

2016-2017

BWE Theme:

Getting Fit for Literacy



**BRENTWOOD
ELEMENTARY SCHOOL**

Home of the EAGLES

Mission Statement:

Molding Minds for Future Success

Vision:

*Empowering Students to Fulfill Their Greater
Potential*



**STUDENT/PARENT HANDBOOK
2016-2017**

**3825 Brentwood Avenue
LAKE CHARLES, LA 70607**

PHONE: (337) 217-4610

FAX: (337) 217-4611

<http://brentwood.cpsb.org>

www.cpsb.org

Dr. Chasity Jenkins-Stewart, Principal

Nina Jones, Assistant Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



WELCOME BACK TO SCHOOL!

Dear Parents,

The faculty and staff of Brentwood Elementary would like to welcome you and your family to the 2016-2017 school year. We are eager to meet all new students and we look forward to seeing our former students return. Our goal is to afford the best learning opportunities for all students. We will continue to set high expectations as we strive to make learning pleasurable and successful.

We are proud of the many programs that we have to offer and the many achievements we have made this past school year. Thanks to the many parents who were actively involved last year. Your support and involvement is so important to the success of your child and to our school. Working together as a team enhances learning for all students.

This handbook serves as a daily planner for all students and as our school handbook on policies and procedures mandated by the Calcasieu Parish School Board. Please read through this booklet and discuss all procedures with your child. Both you and your child must sign and return the **Acknowledgement Form** to school on tomorrow. If you have any questions please call or come by the office. We look forward to a productive and successful school year.

Sincerely,

Dr. Chasity Jenkins-Stewart, Principal

MISSION STATEMENT

The mission of Brentwood Elementary is to educate all students, giving them skills necessary for success.

Our Staff Believes

1. Every student can learn and succeed when instructed in their appropriate learning style.
2. The school, home, and community should work as a team to promote the development of the total child and provide the needed resources to ensure a quality education for all students.
3. Technology should play a vital role in the education of all students.
4. Higher order thinking skills should be developed to promote forward thinkers and problem solvers.
5. High expectation for social and academic progress should be held by administrators, teachers, and students.
6. We should provide a safe and secure learning environment for all students.
7. We should foster the development of interpersonal relationships to allow students to interact and compete in a diverse world.
8. Students should receive a quality education that will allow them to function in society and become responsible citizens.



SCHOOL MISSION:

Molding Minds for Future Success

SCHOOL THEME:

“GETTING FIT FOR LITERACY”

SCHOOL DIRECTORY

Main Office	217-4610
School Fax	217-4611
Cafeteria	Ext. 1928
Office	Ext. 1925
Bookkeeper	Ext. 1924
Counselor	Ext. 1926
Assistant Principal	Ext. 1923
Librarian	Ext. 1927

Office Hours 7:30-3:30

DAILY SCHEDULE:

STUDENTS MAY NOT ARRIVE TO SCHOOL NO EARLIER THAN 7:15 A.M.

Breakfast is served daily from 7:15AM-7:40AM. Duty teachers arrive to school at 7:15 AM. All students should arrive to school no later than 7:40AM. Teachers arrive and report to classrooms at 7:30AM. Students are encouraged to read books, do creative writing or study homework. Classes begin at 7:40AM each morning.

TARDINESS:

STUDENTS ARE TARDY after 7:45 AM.

Students arriving at school **after 7:45 a.m.** should report to the office accompanied by a parent or guardian. Never drop off your child and drive off. **All parents must sign in their child if they are tardy.**

Excessive tardiness of three or more will be reported to Child Welfare and Attendance. Other school policies involving tardies will be enforced. When students are tardy, they miss valuable instruction time, and it interrupts the regular classroom routine. Teaching students the value of timeliness is very crucial.

REGISTRATION:

A child must be five years old on or before September 30, 2016 in order to enroll in kindergarten.

