



**Charlotte L. Matthew, M.Ed., CEO/Principal**  
**Nichelle Logan Jones, M.Ed., Assistant Principal**  
**Patrice W. Joseph, M.Ed., Assistant Principal**

## *Student/Parent Handbook*

*2018-2019*

### **Vision**

Accelerating the learning of all students through data driven inquiry, reflective teaching and powerful learning!

### **Mission Statement**

We will excel academically and individually.

### **School Creed**

I will be kind and considerate.  
I will respect people and property.  
I will follow directions the first time.  
I will do my very best quality work.

### **School Motto**

Beyond Expectations

### **School Mascot**

Benjamin Bear

### **School Colors**

Red, White and Blue

### **Alma Mater**

As we stand and pledge our Alma Mater, let our voices now ring loud and true,  
for the glory of our school.

Benjamin Franklin, Benjamin Bears, Benjamin Franklin, we love you.  
Praise and honor, together in unity, brothers and sisters, united we stand for thee  
for the glory of our school.

Benjamin Franklin, Benjamin Bears, Benjamin Franklin, we love you!

# CEO/Principal's Message

Dear Benjamin Franklin Families,

I welcome our returning families as well as those who are new to the BFE family to the 2018-2019 school year! This is our first year as a charter school under the Legacy of Excellence Board. Our vision for our new charter is to be the very best school for our students, their families, and our staff. With your active support of our school, we can make that vision a reality. The renovation of our 1116 Jefferson campus is on schedule so we expect to be back in that facility for the 2019-2020 school year. Our theme this year is Legacy of Excellence as we continue on our path of excellence. We hope that you will connect with us on many levels to further the education of your child and the betterment of our school.

This comprehensive handbook is designed to provide greater clarity about the expectations, policies and procedures of BFE. Becoming familiar with this handbook will help your family know what is expected which can prevent many problems before they arise. I encourage you to visit the school, be aware of what is happening at school, and attend meetings and school sponsored activities. When the school and the parents work together, our students' potential for success is greatly multiplied.

Thank you for entrusting us with your child's education.

Charlotte L. Matthew, CEO/Principal

## A. Important Contact Information

We are one school that occupies two campuses. The Business Office is located at the Lakefront Campus.

Benjamin Franklin Elementary Mathematics and Science School  
Pre-Kindergarten – Fifth Grades  
6101 Chatham Drive  
New Orleans, La 70122  
504-304-3932 office

Benjamin Franklin Elementary Extension  
Sixth - Eighth Grades  
401 Nashville Avenue  
New Orleans, La 70115  
504-359-7730 office

## B. Vision Statement

Our vision statement is our clear and long-range desired outcome for our school. Our school's vision statement is, "Accelerating the learning of all students through data driven inquiry, reflective teaching and powerful learning!"

## C. Mission

Our mission statement is our daily quest to reach our vision. It sets us apart from other schools and reaches the hearts and minds of our employees, students and their families. It is easily remembered and all students and staff are expected to know and be able to recite our mission statement:

*We will excel academically and individually.*

## D. Motto

We have high expectations at BFE. This is reflected in our school motto which is *Beyond Expectations*.

#### **E. Mascot and School Colors**

Our mascot is *Benjamin Bear* and our school colors are *Red, White and Blue*

#### **F. Beliefs**

To accomplish our mission our staff maintains the following beliefs:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach-individually, culturally and developmentally-is as important as knowing the content we teach.
- Knowing the families of the children we teach and working with them as partners is essential to children's education.
- How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

*Adapted for our school from the Responsive Classroom*

#### **G. Student Expectations**

1. Demonstrate a high interest in learning with positive attitudes.
2. Be prepared for each class with materials, supplies and assignments.
3. Know your scores and set targets for achievement.
4. Demonstrate courtesy and respect for others **even when others do not**.
5. Behave in a responsible manner, always exercising self-discipline.

#### **H. Parent Expectations**

1. Encourage your children to place a high priority on education and commit themselves to making the most of their educational opportunities.
2. Stay informed about school activities/issues. The *Parent Power News* newsletter, Robo Calls, and PTO meetings provide good opportunities for learning more about the school.
3. Monitor your children's progress (Power Parent log in weekly/Class DOJO sent home weekly) and schedule/attend conferences as needed.
4. Participate in our parent workshops, special events and our Parent Teacher Organization (PTO).
5. Commit to 10 hours of volunteer service. (SFA: Tutors, Breakfast listeners, Clubs, Duty Days, Monitors, etc.)

