

# BRENTWOOD ELEMENTARY SCHOOL



# STUDENT HANDBOOK

2020-2021

**Brentwood Elementary**  
3825 Brentwood Avenue  
Lake Charles, LA 70607

**Phone: 337-217-4610**  
**Fax: 337-217-4611**

**Julee Spann- Principal**  
**Heather Lafleur- Acting Assistant Principal**  
**Karen Hardy- Dean of Discipline**

**BRENTWOOD DISCLAIMER:**

Parents, while we are aware this school year will look and feel different, please know we have been planning for this return while we have all been apart. We are working hard to protect all students and staff members, so we can have a truly successful school year.

Please be patient with us as we are learning new things this year.

**CALCASIEU PARISH SCHOOL CALENDAR**  
**2020-2021**

**All Students Report to School: Monday, August 24**

**No School on the Following Days:**

Labor Day: September 7, 2020  
Election Day: November 3, 2020  
Veterans' Day: November 11, 2020  
Thanksgiving Break: November 23 - November 27, 2020  
Christmas Break: December 21 - January 1, 2021  
Teacher Inservice: January 11, 2021  
MLK Day: January 18, 2021  
Mardi Gras: February 15 -17, 2021  
Easter Break: April 2 - April 9, 2021  
Last day: May 27, 2021 (Students Dismissed at Noon)

**NINE-WEEK PERIODS END**

First Nine-Week Period: October 23, 2020  
Second Nine-Week Period: January 15, 2021  
Third Nine-Week Period: March 25, 2021  
Fourth Nine-Week Period: May 27, 2021

## From our Principal

Dear Parents and Students,

On behalf of Brentwood Elementary faculty and staff, I welcome you to the 2020-2021 school year. We are delighted that you are part of our school family, and we are committed to helping your child's elementary years be as productive and enjoyable as possible.

Over the past several years, BES has demonstrated a need for high expectations for students and staff. We have been working hard while we have been apart to develop learning experiences that meet the needs of all students. We will always strive for academic excellence while also aspiring to meet their emotional needs.

Brentwood Elementary's success will be demonstrated by the wonderful things that happen when the school, families, and community work collaboratively in the quest for continuous school improvement.

This handbook provides important and useful information about our school's policies and procedures. We hope that it will offer a greater understanding of our daily routine and will explain the purpose of certain rules and regulations. We encourage you to read the handbook in its entirety and discuss the policies and procedures with your children.

I am very excited and humbled to be able to serve you as principal of Brentwood Elementary. I love our school and look forward to working with each and every one of you to provide a safe, challenging, and successful educational experience for our children.

Together We Shine!!

*Julee Spann*

[julee.spann@cpsb.org](mailto:julee.spann@cpsb.org)

217-4610 ext. 1922

## From our Acting Assistant Principal

WELCOME to our 2020-2021 school year! I am so excited and humbled to serve the students, staff, parents, and community members of Brentwood Elementary School. I am eager to foster a positive, caring, and safe environment to promote individual excellence and continual learning for all. This year brings many firsts for us, but I have no doubt that Hand In Hand, Better Together we will be! As we embark into this uncharted territory together, please do not hesitate to reach out for assistance!

Heather Lafleur  
[heather.lafleur@cpsb.org](mailto:heather.lafleur@cpsb.org)  
217-4610 ext.1932

## School Counselors

Brentwood Elementary is extremely fortunate to have two counselors on staff. Tamara Keys and Emily Williams, are certified elementary school counselors and may be reached during the school day at 217-4610 Extensions 1926 and 1927. Please feel free to leave a message if they are unavailable when you call. Students are encouraged to visit the counselor and may be referred by a teacher, administrator, or a parent. Both counselors have an excellent library of parent materials dealing with a wide variety of topics available for check out.

## A Message from the Dean of Discipline

Dear Parents and Students,  
Our team is looking forward to supporting our Brentwood family this school year. We promise to support you while holding our students to high expectations in all facets of their learning process. We will maintain commitment and dedication to provide the highest quality supports to provide a safe, nurturing, and challenging routine to develop their independence and leadership! Together We Shine!

*Karen Hardy*

[Karenr.hardy@cpsb.org](mailto:Karenr.hardy@cpsb.org)

217-4610 ext. 1929

# MOTTO: HAND IN HAND...BETTER TOGETHER

## WE BELIEVE THAT

- ✓ all students can learn, achieve, and experience success.
- ✓ the development of the whole child is essential, and each child has unique interests, needs, and abilities.
- ✓ a positive educational environment encompassing students, teachers, parents, and the community builds relationships of mutual respect and enhances student self-esteem.
- ✓ students who are actively engaged in the learning process use critical and problem-solving strategies to respond to the challenge of learning.
- ✓ competence with technology is integral to the enhancement of individual learning styles and improvement of student achievement.
- ✓ the school community should embrace cultural diversity, allowing students to develop patience, respect, and responsibility.
- ✓ learning is a fulfilling and enjoyable lifetime experience that is greatly enhanced by engaging students in a wide variety of learning opportunities.
- ✓ every student should be provided with a safe and secure learning environment.

