

## PRINCIPAL'S MESSAGE

The staff of Bains Lower Elementary is committed to providing quality education for all of our students. We believe that every child has the potential to learn. We are committed to helping our students achieve to the best of their abilities. By working together as a school community they will succeed.

The purpose of this handbook is to communicate to you the beliefs, policies and programs of BLE. Together we will build a successful partnership between the home, the students, and the school. As a parent your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement. It is the responsibility of the parents to review with your child the contents of this handbook. You will be asked to sign an acknowledgement of this on the last page. Your questions and comments are important to us. As you read, please consider how we can all help our children to believe, achieve and succeed. I ask for 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!**

### Bains Lower Elementary

<b>Principal:</b>	Joyce A. Edwards		
<b>Assistant Principal:</b>	Kevin Foil		
<b>Address:</b>	P. O. Box 2130 St. Francisville, LA 70775		
<b>Phone:</b>	(225) 635-4696	<b>FAX:</b>	(225) 635-5345
<b>School Colors:</b>	Purple and White	<b>Enrollment:</b>	Approximately 380
<b>Grades:</b>	PK - 1	<b>Mascot:</b>	Bainsley Bear
<b>Web Address</b>	<a href="http://www.wfpsb.org">www.wfpsb.org</a>		
<b>Email:</b>	<a href="mailto:ble@wfpsb.org">ble@wfpsb.org</a>		
<b>Motto:</b>	Bains Lower - A Great Place to Learn		
<b>Mission Statement:</b>	Our job at Bains Lower is to learn and do our best!		

## 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 the following dates:

Wednesday, October 8, 2008

Friday, October 17, 2008

Thursday, December 18, 2008

Friday, December 19, 2008

Wednesday, January 14, 2009

Thursday, May 21, 2009

Friday, May 22, 2009

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

Wednesday, September 10, 2008

Tuesday, November 4, 2008

Wednesday, February 11, 2009

**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. This includes students that are checked in late.. Breakfast supervision ends at 8:00.**

## **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. Students must be fever free 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.

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. 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.**

**I do not disrupt others from learning.**

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. Nonconformity to bus

roles and misbehavior which jeopardizes the safety of the students and driver will not be tolerated and may lead to suspension of bus privileges.

### **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. 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. All visitors upon arrival 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 or chaperoning on field trips.

### **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.

### **LIBRARY BOOKS/TEXTBOOKS**

Students are expected to take proper care of textbooks and/or library books checked out in their name. These 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. Following is a listing of some of the ways in which we will communicate with you.

**Open House** - is held at the beginning of the school year. This event is designed to give families the opportunity to meet the teachers and become familiar with this year's classroom. Open House is scheduled for August 25, 2008 at 6:00 p.m. Please make plans to join us.

**Graded Papers Folders** - First grade students will bring home test papers biweekly beginning the second six weeks. Other grade levels will send papers weekly or daily. Review these papers with your child, sign and date it. Return the folders promptly.

**Edwards Edition** - School-wide monthly newsletter will be sent home at the beginning of each month and includes school-wide activities, recognitions and accomplishments. Notes and reminders regarding the school calendar, policies and programs are also included.

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

**Report Cards and Conferences** - Report cards are sent home with students each six weeks. 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](http://www.wfpsb.org) to view our school's website. Each teacher will soon have a web page accessible to parents as well.

### **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. Twenty 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. Cake/cupcakes/cookies and drinks can be served.
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 to the school.
8. Balloons are not to be given to students in the class.

If parents are hosting a party off campus and send invitations to the school the following guidelines apply:

Either 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 can not be given to the students at school.

## 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.

<b>Shirts:</b>	Solid white or navy polo/golf/turtleneck or oxford collar shirts (short or long sleeved) with no logo or decoration. * <b>Shirts must be tucked in.</b> * <b>All shirts must have a collar.</b>
<b>T-shirts:</b>	Only white T-shirts may be worn under the uniform shirt.
<b>Pants:</b>	Khaki or navy traditional trousers or navy and white approved plaid (for girls). No cargo/painter/carpenter styles are allowed. * <b>Athletic pants of any type or style are not permissible.</b>
<b>Shorts:</b>	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.
<b>Capris:</b>	Khaki or navy traditional capris. No cargo/carpenter styles are allowed. No excessively tight capris are allowed.
<b>Belts:</b>	Black, brown, navy or khaki belts must be worn with bottoms with belt loops.
<b>Sweatshirts:</b>	Solid white or navy with no logo or decoration (long sleeved). * <b>A shirt with a collar must be worn under sweatshirts.</b>
<b>Sweaters:</b>	Solid white or navy with no logo or decoration (sweater vests or long sleeved sweaters).
<b>Jackets, coats:</b>	Solid white, khaki or navy with no logo or decoration.
<b>Shoes:</b>	Tennis shoes are preferred for outside play, P.E. * <b>Shoes with wheels are not allowed</b> * <b>No flip-flops are allowed</b> * <b>Crocs are not acceptable</b> 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.