Only students living in the Brentwood Elementary zone will be allowed to attend Brentwood Elementary School. Those students living out of the school zone must obtain a permit each year from the Child Welfare and Attendance Office located on Sixth Street. Students with "out of zone" permits must maintain satisfactory behavior at all times. Consistent violations in school rules will result in out of zone permits revoked for the next school year.

Any student who did not attend Brentwood Elementary last year must also get a permit from the Child Welfare and Attendance Office. You must provide an official birth certificate, proof of address which is provided in the form of two utility bills (electric, water, or gas), a social security card, a current immunization card and identification. Please note that CWA will no longer make copies of these documents. You must provide CWA office with necessary copies of all documents for all permits being requested.

In order to register to attend Brentwood Elementary you must have the following:

- A current Health Card
- A Social Security number
- An official Birth Certificate

In order for students to take certain standardized tests, a social security number is required.

If transferring from another school during the school year, you must provide the information requested above.

SCHOOL FEES:

School fees are due and payable at the beginning of the school year. These fees cover the cost of workbooks, weekly readers, and art fees. **WE WILL NO LONGER ACCEPT CHECKS. PLEASE MAKE MONEY ORDERS OR SEND CASH.**

Pre-K-----	\$10.00
Kindergarten-----	\$15.00
First Grade-----	\$15.00
Second Grade-----	\$15.00
Third Grade-----	\$15.00
Fourth Grade-----	\$15.00
Fifth Grade-----	\$15.00

LUNCH/BREAKFAST FEES:

All lunches must be paid daily or weekly. Charges may not exceed a week.

Reduced Meals

Breakfast--\$.30

Lunch-----\$.40

(Breakfast & Lunch for a week -----\$3.50)

(Just Lunch for a week -----\$2.00)

Full-Paying Meals

Breakfast-----\$.40 Lunch-----\$1.25

(Breakfast & Lunch for a week-----\$8.25)

Adults visiting:

Lunch-----\$4.00

Breakfast -----\$2.00

SCHOOL VISITORS:

All visitors must report to the office for a visitor's pass. No one will be allowed to enter a classroom during teaching time. Appointments must be made in advance. Teachers are required to ask parents to show a visitor's pass before allowing them to enter the classroom. No one may walk the halls daily to check on a student.

VISITS AND CONFERENCES MUST BE PREARRANGED WITH THE TEACHER AND WILL BE HELD DURING THE TEACHER'S PLANNING PERIOD.

PICK UP/DROP OFF

Students **will not** be allowed to cross the street to meet parents in parked cars. Car riders and walkers are dismissed at 3:30 PM daily.

ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:45 PM DAILY.

Parents must sign out any student picked after 3:45. Students who are not picked up after 3:45 will be placed in extended day after school program. Parents will be required to pay a fee. Frequently late students will be reported to Child Welfare and Attendance Office.

ATTENDANCE:

Students must attend school every day. The State of Louisiana requires that students attend a minimum of 160 days in order to be eligible for promotion. Students with 5 or more absences during each semester 1st Semester (Aug – Dec.)

and 2nd Semester (Jan. – May) will be reported to the Truancy Assessment Service Center (TASC) will be notified when students miss an excessive number of days. Students with 10 or more unexcused absences will be retained.

A written excuse from a physician is required when a student returns to school. Make up work is the **FULL** responsibility of the student. A student has three days to make-up work for each day of absence.

CHECKOUTS:

It is most important that students spend the entire day at school. We ask your cooperation in scheduling doctor's appointments after school hours. If it is necessary to check your child out, please come to the office first. No student will be dismissed from class without approval from the office. Early checkouts are discouraged and will be handled as an unexcused absence, unless a doctor's excuse is returned.

STUDENTS MAY NOT BE CHECKED OUT AFTER 3:00pm.

"A child's life is like a piece of paper on which everyone who passes by leaves an impression."

Dress and Grooming

No mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum.