## STUDENT ARRIVAL / DISMISSAL TIMES

- Students should arrive at school between 7:15 and 7:40 a.m.
- **No student should arrive before 7:15, unless they are on the school bus.**
- **Upon arrival, all students will have their temperature taken. Any student with a temperature at or above 99.8 will be sent home, or parents will be called.**
- Students will begin their day in their classroom and eat breakfast at 7:30. Students arriving after 7:45 are considered tardy and must be signed in at the office. **Please do not drop your child off and drive away.** Instruction ends at 3:00. Car rider and walker dismissal will begin at 3:05.
- All car riders must be picked up and dropped off in the car rider drive thru unless administrative approval is given. **Parents are prohibited from walking up to the cafeteria to pick up students. For safety reasons, students will not be allowed to cross the street to meet parents in parked cars.**
- **All students should be picked up by 3:25.**

## ATTENDANCE

The CPSB and Brentwood Elementary Staff believe that regular attendance in the school, accompanied by the responsibility to study and participate in school activities, is essential to the learning process. Once a student arrives at school, he is expected to remain and attend class throughout the day. After 3 unexcused tardies or absences, the computer automatically generates a notification to the Child Welfare and Attendance Department for further investigation. **After 5 unexcused absences or 10 excused absences, parents will be notified to come in for a conference and a TASC referral will be done for truancy.** Excessive absences can lead to retention. At this time, you will receive notification of violation of ACT 745 and may be held liable for damages.

## STUDENT CHECK IN / OUT PROCEDURES

Parents or other responsible adults must go to the office to sign in or out a child. The adults must be on the *Emergency Card* and must be ready to present picture identification if they are checking the student out. **All visitors must have on a mask and be prepared to be screened.** We ask for your patience as we strive to keep your child safe. Students may **not be checked out after 2:30** to ensure all students transition to dismissal safely without interruptions. **(Only those persons on the emergency card will be allowed to check out that student unless other arrangements have been made with the office.)**

## **ABSENCES**

The Louisiana Board of Elementary and Secondary Education requires elementary and secondary students to be present a minimum of 167 days during the school year in order to receive credit for that school year. Personal illness and death in the family are considered excused absences. **When a student is absent, parents should make arrangements to pick up missed assignments to make up the learning. If parents intend to pick up work, they must call the school by 10:00 AM to notify the teachers. All work will be ready to be picked up in the office between 2:00-3:15 on the day of notification. When a student returns to school, he/she must bring a dated note from the parent or a doctor's excuse stating the reason for the absence.** This note must be turned in to the child's teacher. Students who plan to be absent for sporting events or family vacations must submit the appropriate form to Mrs. Spann for approval two weeks prior to the absence to be considered for approval. Absences such as these will be considered unexcused without prior approval from Mrs. Spann. All work will need to be requested prior to the absence and completed according to the make-up work policy.

For any COVID related absences, please adhere to the District Guidelines.

## **MEDICAL EXCUSES POLICY**

If for any reason your child should be excused from recess, going outside, or Physical Education due to an injury or illness, please send an excuse to school with your child. A parent/guardian note is allowed for up to three (3) consecutive days of excused participation in recess or PE. After the third day, a doctor's note is required. You may have the doctor's note faxed to school at 217-4611.

## **HEALTH SERVICES**

**COVID** – see District Guidelines

**Communicable Diseases** – A student with any condition that is contagious cannot remain at school. The following considerations will be made for a child's return to school:

**Measles** - seven days after the appearance of the rash

**Chicken pox** - seven days after the appearance of the vesicle or when vesicles are healed

**Mumps** - when the swelling has subsided

**Skin Diseases** - Scabies, ringworms, impetigo, or unidentified rashes require a note from a physician stating that the child may return to school.

**Lice Policy** - School personnel periodically check for head lice. The parent will be notified if head lice are found, and the student will be excluded from his class immediately, according to guidelines established by the CPSB. The student shall be excluded from school until he has been treated with a medication that kills lice and eggs and until all nits have been removed from the hair. School office personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom. Parent must show proof of treatment (empty medication bottle) before the student is to be allowed back on campus. All students must be checked in the office with the parent present before being allowed admittance to class.

## **VISION AND HEARING SCREENING**

The nurses in the parish complete screening on children in grade **Pre-K, K, 1st, 3<sup>rd</sup>, and 5th** each school year. A parent will be notified of any concerns in these areas upon completion of such screening.

## **ILLNESS/ACCIDENTS AT SCHOOL**

If your child becomes ill at school, you will be notified and **expected to respond immediately**. Failure to respond may warrant a phone call to request the assistance of law enforcement and/or an ambulance. A fever, vomiting, loose stools, or other such symptoms do demand that students be removed from school. Again, this is another reason for current emergency information.

## **MEDICATIONS GIVEN AT SCHOOL**

No medication will be dispensed by school personnel without the proper form (available in the school office). This form must be **signed by a doctor** and a parent. All medication must be properly labeled with the child's name, physician's pharmacy, name of medication, dosage, and exact time for administering. Aspirin and other over-the-counter drugs are considered medication and will be handled in the same manner. All medications must be signed in by the parent in the front office.

**If your child's doctor has determined they need medication during the school day, please adhere to those recommendations. Please do not send your child to school without their medication.**

## **IMMUNIZATIONS**

All children attending school must have evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases. Booster shots are required and must be completed or in progress according to medical guidelines.