#### **I. Visitor Procedures and Visitor Identification**

- All visitors are required to sign in at the security desk and present ID's to obtain a visitor's identification pass.
- All visitors are to report to the office to state their business on campus.
- Parents must have a scheduled conference in order to speak with a teacher during school hours. Instructional time is sacred. It must not be interrupted.
- To meet with administration, parents must call the school secretary to schedule a meeting.

#### **J. Language Assistance for Limited English Proficiency (LEP) Parents**

The District's Community Liaison Coordinators will provide and coordinate language assistance services including interpreters and written translations for parents and staff of the Orleans Parish School Board. Request forms are located in the front offices at each school. <http://opsb.us/parent-information-center/>

#### **K. Policies and Procedures**

Benjamin Franklin Elementary (BFE) follows all state and local school policies. OPSB Policy and the Pupil Progression Plan (PPP) can be viewed at [www.opsb.us](http://www.opsb.us). State policies can be viewed on the State Department of Education's website: <https://www.louisianabelieves.com>

## I. ATTENDANCE

Excerpt from Louisiana Truancy Law R.S. 17.233

*B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.*

*(b) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.*

*(c) The CEO/principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.*

At Benjamin Franklin Elementary we believe that regular and punctual attendance is a key factor in the achievement of academic success. When students are absent from or tardy to school, they miss instruction that is vital to their learning. Absences/tardies cause a loss of continuity in the daily learning process. They also miss important practice and community building opportunities.

It is impossible to recreate the learning activities which go on in a classroom, although individual assignments can be completed at a later date. Absence from school or repeated tardiness to school can become overwhelming to a student who must attempt to make up missed work and to keep up with current work at the same time.

### A. School Hours

Lakefront Campus school day: 8:00 am - 3:30 pm

Nashville Avenue Campus school day: 7:30 am – 3:00 pm

Students are expected to report to school on time every day.

### B. Arrival and Departure

1. Students are not allowed in any area of the building before school starts except the cafeteria.

Therefore, parents should not drop any student off before the gate/door opens for breakfast:

Lakefront Campus – 7:30 am

Nashville Campus - 7:00 am

There is no supervision prior to these specified times except in morning Bear Care at the Lakefront campus which begins at 6:30 a.m. All students eating breakfast must be in the breakfast line no later than 7:20 (Nashville) and 7:50 (Lakefront).

No student shall be released from school on the basis of a phone call.

2. **There should be no students in the building after dismissal unless:**

- They are staying with a teacher for extra help.
- They are participating in an official activity such as aftercare, tutoring, a club or sports activity.
- They are required to stay for detention.

3. Carpool Drop-off/Pickup

Lakefront Campus – Robert E. Lee Blvd. (school yard)

Nashville Campus – Drop-off Annunciation Street (cafeteria entrance); Pick-up Nashville Ave.

Parents must pull to the front of the carpool line in order for students to enter/exit the vehicles. Students will not be allowed to walk across the parking lot/street to enter/exit vehicles.

Parents must walk up to the Charlotte St. gate to identify their child(ren) for pickup. No students will be released from the gate to meet a parent at their vehicle.

4. Walkers Drop-off/Pickup

**Parents who drop their child/ren off and pick their child/ren up are expected to be on time every day.** Any student who is not picked up by 3:40 at the Lakefront campus will be signed in to Bear Care and a fee will be charged at a rate of \$5.00 per hour. Students who are habitually dropped off early and/or not picked up on time will be referred to administration, and if not resolved, to Social Services.

**Note:** Bear Care is only available at the Lakefront campus, therefore students at the Nashville campus are to be picked up promptly at 3:00. Teachers will only remain on duty until 3:10. If a child misses the bus at the Nashville campus, it is expected that parents will pick up their child immediately.

**D. Tardy Policy**

1. Tardy to School:  
Lakefront Campus - Tardy after 8:00 am  
Nashville Campus - Tardy after 7:30 am
2. Tardy to Class:  
Passing time – maximum 2 minutes

In order to ensure the safety of our students, all tardy students must be **ESCORTED** into the building by a parent or guardian and signed-in. Students who have excused or unexcused absences/tardies and early release days will not be eligible for perfect attendance recognition.