An acceptable, normal, and well-groomed haircut with **natural** hair colors will be required. No unnatural colors, lines, letters, or designs shaved in the head. **Male students are not allowed to wear earrings at school.**

Students may not wear bandannas, hair rollers, fake nails or make-up. Extremes in styles or jewelry will not be allowed. **Students must wear shoes that have closed heel and toe.** This is for safety purposes.

All students are required to adhere to the parish policies regarding mandatory school uniforms.

Any substantial complaint concerning the dress code shall be dealt with by the school administration.

School Uniforms

Students attending Pre-K – 12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed.
- White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt.
- **Shirts must be tucked in at all times.**
- Khaki (*shades may vary*) or navy blue pants, skirts, shorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, **no carpenter or cargo styles**, no hip-huggers, no side-knee pockets). **Emblems, logos, or decorations are not** allowed.
- Pants, shorts, and skorts must measure (front and back) no shorter than three inches above the knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- **BELTS MUST BE WORN DAILY. They should be black, brown, navy blue, hunter green, or khaki with no emblem, logo, or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for Pre-K only.**

- Socks (or stockings for girls) are required and should be white, hunter green, black, or navy blue with no emblem, logo or decoration and must cover the ankle and be visible.
- Appropriate shoes must be worn and Flip-flops or sandals are not allowed in elementary grades.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. **While on campus, JACKENTS MUST REMAIN OPEN AND CANNOT BE ZIPPED OR BUTTONED.** Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors ARE TO BE TO BE NAVY BLUE OR HUNTER GREEN IN COLOR.
- NO HEADBANDS OR CAPS ARE ALLOWED TO BE WORN ON CAMPUS AT ANY TIME.

Other Dress Code Regulation:

- Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive **or inappropriate jewelry are prohibited.**
- **Prohibited** items include excessive and inappropriate makeup, painted faces, **painted and long fingernails, acrylic and press-on nails, false nails** inappropriate tattoos, and stick-on tattoos.
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.

- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.
- **No long earrings or long neck chains.**

Other questions about uniforms should be referred first to the school authorities

Friday’s (ONLY) is spirit day at Brentwood Elementary. Students are allowed to wear their spirit shirt with uniform bottoms. Spirit Shirts are \$10.00 and can be purchased in the front office throughout the school year.

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 as a result 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 st Offense | Written warning |
| 2 nd Offense | Phone call to parent/guardian |
| 3 rd 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. Exempt 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.**

“When you put faith, hope and love together you can raise positive kids in a negative world.

DISCIPLINE:

One of the best things you can do for your children is to help them develop a good sense of self-discipline. Children must learn that no one else is responsible for their actions. At Brentwood, we believe that good discipline is essential to successful learning. For this reason, no student will be allowed to disrupt the learning process at school. The school will not tolerate the following inappropriate behavior: Disrespect toward others, Obscene language, Fighting or Destruction of school property. Students who continuously break classroom and school rules will be sent to the office and will be disciplined by the principal. This may result in suspension. Parents of students with recurring discipline problems will be required to come to the school to meet with the teacher and principal in order to resolve the problem. Please discuss with your

child/children the need and importance of good behavior and a good attitude while attending school each day. We want the very best learning environment for each student

DISCIPLINARY ACTIONS:

If a student violates class and/or school rules, the administration may impose the following actions:

1. Required Parent/guardian conferences
2. In school detention/suspension
3. Out-of-school suspension
4. Expulsion

IN-SCHOOL DETENTION OR SUSPENSION:

Students may spend an hour or longer for detention. In-school suspension may entail one or two days away from the classroom environment. Students will be assigned to another room to complete all of his work for the entire day(s). He would not participate in any extra curricular activities during that time.

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.

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.

CPSB Policies and Laws – Sexual Harassment

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student towards another student.

Harassment is defined as “gender based” conduct directed because of a student’s sex, and as any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education.

Incidents of sexual harassment 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 derogatory or offensive posters, pictures, cards, cartoons, graffiti, 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.