# **EMERGENCY INFORMATION**

## **EMERGENCY PROCEDURES**

Regularly held fire drills and emergency evacuation practices ensure a definite plan of action in case of an emergency. The safety of the children is of the utmost concern at all times. In the event of school dismissal due to an emergency, the local media will be informed and parents will be contacted through the automated school messenger system. **This is another reason it is so important to have up-to-date and accurate emergency contact numbers for each child on file in the office. Parents can update the Student Access Center to update emergency information on a regular basis.**

**IMPORTANT:** Please remember that when a school lockdown/shelter in place has been declared, no child may be checked out until an "all clear" has been approved through CPSB Risk Management Department and/or law enforcement. Parents will receive a school messenger when the school has a lockdown. It is important to keep all contact information and addresses current in JCampus and at school in the event of an emergency.

# **STUDENT / PARENT RESPONSIBILITIES**

To best maintain order in school and establish an environment conducive to learning, it is the responsibility of the student to respect the rights and privileges of other students, teachers, and staff. It is the responsibility of the student to arrive at school with the appropriate materials and assignments. It is also the student's responsibility to obey all school rules and to behave in an acceptable manner.

Homework is designed to support the learning process and reinforce subject matter taught at school. It is the student's responsibility to complete all homework and turn it in as assigned. **When a student is absent from school, please call the office by 8:30 A.M. to request homework for that day or for several days.** Parents are usually able to pick up homework by 2:00 P.M. for the day requested. Instructions may also be given to send work home with a sibling or friend.

Student textbooks are provided for each child by the CPSB. These texts are expensive and must be paid for if lost or damaged. Students are assessed a replacement fee at a pro-rated amount depending on the age and use of the textbook.

## **CHECKING YOUR CHILD'S SCHOOL BAG/ FOLDER**

It is important that you check your child's book bag or folder each and every day. Teachers will send home graded papers weekly. If at all possible, please respond the next day to a teacher's request for information, signatures, conferences, supplies, etc. Requests for field trip permission, money, etc. should be sent back immediately. Your child will write important events and homework assignments in the appropriate area designated by each classroom teacher. Parents can also check their child's progress through the Student Access Center. Please use this QR code to access this site:



## **MONEY ENVELOPES**

We encourage all families to pay class fees and other purchases through the Online Payment Center. When this is not possible, please place money in a sealed envelope with the child's name, teacher's name, amount enclosed, and the specific use intended. Brentwood accepts cash and money orders only. Please use this QR code to access the Online Payment Center.



## **CONVEYING MESSAGES TO STUDENTS**

School staff values and protects your child's instructional time. Immediate messages will be given to students only in case of an emergency. All others will be given at the end of the day. This will help keep classroom disruptions to a minimum. **All changes of transportation messages need to be called in to the office before 2:00 to ensure that the message reaches your child. Transportation changes should be a rare event. Calling daily to change or inform of transportation plans creates unnecessary confusion.**

## **CONVEYING MESSAGES TO TEACHERS**

Teachers may be contacted most efficiently via their CPSB email account. If you are unable to email a teacher, you may contact the front office at 217-4610. **Please keep in mind that teachers are in class, so messages will be given at the end of the day.** Immediate messages will be given to teachers only in cases of emergency. Teachers will not be called to the telephone. If you need a teacher to get a message by a specific time, please provide the office with that information when you leave the message. **Please respect the personal time of teachers. We ask that you not conduct school business by contacting staff members through Facebook, Messenger, and texting.** Please always remember to show respect for our staff. They are expected to return that respect to you as well.

## **LOST AND FOUND ARTICLES**

Parents are urged to put the student's name on all jackets, coats, masks, water bottles, backpacks, etc., brought to school. Electronic games, iPods, toys, trading cards of any type are not permitted at school. Lost and found items will be placed in the front office.

# COMMUNITY AND PARENTAL SUPPORT

## BRENTWOOD ATP

Due to the current situation, parental involvement will be limited at this time.

Our Parent Teacher Organization is active and open to all parents, grandparents, and supporters of Brentwood Elementary. A form is sent home within the first few weeks of school allowing parents to designate the events with which they are willing to assist. Remember -- statistics indicate that children do much better in school when their parents are involved in school activities.

- Volunteers are asked to honor and respect all school and district policies and procedures while working on campus, discussing school business, and representing Brentwood.
- Volunteers must always sign in and out of the office so we know who is on campus.

## PARTNERS IN EDUCATION

Brentwood Elementary is fortunate to be part of the *Partner in Education* program that was developed by the Chamber Southwest and the Calcasieu Parish School Board. Area businesses have partnered with local schools in an effort to enhance the quality of education within the parish. Glad Tidings, Northrup Grumman, The Coastguard, Kiwanis Club of South Lake Charles, and Lake Charles Toyota can always be counted on to provide support to our school in the form of financial assistance and valuable manpower.

# REGISTRATION

OFFICE HOURS – 7:30 A.M. UNTIL 3:15 P.M. EACH SCHOOL DAY

## VISITOR INFORMATION

All visitors, volunteers, and substitutes must wear a mask and be screened upon arrival. Guests who wish to have a conference, or visit a classroom, must schedule these appointments in advance. Visitor parking is available in the front of the school. All visitors will be given a badge to wear throughout their time at school.

## ITEMS NECESSARY FOR STUDENT REGISTRATION

- ✓ Permit from CWA (any incoming Kindergarten student and any child who did not attend Brentwood Elementary last year)
- ✓ Parent/Guardian ID
- ✓ Birth Certificate (copy or original)
- ✓ Immunization Record
- ✓ Records from transfer school (if applicable)
- ✓ Social Security Card
- ✓ IEP paperwork (if applicable)
- ✓ Legal custody papers (if applicable)
- ✓ Out of Zone Permit (if applicable)



## **FEES**

All parents are encouraged to use the Online Payment Center to pay for class fees and items for purchase. Please use the QR Code to access the Online Payment Center.