**E. Unavoidable Absence**

Please schedule doctor or other appointments after school hours. If a student is unable to attend school due to an emergency or for a valid reason, a parent/guardian must provide written communication explaining the nature of each absence from school and email the teacher for class/homework assignments. Daily RoBo calls are generated for any absent student.

**F. Early Release**

Students may only be signed out early by parties designated in PowerSchool. If a rare occasion arises where a student must miss part of the instructional day, they must be officially signed out in the office. The secretary will request identification from the party signing out the student, witness the signature in the book, and note it in PowerSchool. If special circumstances exist, they must be documented and brought to the attention of the office. All changes and updates to PowerSchool are the sole responsibility of the parent/guardian. Please notify the Secretary/Data Manager of any changes prior to the request for early release. To avoid disruptions to the academic learning day, early checkouts end thirty minutes prior to official dismissal time (**2:30 at the Nashville Campus and 3:00 at the Lakefront Campus**). **No student will be checked out of school after this time except in an emergency. If a student has a medical or dental appointment requiring early dismissal, please write a note to the teacher ahead of time. Parents are strongly encouraged to schedule all appointments after school hours.**

**G. Late Pick-Up**

Parents should ensure that students are picked up from school and extracurricular activities no later than ten minutes after the end of the event (school day/club/practice, etc.) Failure to do so will result in your child being placed in Bear Care at a rate of \$5.00 per hour in addition to the following consequences:

- 1<sup>st</sup> occasion – verbal warning and notation in the late pick up book
  - 2<sup>nd</sup> occasion - written letter
  - 3<sup>rd</sup> occasion – recommendation for bus transportation
  - 4<sup>th</sup> occasion – referral to the Department of Family and Children Services
- \*\*\*Bear Care is only offered at the Lakefront Campus.\*\*\*

**II. COMMUNICATION**

Benjamin Franklin Elementary believes that communication between home and school is crucial to students' academic well-being and to the life and culture of the school. The school will communicate often via notes sent home, progress reports, parent conferences, DOJO, email, our school website, Parent Power News, Robo-calls and PTO meetings.

### **A. School to Parent**

The school uses a variety of communication tools to keep parents abreast of school activities. Information is available on our school's website. Benjamin Franklin Elementary sends home monthly *Parent Power News* newsletters as well as RoBo Calls with updates as needed. RoBo calls are automatically dialed from our PowerSchool data base. It is the parent's responsibility to notify the Secretary/Data Manager in order to keep the information accurate and current in our data base. Parent meetings, Open House, special events and the PTO provide good opportunities for learning more about the school. Interpreters and alternate language notifications are available for our non-English speaking parents. Please notify the school if an interpreter is needed.

### **B. Teacher to Parent**

Teachers communicate through Class DOJO, ONCOURSE Website, emails, and phone calls. Mid-quarter pupil progress report conferences will be held 9/5/2018 and 11/7/2018. Third quarter progress reports will be sent home. In addition, report card conferences will be held each quarter. Teachers are also available for conferences upon the written request from a parent. Conferences are scheduled before or after school or during the teacher's planning time. **Instructional time is sacred and cannot be used to hold parental conferences.**

### **C. Technology**

1. **ClassDojo** – Parents are supplied with a username and password that is generated by the ClassDojo program. It is a quick and easy way for teachers and parents to communicate daily.
2. **Email Communication** - Teachers provide their email address in their syllabus. Please be reminded that email is best used for brief exchanges of information such as: communicating background information; scheduling conferences; notifying a teacher of changes in your family's life; reporting an upcoming absence; reporting instances of harassment or bullying; offering to volunteer, etc. **Urgent messages should be handled by a phone call to the office.**
  - Staff members will respond to emails/phone calls within 48 business hours. Please remember that teachers also utilize assigned planning time for planning instruction, meeting with colleagues or families, and grading.
  - When sending e-mails, please refer to the student only by first name and last initial.
  - Email is not the forum to discuss issues regarding discipline, instruction, assessment or curriculum. Teachers will discuss these issues via conference.
  - Emails that are offensive and/or disrespectful will not be responded to and will be forwarded to administration. Remember that the person on the other end is a human being. Do not say anything in the email that you would not say to the recipient in person.
  - Excessive email cases will be referred to administration.
  - Emails should be reserved for important communication.

