer with the children's teachers regularly.

The PTC at Bains Lower Elementary is an organization of parents, grandparents, educators, and citizens who work together to build a closer relationship between home and school. Our goal is for parents to provide support for educators in an effort to secure the highest quality mental, physical, and social education for the students at Bains Lower Elementary School.

Dues are \$5.00 per person joining the PTC. Parents, grandparents, teachers, and any concerned citizen may join Bains Lower's PTC.

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.

WEST FELICIANA PARISH/BAINS LOWER ELEMENTARY
Uniform Policy
2007-2008

Shirts:	Solid white or navy 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:	Khaki or navy traditional shorts or navy and white approved plaid (for girls). No cargo/carpenter styles are allowed. Shorts must be no shorter than four inches above the knee when being measured from the floor while kneeling.
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 white or navy with no logo or decoration (long sleeved). *A shirt with a collar must be worn under sweatshirts.
Sweaters:	Solid white or navy with no logo or decoration (sweater vests or long sleeved sweaters).
Jackets, coats:	Solid white, khaki or navy with no logo or decoration.
Shoes:	Tennis shoes are preferred for outside play, 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.