### **Face to Face Students:**

Pre K: \$10.00 class and supply fee

K-5: \$15.00 class and supply fee



### **Virtual Students (Connected Classrooms):**

Pre K: \$10.00 class fee

K-5: \$25.00 class fee

Laptop Fee: \$20.00

## **AGE VERIFICATION**

All children entering the Calcasieu Parish School System for the first time shall be required to present a **certified or original copy of their official birth record** to the office. Children born in Louisiana will be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of state will be given a thirty (30) day grace period to secure a copy of their birth record.

## **AGE REQUIREMENTS**

**Pre - Kindergarten** – four years of age on or before September 30<sup>th</sup> of current school year.

**Kindergarten** – five years of age on or before September 30<sup>th</sup> of current school year.

**First Grade** – six years of age on or before September 30<sup>th</sup> of the current school year.

**Other grades** – based on chronological age and records from previous school/s.

# **STUDENT INFORMATION**

It is extremely important that the school has accurate information on file concerning your child. Information should be updated in the Student Progress Center (please see QR Code below). At the beginning of the year each teacher will send home an emergency information card. **PLEASE COMPLETE ALL INFORMATION REQUESTED!** This will include the child's full name, address, parent work numbers and emergency contacts. Should any of this information change during the school year, it is the responsibility of the parent/guardian to update information in the Student Progress Center and notify the office so that changes can be made on the child's card. It is imperative that the school is able to contact a parent or another adult who will take responsibility for a child in an emergency.



## **LEGAL CUSTODY**

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the judgment must be submitted to the school office. A copy of the judgment will be kept on file. In the absence of a legal document, a child may be released to either parent.

## **TRANSFER STUDENTS**

When a student transfers to another school within the school year, a parent needs to notify the school office in advance so the necessary paperwork will be ready when requested. The official withdrawal transcript will be released when all fees are cleared (lunch money, library books, workbook money, daycare fees, fundraiser money, etc.).

# TRANSPORTATION

## \*\*\*\*IMPORTANT\*\*\*\*

Your child should be informed on how he/she should get home. You are highly encouraged to establish a consistent routine. Children often forget. A note to the teacher is crucial when there is a change in their regular routine. In emergencies, please call the office. We will notify your child of the change. It is very important, however, that you call before 2:00 P.M. to ensure that your child receives your message. We cannot guarantee that messages called in after 2:00 P.M. will reach your child. Calling to change or communicate transportation plans should be rare. Calling daily or almost daily creates unnecessary confusion.

### **BUS STUDENTS**

Bus transportation is provided. **Students must be registered as bus riders formally in order to ride the bus. If a bus driver does not have a student registered on their roster, they are not allowed to transport the student.** Students are under school supervision while on the bus and misbehavior may result in loss of privilege of riding the bus. Parents will be notified of misconduct on the bus. All changes in transportation for your child must be communicated prior to 2:00 each day.

All students are required to wear a mask during transport to and from school. They will also have assigned seats on the bus.

Students may not be picked up or dropped off at any location other than the address on file. In the event of a lengthy stay at a friend's home due to an emergency and thus the need to ride a bus with that friend, the parent/guardian should contact the school to discuss the details.

### **CAR RIDERS**

**All car riders will have their temperature taken upon arrival. Any temperature at or above 99.8 will be sent home, along with any siblings in the vehicle.**

**If a student does not have their mask with them, they must return home to retrieve their mask.**

All Pre K-5<sup>th</sup> grade students transported to and from school by car need to be dropped off and picked up **at the car ramp** on the west side of the building. Please be sure to follow the signs, and please be courteous to other drivers. **Do not drop off or pick up students at the bus ramp. Cell phones are strictly prohibited in school zones and car rider line.**

### **BICYCLE RIDERS AND WALKERS**

Students who walk or ride bicycles to school should not arrive on campus prior to 7:15 A.M. A bike rack is provided in front of the campus. Parents are encouraged to provide bike locks. All students who walk or ride bikes to school are expected to go straight home upon dismissal by the teacher on duty.