Each school shall educate its student population and staff to report any such behavior to the school administrator. Harassment policy information shall be disseminated to the student population. The information shall be age appropriate and provided through usual means such as newsletter, school handbooks, or other methods. The Title IX coordinator is Penny Haxthausen 217-4170.

HARRASSMENT:

Approved by the Board on April 14, 1998: “The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student at any age. Students in violation will be subject to disciplinary action.”

Please Note:

Sabra Soileau, Coordinator

Title IX

1732 Kirkman Street

Lake Charles, LA 70601

(337) 217-4170 Ext. 2409

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.

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.

CHARACTER

BUILDS A BETTER YOU

RESPECT

RESPONSIBILITY

COOPERATION

COMPASSION

SELF DISCIPLINE

CITIZENSHIP

HONESTY

FAIRNESS

INTEGRITY

Care of Illness

The following guidelines will be followed concerning illness:

1. Any child having fever should not remain in school.
2. A child with diarrhea will not be permitted to remain at school.
3. Students with severe colds, sore throats, and coughs should not stay at school.
4. Sniffles, reddened eyes, headache, and abdominal pain are signs of acute communicable diseases. Children with such conditions should be separated from others immediately and parent will be contacted. Pink eye requires medical attention.
5. No child will be sent home alone or is allowed to stay at home alone.
6. When a child becomes seriously ill at school, or is seriously injured immediately either by telephone or otherwise. If it proves impossible the get in touch with the parents, we will place the child under the treatment of a physician. If treatment is deemed urgent, and a physician is not immediately available, the student will be taken to the emergency room of the local hospital. Responsibility of payment services rendered lies with the parent.

Medication

Absolutely no medicine are given or used at school without written instructions from a physician, parent or guardian. Forms are available in the office. Aspirin, Tylenol, etc, are medicines. The only one who can change the dosage is the doctor. The medicine bottle must

be correct and must match physician's orders exactly. This includes the following: **dosage, name, date, pharmacy, and the drug name.** If medication is not properly labeled, it will not be given. You may administer the medicine yourself. **An adult should check all medicine into the office.** New medicine orders, as well as medication refills, must be taken care of prior to 10:30 a.m. If unusual circumstances necessitate a different time, please call the school secretary and make an appointment. Please keep in mind that medication is administered to students daily between the hours of 10:30 and 12:30 or as instructed by the child's physician.

PLEASE DO NOT SEND MEDICINE TO SCHOOL WITH YOUR CHILD. IT CANNOT AND WILL NOT BE GIVEN WITHOUT A DOCTOR'S ORDER.

ILLNESS AT SCHOOL:

It is important that the office knows whom to contact in case of an illness or an emergency at school. Please include at least three (3) persons and their numbers on the Emergency and Medical information Form to be contacted in the case of an emergency. If a child has a chronic illness, such as asthma or an allergy, this information should be on file in the office and teachers should be informed each year.

Communicable Diseases

The following is based on CPSB policy and procedures. Principals and teachers shall cooperate with the school nurse to protect the health of students while in school by excluding the ill and by preventing the return to school of those not yet recovered from an illness or communicable disease.

Skin Diseases

Scabies (itch), ringworm of the scalp, impetigo

Children with these skin diseases must be referred to a physician and must obtain a **note** from a physician indicating that it is all right for the child to return to school. Proof of treatment must be shown upon child's return to school.

Measles, Chicken Pox, Mumps

Children with these diseases are to be excluded from school and may return when:

1. Measles – 5 days after rash has disappeared
2. Chicken Pox – 7 days after the appearance of the vesicle
3. Mumps – when the swelling has subsided

Ringworm of the body

Parent must show proof of treatment with medication for ringworm and lesion must be covered. If no improvement within two weeks, medical attention is required. Ringworm of the scalp requires medical treatment.