# 2020-2021 UNIFORM POLICY

<b><u>NO LOGOS or HOODS ON ANY CLOTHING (HEAVY COATS FOR OUTSIDE EXEMPTED)</u></b>	
<b>MASKS: 1 District provided, washable mask; or any personal, school appropriate design</b>	
<b>Pre K - 2nd</b>	<b>3<sup>rd</sup> - 5<sup>th</sup></b>
<ul style="list-style-type: none"> <li>• Must be worn at all times while on bus and transitioning throughout the school</li> </ul>	<ul style="list-style-type: none"> <li>• Must be worn at all times while on bus and transitioning throughout the school, <b><u>including classroom</u></b></li> </ul>
<b>SHIRTS</b>	
<b>ANY DAY OF THE WEEK</b>	<b>FRIDAYS</b>
<ul style="list-style-type: none"> <li>• Navy, White, or Hunter Green polo style</li> <li>• Any BES Spirit/Club shirt</li> </ul>	<ul style="list-style-type: none"> <li>• Any shirt in the left hand column</li> <li>• McNeese Cowboy/Brentwood shirt</li> </ul>
<b>PANTS/SKIRTS (ANY DAY OF THE WEEK)</b>	
<b>ANY DAY OF THE WEEK</b>	<b>FRIDAYS</b>
<ul style="list-style-type: none"> <li>• Pants (khaki or navy); Skirts, Shorts, Jumpers, Dresses, or Skorts must be 3" above knee</li> <li>• No skinny pants or joggers</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>BLUE</u></b> jeans or shorts (3" above knee)</li> <li>• <b><u>Only</u></b> if student has <b><u>perfect attendance AND an "O" in conduct all week</u></b> *Teacher notify*</li> <li>• <b>Jeans may not be colored or have rips, holes, or sagging</b></li> <li>• No skinny jeans or jeggings</li> </ul>
<b>SHOES, SOCKS, or STOCKINGS</b>	
Socks and Stockings: <ul style="list-style-type: none"> <li>• Solid color: Navy, Black, Grey or White</li> <li>• No mismatched socks</li> <li>• Visible at all times</li> </ul>	Shoes: <ul style="list-style-type: none"> <li>• Closed toe with back</li> <li>• Tennis shoes on PE days</li> <li>• No sandals or slippers</li> <li>• <b>Please teach students to tie their shoes if they are wearing shoes with laces.</b></li> </ul>
<b>BELTS (OPTIONAL FOR PREK and Kindergarten)</b>	
<ul style="list-style-type: none"> <li>• Must be worn with slacks or shorts that have belt loops</li> </ul>	
<b>JACKETS (ANY DAY OF THE WEEK)</b>	
<ul style="list-style-type: none"> <li>• Sweaters, sweater vests, sweatshirts &amp; light jackets worn throughout the day must be <b>solid <u>NAVY, WHITE, OR GREY; NO HOOD, design, emblem, or logo.</u></b></li> <li>• BES sweatshirts or jackets</li> <li>• Winter hats: outside only; Heavy coats and jackets <u>worn to and from school or just at recess</u> are not restricted, but may <b><u>not</u></b> be worn inside the building. <b><u>Jackets, for inside, must remain unzipped at all times inside the building.</u></b></li> </ul>	
<b>UNDERSHIRTS (ANY DAY OF THE WEEK) No Logos</b>	
White or Navy (no other shade of blue)	
<p><b>*The following items are <u>not permitted</u> at all: smart watches, make-up, hair with unnatural colors, carrying a purse or backpack throughout the day, cell phones, and distracting clothing, accessories, or jewelry. Boys are allowed to wear basic watches and small chains.</b></p>	

# PROCEDURES FOR NONCOMPLIANCE OF SAFETY PROTOCOL

Face Covering is defined as, a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face including nose and mouth. In addition to face coverings, students may wear a plastic face shield that covers eyes, nose, and mouth.

## **STEP 1:**

Face coverings are required during transitions for all students in grades Pre-K through 5<sup>th</sup> grade. Face coverings are also required in the classroom for students in 3<sup>rd</sup> through 5<sup>th</sup> grade. Students not wearing face coverings will be redirected to comply to protect students, teachers, and staff. Transitions include: during arrival, moving throughout the school, dismissal and while on the school bus.

## **STEP 2:**

If a student is not compliant, the student will be removed from the general schedule and will be placed in a social-distance remote-learning environment on campus. In addition, staff will contact the student's guardian to resolve issues related to safety protocol.

## **STEP 3:**

If there is no resolution and/or continued noncompliance with this safety protocol, the guardian will be offered the Face Covering Policy Accommodation Request form or enrollment in the CPSB Connected Classrooms Virtual Learning Program. If the student does not meet the criteria established by the Face Covering Policy Accommodation Request form and the student continues noncompliance with safety protocol, the student will be automatically enrolled in the CPSB Connected Classrooms Virtual Learning Program.

## **DISCIPLINE GUIDELINES FOR UNIFORMS**

All Pre-K – 12 schools in Calcasieu Parish will strive to achieve full compliance of the Dress Code Policy and should resort to discipline measures only when positive measures fail. The intent of this policy is not to prevent any student who is not in uniform from attending school. This policy is not intended to suspend or expel a student from class or from school or lower an academic grade because of not complying with the School Uniform Policy.

The following is a progressive disciplinary plan for students who are considered noncompliant with the Dress Code Policy and who have not been granted an exemption.

- 1<sup>st</sup> Offense    Verbal warning
- 2<sup>nd</sup> Offense    Written warning
- 3<sup>rd</sup> Offense    Phone call to parent/guardian
- 4<sup>th</sup> Offense    Administrator or designee, parent, and student conference

Students shall not be considered in violation of the Dress Code Policy in the following instances:

- During the first five (5) days after transferring from an out of the parish school
- When a student has been authorized by the school principal to wear something other than the approved school uniforms
- When a parent has secured an exemption from the School Uniform Policy
- While an appeal of an exemption from the School Uniform Policy is pending.

Parent(s) or guardian(s) may request an exemption from the School Uniform Policy by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

- A written request shall be submitted in writing using the Exemption Form
- The Review Committee shall meet with the parent/guardian to discuss the School Uniform Policy and request exemption.
- The parent/guardian shall be notified in writing of the outcome of the conference.
- If the Review Committee does not grant the exemption, the parent/guardian may appeal the decision to the appropriate director.
- **Most common uniform errors: cargo pants, improper footwear, no belts, untucked shirts, and jackets worn all day that are not within the guidelines.**

## **ACADEMIC INFORMATION**

### **GRADING**

The following grading scale is in effect for all Calcasieu Parish elementary schools for Mathematics, Language, Science, and Social Studies:

A:	93 – 100%	(Excellent)
B:	85 – 92%	(Above Average)
C:	75 – 84%	(Average)
D:	67 – 74%	(Below Average)
U:	66 or Below	(Failing)

<p>Nine weeks grades are an average of daily/weekly tests of assignments and the following scale will determine the overall grade:</p> <p>A: 3.5 – 4.0  B: 2.5 – 3.4  C: 1.5 – 2.4  D: 1.0 – 1.4  U: 0.9 - 0.0</p>	<p>Handwriting, physical education, music, social living, and conduct will be graded according to the following scale:</p> <p>O: Outstanding  S: Satisfactory  N: Not Satisfactory</p>
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## **GRADE REPORTING**

All schools in Calcasieu Parish adhere to a 9-week grading period. Report cards for all students in grades K-5<sup>th</sup> will be sent home on approximately the 3<sup>rd</sup> day following the end of the nine weeks period. Progress reports are sent home by teachers in grades 1 through 5 at three week intervals and a report card will follow at the end of the 9 week period. Please see the QR Code below to access to the Student Access Center.

## **EVALUATION**

Students are evaluated both formally and informally in order to provide diagnostic information, to assess individual student performance, to assess instructional program effectiveness, and to provide information for curriculum planning and decision making. Such evaluations may include informal tests, inventories, projects, products, daily class work, classroom observations, student work portfolios, and activities designed and administered by the teachers to diagnose and to assess student performance.

## **PROMOTION POLICY**

All elementary students in Louisiana must be in attendance 167 days of the school year in order to be considered for promotion to the next grade. Kindergarten students moving to first grade must have completed a full day public or private kindergarten for a full year and must have a successful classroom performance as indicated on the student Progress Report. Kindergartners promoting to first grade must also score at least 80% on the academic readiness-screening test for first grade.

## **PASSING SESSION GRADES IN:**

**Kindergarten:** Language and Math






**Grades 1-3:** Language and Math

**Grade 4:** Language, Math **and** one of the following: Science, Social Studies

**Grade 5:** Language, Math **and** one of the following: Science, Social Studies

## **SPECIAL EDUCATION STUDENTS**

Those students who have qualified for assistance through the special education program will receive a report card that will indicate those grades obtained from an altered or modified program. Special needs students who have an Individualized Education Plan (IEP) will receive services through one or more formats:

-  **Resource: Pull out minutes**
-  **Self-Contained setting**
-  **Itinerant services for the Hearing Impaired**
-  **Speech and Language Therapy**
-  **Adaptive Physical Education Services**

## **RESPONSE TO INTERVENTION ( RTI)**

Students who struggle to achieve in the content areas of Reading and Math may be placed in small group settings for the purpose of receiving research based interventions designed to focus on academic areas of weakness. Participation in RTI groups will be flexible, depending on the student's ability to show adequate progress.

## **FIELD TRIPS**

At this time, field trips are not allowed.

Upon district approval, the school will adhere to district guidelines.

Field trips must be an extension of the curriculum for that particular grade level. A teacher must request permission from the school administrator and the appropriate director before planning such a trip. **Parents are welcome to attend if space permits.**

Other guidelines include the following:

- A permission form must be completed and signed by the parent/guardian before going on the trip.
- All students in the class must travel on the bus with the teacher to the field trip.
- Only students in the class are permitted on the trip. **Siblings in other grade levels may not be excused from school to attend the field trip.**
- Once the cost of the trip has been figured, notices sent home, and fees collected, money may not be able to be returned should the student/parent not attend.

## **CLASS ROSTERS / PARENT REQUESTS**

Placement of students is based on the needs of all children in the grade level. We work tirelessly to create a balanced classroom to ensure the highest possible levels of academic and social development for all children. Parent requests may be sent, but are not guaranteed.

# **EXTENSIONS TO THE CURRICULUM**

Brentwood provides the following programs and/or opportunities in which student needs of varying levels can be met:

- ✓ SPARK ...identified students in grades K-5
- ✓ REACH...identified 1<sup>st</sup> grade students
- ✓ Talented Visual Arts...identified students in grades K-5
- ✓ Beta Club...open to students in grades 4 and 5 who are selected through an application process
- ✓ Kids for Christ (student-led faith based club)
- ✓ Millionaire Boys Club (5<sup>th</sup> grade)
- ✓ STEM Club (Science, Technology, Engineering, Math)
- ✓ Robotics Club (Science, Technology, Engineering, Math)
- ✓ Student Council
- ✓ Gardening Club
- ✓ Stars and Stripes Flag Team (5<sup>th</sup> grade)
- ✓ All students receive the benefit of weekly Enrichment lessons in **Physical Education, Music, and Library.**

**All Brentwood students benefit from 1 twenty minute recess per day. Our students are encouraged to participate in a variety of activities that will meet their physical needs, as well as give them a “brain break” from the rigors of classroom academia. A Buddy Bench area has been designated to support those who are reaching out for friendships.**

# CAFETERIA

## BREAKFAST & LUNCH

A nutritious breakfast and lunch are available at no cost for all students each day. Due to our current situation, students will have breakfast in their classroom before they start the day. Students may bring their own lunch to school and it must be eaten in the cafeteria. Canned drinks, bottled soda, and fast food are not allowed. At this time, visitors are not allowed to have lunch with students.