Lice

The student is referred to the principal's office. The student is confidentially checked for head lice. This is done by a person designated by the principal. If head lice is found, the parent is to be notified and the student will be excluded from his class immediately. A letter of explanation is to be sent home with the child. If eggs (nits) are found in the hair, the parent is notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child. The student shall be excluded from school until he/she has been treated with a medication that kills lice and eggs and until all nits have been removed from the hair. School 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. If lice and/or nits are present on the recheck, the child must be removed from the campus immediately. Parent will not be allowed to remove lice or nits on the school property. Parent must show proof of treatment (empty medicine bottle) before the student is to be allowed back on campus.

IMMUNIZATIONS

All students upon their initial enrollment must furnish a health record from their physician or the health department providing evidence of their immunizations for the following diseases: diphtheria, tetanus, whooping cough, polio, hepatitis B, and measles. The health card or certificate of immunization must be signed by a physician or stamped by the health unit in order

for it to be acceptable. The school should be kept informed of all updates to the child's immunization record.

STUDENT SUPPLIES:

Specific materials and supplies are required in order for all students to be adequately prepared daily. A supply list is available in the office for each grade level. Please check with your child's teacher on a regular basis in order to ensure that your child's supplies are replenished.

BUS POLICY:

Bus transportation is provided for any student who resides a distance beyond a one-mile radius from the school. Students must ride their assigned bus. Misbehavior on a bus may forfeit the student's privilege of riding a school bus. Bus rules must be obeyed daily to ensure the safety of each child. Students must remain seated at all times until the bus comes to a complete stop. Any variation in a bus-riding schedule must be requested in writing to the principal for approval.

TEXTBOOKS:

Textbooks are one of the most valuable assets in the education of our students. Please emphasize the importance of proper care and use of textbooks and library books to your child or children. Students who damage, lose, or destroy textbooks and/or library books will be required to pay for replacement. Please encourage your children to properly maintain all books

RESPONSIBILITY:

One of the most important concepts a child can learn is responsibility-for himself, his behavior, and his possessions. We hope that you will work with us as we strive to develop in each child this standard of responsibility. You help us when you label all of your child's possessions from coats/jackets to book bags and all other school supplies. Remind your child to get things ready for school the night before. Remember to sign his planner daily after you check homework.

PERSONAL ITEMS BROUGHT TO SCHOOL:

Students are not allowed to bring toys, games, tape recorders, radios, beepers, cards, cell phones or any other personal items to school unless instructed to do so by the teacher. These items should remain at home. These items will be confiscated and sent to the office. The school assumes no responsibility for personal items brought to school. Write your child's name inside all on all supplies and clothing that the child may remove and. (jackets, book bags, etc.)

HOMEWORK AND CLASSWORK:

Students' class work and homework play a significant role in their learning. Refusing to work in class or complete homework will result in lower averages. (Possibly failing grades) Teachers maintain records of all students work in their grade book. Please discuss the policy of school work with your child.

1. Students' work and a discipline report will be sent home every week to inform parents of progress.
2. If a student continually fail or refuse to do their work, the teacher will schedule a conference with the parents to discuss interventions to help the child.
3. If the problem continues, a required conference with the principal and teacher will be scheduled.
4. It is very important for all students to spend additional time studying each evening. All students are required to take home some type of school work. All teachers will assign homework daily. Please enforce the routine of doing homework. Never allow the excuse of "No homework tonight." or "I did my homework at school." Require your child to read a book or write in their journals daily. It is so important to your child's success in learning if you check their school work daily.

WEEKLY-PAPERS:

Papers will be sent home on Tuesday of each week in a student's Quality binder for parents to check, discuss with their child, sign and return. Please sign and return the papers back to school on the next day.

PROGRESS REPORTS:

Progress reports are sent home to parents at the end of the third and sixth-week of grading

period. If a student grades reflect below average at this point, this may be an opportune time to schedule a conference with your child's teacher. It may be determined what can be done to improve his/her performance.