# BRENTWOOD ELEMENTARY SCHOOL DISCIPLINE PLAN

## COMPONENT 1: STUDENT'S RIGHTS AND RESPONSIBILITIES

1. I have the right to be a unique individual and the responsibility to respect the uniqueness of others. Not everyone thinks, acts, feels, dresses, looks or learns the same way.
2. I have the right to be treated with compassion and fairness, and the responsibility to treat others the way I would like to be treated.
3. I have the right to express my thoughts and feelings in an appropriate tone and manner, and the responsibility to give others the opportunity to do the same.
4. I have the right to feel safe, and the responsibility to help create a hazard free environment. I must know and follow school rules.
5. I have the right to learn and study, and the responsibility to respect the rights of others to learn and study. No one has the right to interfere with the education of others.

## COMPONENT 2: EXPECTATIONS FOR STUDENT BEHAVIOR

ABC's of Behavior: Act Safely and Responsibly

Be Respectful

Come Ready to Learn

<u>Playground/Recess Expected Behaviors</u>	<u>Cafeteria Expected Behaviors</u>
<p><b>Act Safely and Responsibly</b></p> <ul style="list-style-type: none"> <li>• Walk to and from the playground</li> <li>• Use equipment properly</li> <li>• Keep hands/feet to self</li> <li>• Stay within boundaries</li> </ul> <p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Include everyone</li> <li>• Take turns</li> <li>• Be aware of others and their feelings</li> </ul> <p><b>Come Ready to Learn</b></p> <ul style="list-style-type: none"> <li>• Freeze at the sound of the whistle</li> <li>• Line up quietly</li> </ul>	<p><b>Act Safely and Responsibly</b></p> <ul style="list-style-type: none"> <li>• Mask must be worn during transition</li> <li>• Wash hands (1, 2, 3...Save a Tree)</li> <li>• Stay distant: keep hands, feet, and objects to self in line</li> <li>• Remain in assigned seat</li> </ul> <p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Enter quietly</li> <li>• Use inside voices at the table</li> <li>• Clean up own areas (table and floor)</li> <li>• Leave quickly and quietly</li> </ul> <p><b>Come Ready to Learn</b></p> <ul style="list-style-type: none"> <li>• Listen for instructions</li> <li>• Get all utensils, milk, and condiments when first going through line</li> </ul>



<u>Restroom Expected Behaviors</u>	<u>Hallway Expected Behaviors</u>
<p><b>Act Safely and Responsibly</b></p> <ul style="list-style-type: none"> <li>• Masks worn at all times</li> <li>• Use available stalls</li> <li>• Keep feet on the floor</li> <li>• Wash hands</li> <li>• Paper towel in trash can</li> </ul> <p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Remain quiet while in restroom</li> <li>• One person in stall at a time</li> <li>• Keep restrooms graffiti free and clean</li> </ul> <p><b>Come Ready to Learn</b></p> <ul style="list-style-type: none"> <li>• Put toilet tissue in toilet</li> <li>• Flush toilets and urinals</li> <li>• Return to classroom promptly</li> </ul>	<p><b>Act Safely and Responsibly</b></p> <ul style="list-style-type: none"> <li>• Wear your mask during transition</li> <li>• Sanitize your hands</li> <li>• Maintain social distancing</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Walk in single file on right side of hall</li> </ul> <p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Walk quietly</li> </ul> <p><b>Come Ready to Learn</b></p> <ul style="list-style-type: none"> <li>• Look forward (be aware of the person in front of you)</li> <li>• Keep the line flowing</li> </ul>

### **COMPONENT 3: CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

#### **Daily Discipline procedure:**

<u>Violation</u>	<u>Consequence</u>
1 <sup>st</sup> :	Warning
2 <sup>nd</sup> :	Classroom consequence
3 <sup>rd</sup> :	Parent contacted in writing, by phone, or in person depending on individual student behavior progression
Severe	Discipline action by school administration

### **COMPONENT 4: POSITIVE REINFORCEMENT FOR APPROPRIATE BEHAVIOR**

Classroom teachers have individual plans to reward appropriate behavior (PBIS Reward System and classroom incentives). School-wide reinforcement will occur ongoing and every 9 weeks during our Celebration Day.

### **COMPONENT 5: CONDUCT GRADE**

A conduct grade will be assigned at the end of each nine weeks. Each grade level will devise an appropriate scale for determining the grade.

\*Students who demonstrate a need for behavioral interventions will be supported by school staff with the express intent of increasing their learning time and developing them both socially and emotionally. \*\*Major infractions include, but not limited to, the following: fighting, inappropriate language, profane gestures, vandalism, or other serious acts of disrespect to students, teachers, or staff. Consequences for such behavior may include detention, in school suspension, out of school suspension, and/or expulsion.

# DISTRICT AND STATE POLICIES

## CELL PHONE POLICY

No student, unless authorized by the school principal or his/her designee, shall possess, use, or operate any electronic telecommunication device, including any mobile phone systems, facsimile system, radio paging service, intercom, or electro-mechanical paging system in any elementary, middle or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

**Possessing or using a cell phone and/or any telecommunication device is strictly prohibited on any campus in the Calcasieu Parish School System by students. Students are not allowed to possess or use cell phones or any other telecommunication device during the school day or while being transported by a school bus.**

## PRAYER POLICY

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so, to observe a brief time in silent prayer or meditation. Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school. No law, rule, or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer. A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

# TITLE IX STUDENT-TO-STUDENT SEXUAL HARASSMENT

The Calcasieu Parish School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can often contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student to another student. Harassment is defined, as “gender based” conduct directed because of a student’s sex. Any severe, persistent or pervasive conduct related to this type of harassment that limits a student’s ability to participate in or benefit from the education program or to alter the conditions of the students’ educational environment is hereby prohibited. Such incidents may include verbal or written assaults involving phrases with direct or implied sexual meaning; physical harassment such as unnecessary or offensive touching, or visual harassment such as drawings, looks, or gestures. Harassment does not depend solely upon the perpetrator’s intention, but also upon how the targeted person perceives the behavior and is affected by the behavior. All reports of such behavior shall be received and properly and adequately investigated. Appropriate disciplinary action shall be taken when violations of this policy have been determined. The Board shall prohibit retaliation against any employee or student for a complaint made or for participating in an investigation of alleged harassment. Nothing contained in this policy and/or procedure shall restrict or diminish the authority of the Superintendent to suspend or expel students in accordance with the policies of the CPSB, state and federal law and applicable regulations.

**Jeanice Biondini, Title IX Coordinator (337-217-4150 EXT. 1502)**

*A copy of Title IX Student-to-Student Sexual Harassment Policy is sent home at the beginning of each year.*

## **ACT 909 – 1990 LOUISIANA LEGISLATIVE ACTION**

The CPSB and State Department of Education have directed that each student and his/her parents/guardians be told that without exception a student shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled substances as defined by state law, unless dispensed by a licensed physician as allowed by law. Any student of Calcasieu Parish Public School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades six through twelve and who is found guilty as in (1) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is in kindergarten through grade five and who is found guilty as in (1) above shall be referred to the local school board through recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
  - a. The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
  - b. The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken, Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the state except upon the approval of the school board system to which he seeks admittance.

## **CPSB POLICIES AND LAWS – ALCOHOL, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM**

The School Board shall require a comprehensive alcohol, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, drug and substance abuse program, substance abuse counselors are appointed and visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug or substance abuse problem.

Any student enrolled in school that is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug-counseling program, or an equivalent approved by the Board.

Each school shall have a substance abuse prevention team, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances of reports of possession of controlled dangerous substance or alcoholic beverages. The team shall adequately report their findings and make appropriate recommendations for treatment, counseling, or other appropriate action.

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or within 1000 feet of school property, or while on the school bus. The area surrounding school property shall be designated as drug free zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark drug free zones, which surround all schools and school property.

The Calcasieu Parish School Board and the Louisiana State Department of Education have directed that each student and his parents/guardians be told that, without exception, a student **shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law.** Any student of the Calcasieu Parish School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

## **CPSB POLICIES AND LAWS – DANGEROUS WEAPONS**

The Board shall authorize the Superintendent or designated official to immediately suspend, and recommend for expulsion for, and student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain or any other object deemed dangerous on the school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

The school principal or designee shall be required to report immediately (within 72 hours) the confiscation of any firearm, knife or other dangerous weapon to appropriate law enforcement officials.

It is unlawful for a student or nonstudent to intentionally possess a firearm on school property or within 1000 feet of school property or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free zone. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones, which surround all schools and school property.

## **THREATS**

Threats are taken seriously and may result in law enforcement officials being called in. Suspension and/or expulsion may be the results of a threat to a teacher or student.

## **FIGHTING**

Students will be suspended for fighting or instigating fights. Students should inform teachers right away about students threatening to fight them.

# BRENTWOOD ELEMENTARY

## TITLE I PARENTAL INVOLVEMENT POLICY

Brentwood recognizes that parental involvement is a key factor in the success of our students' education. We believe that when teachers, parents, and students commit to and strive toward the common goal of quality education that together we will produce not only quality students but quality citizens.

Brentwood Elementary School will provide a variety of opportunities to encourage strong parental involvement. The following activities are designed to encourage the involvement of parents of all students enrolled in grades Pre-K through fifth.

Unfortunately at this time, our events may look a little different, but we still encourage family involvement while adhering to State and Local guidelines.

- ◆ Meet and Greet
- ◆ Open House
- ◆ Family Reading Night
- ◆ Brentwood Website
- ◆ 9 weeks Celebration Day
- ◆ Grandparents Day
- ◆ Veterans Program
- ◆ Christmas Program
- ◆ Black History Program
- ◆ Fundraising Volunteers
- ◆ Brentwood Newsletter
- ◆ Brentwood Facebook
- ◆ Front Marquee
- ◆ School Messenger and Remind 101
- ◆ Awards Day
- ◆ Career Day
- ◆ 3<sup>rd</sup> – 5<sup>th</sup> Testing Informational Meeting
- ◆ STEM Night

Teachers, parents, and administration will continue to work cooperatively together to plan these and other activities to ensure the success of our Parental Involvement Program. All activities will be held in compliance with the Calcasieu Parish School Board Parent Involvement component and also with those of the Louisiana Department of Education.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit [www.cpsb.org](http://www.cpsb.org), OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details. Also, refer to CPSB Student Code of Conduct (p. 2 and p.9).