REPORT-CARDS:

At the end of each nine-weeks grading period, a report card is sent home for grades K-5, and Special Ed., and Kindergarten grades will reflect an S, P, N, or U. **Kindergarten will not receive a report card the first nine weeks.** Students working below grade level in subjects may be considered for retention even though their grades in those areas are slightly below average.

GRADING SCALE:

A	94-100%	O	Outstanding
B	87-93%	S	Satisfactory
C	79-86%	N	Not Satisfactory
D	70-78%		
U	Below 70%		

Kindergarten Scale:

S	Satisfactory
P	Progressing
N	Needs Improvement
U	Unsatisfactory

PUPIL PROGRESSION:

The Calcasieu Parish School Board has adopted a program for pupil progressions based upon how well the student's master minimum performance standards. The plan prescribes standards for promotion for students in all grades. If at any time you would to review this plan, a copy is available in the principal's office.

SPECIAL NEEDS:

Programs for exceptional learners include combination resource and self-contained classrooms, speech therapy and 504 services.

AFTER SCHOOL CARE:

Students who cannot be picked up by 3:45 p.m. should be registered in the after school program. Tuition must be paid in advance. Extended Day hours are from 3:00pm -6:00 pm daily.

All students **MUST (NO EXCEPTIONS)** be picked up by 6:00PM. A late fee will be required and dismissal if students are picked after 6:00 pm.

Insurance Fee-----\$10.00

Registration Fee----\$20.00

Weekly Tuition----\$35.00 (1st child)

\$20.00(each added child)

Drop In Fees-----\$10.00 day (1st child)

\$5.00 day (each added child)

PARENTS & TEACHER CONFERENCES:

Parents and guardians are encouraged to monitor their children's progress often. If at any time there are questions concerning your child, please contact your child's teacher by telephone or by sending a note. If you desire a conference with your child's teacher, please schedule an appointment prior to coming to the school. **Drop-in conferences are NOT ALLOWED and MUST be scheduled during a teacher's planning period to protect instructional time. You may call the office during the day and leave a message to have your call returned. The office number is (337) 217-4610.**

PARENTS, STUDENTS, TEACHERS INVOLVEMENT:

Our Parent-Teacher Organization (PTO) is a vital part of our school climate. Your participation enables us to reach many goals for our students. We solicit your support by becoming an active part of the learning environment. Please make every effort to attend each school-sponsored event.

At Brentwood Elementary, education is a cooperative effort between home and school. Parental support is needed. Please sign up as room parents and to assist the school as needed. Our PTO needs parents who are willing to provide their time, talents and skills.

WE NEED YOU!

PARTNERS IN EDUCATION:

We are grateful and appreciative of our partners in education: *Northrop Grumman, State Farm, Casa Ole, Pizza Hut, O'Charley's, Que Pasa, and Brouse's*. It is because of their contributions and support of our school, that we are able to provide student awards, incentives and many other services. Together we are shaping the lives of students and their future.

CREED FOR PARENTS:

*I will do more than belong - I will participate.
I will do more than care - I will help.
I will do more than believe - I will practice.
I will do more than be fair - I will be kind.
I will do more than forgive - I will forget.
I will do more than dream - I will work.
I will do more than teach - I will inspire.
I will do more than earn - I will enrich.
I will do more than give - I will serve.
I will do more than live - I will grow.
I will do more than be friendly- I will be a friend.
I will do more than be a citizen-I will be a patriot.*

By: William Arthur Ward.



SCHOOL MOTTO

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day 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.

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoons.

Use of cell phones by an elementary student shall result in the following:

- Confiscation of the cell phone and parent called for conference with administrator.
- Option by school administrator(s) to use ISI for **REPEAT OFFENDERS**.

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Ref: La. Rev. Stat. Ann. '17:239, 17:416, 17:416.1

PRAYER IN SCHOOLS

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. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

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.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

Revised: December, 1995

Revised: August, 1999

Revised: June, 2002

Revised: August, 2016