### **D. Parental Concerns**

1. Parents may send notes, Dojo messages, or emails as forms of communication.
2. The parent must make an appointment with the teacher if there are additional concerns to discuss.
3. Parents are expected to handle questions or concerns with the classroom teacher prior to requesting an administrative appointment. If the concern still exists after speaking with the teacher, parents may address the issue with either the CEO/Principal, Assistant Principal, or Dean of Students. Parents should send communication via email including the parent's name, first name and last initial of the child, teacher's name, a daytime telephone number, and a brief description of the matter.

### **E. Support Services**

**Social Worker** – Our social worker helps students with both personal and academic problems. Students may be seen individually or in a group setting. The social worker provides a confidential professional service that is helpful to students, parents and staff in analyzing problems in order to bring about change or growth.

**Parent Liaison** – Our parent liaison is a resource for our parents, assisting with connections to PowerParent and implementation of our Title I Parental Involvement Policy. Title I sponsors a monthly parent meeting on issues of interest to parents. The Parent Liaison is available from 8:00 am to 3:00 pm. The Parent Liaison can be reached at (504) 304-3935.

**Community Services** – The school Social Worker has a list of agencies for family and community services.

#### **F. Roles and Responsibilities**

**Chief Executive Officer (CEO)/Principal** – The CEO/Principal serves as the instructional and operational school leader and clarifies the vision, mission and goals of the school. The CEO/Principal is accountable for the supervision and effective operation of all facets of the school program.

**Assistant Principals** - The Assistant Principals support the vision, mission, and goals of the Principal.

**Dean of Students** – The Dean of Students collaborates with the Administrative team and is responsible and accountable for the school’s overall safety, culture, day-to-day operations, long-term sustainability and success in fulfilling the school’s mission.

**Master Teachers** – The Master Teachers collaborate with the Administrative team and oversees the professional development of teachers.

**Mentor Teachers** — The Mentor Teachers collaborate with the Master Teachers and the Administrative team to oversee the professional development of teachers.

**Literacy Coach** — The Literacy Coach collaborates with the administrative team and oversees the literacy program.

**Classroom Teachers** – Classroom Teachers implement the school’s mission through the current curriculum, utilization of texts, resources, and technology in the classroom.

**Support Staff** – The Support Staff facilitates the coordination and direction of a successful implementation of the educational programs at our school.

**Student Assistance Team** - The Student Assistance Team (SAT) ensures that students are provided the opportunity to succeed in the general education environment. Frequent concerns that result in SAT referral include students that show a pattern of chronic academic difficulties, experience family problems, show chronically unacceptable behavior, have signs of abuse, have difficulties with peer relations, have excessive absences/tardiness, suspected gifted, or any other modifications that contribute to student success. Referrals may be requested by a parent, the classroom teacher, or by another staff member who is familiar with the student. Students are to be referred for special education evaluation only when interventions and modifications have been unsuccessful and data justifies referral. The committee can assist with developing solutions for students to maximize their potential and success in the regular program by accessing school services, community services, or other instructional/placement accommodations.

### **III. INSTRUCTION**

#### **A. Curriculum**

Our rigorous curriculum is aligned with the Louisiana Student Standards. The curriculum includes technology-based instruction, interactive strategies, differentiated instruction, and Success for All school-wide programming.

#### **B. Homework**

Homework assignments are an extension of the learning day. Students are expected to record, complete, and return homework assignments on the due date. Parents are to become familiar with the teacher’s policies and procedures for homework and to ensure completion of assignments with quality and pride. It is helpful for students to have internet access in order to complete assignments.

#### **C. Assessments**

A variety of testing measures will be used throughout the school year to provide specific data on our students. We will carefully examine this data to assist us as we meet the needs of our students. This data will also be made available to parents. Please feel free to contact the school if you need assistance interpreting the data. i-Ready is given three times a year and students utilize that data to

set individual goals for themselves. BFE follows all State and Federal regulations in administration of assessments.

**Benchmark/State Standardized Testing**

GRADES	TESTING INSTRUMENT	GRADES	TESTING INSTRUMENT
PK	Teaching Strategies Gold	K	T.S. Gold; Kdg. Entry Level Assessment
K-3 <sup>rd</sup>	DIBELS	1 <sup>st</sup> & K	Reading Roots Assessment
3 <sup>rd</sup> – 8 <sup>th</sup>	LEAP; LEAP 360	K - 8 <sup>th</sup>	i-Ready ELA/Math
K - 8 <sup>th</sup> ECS	LEAP Connect/Brigance	K - 8 ESL	ELPT

**D. Make-Up of Missed Assignments**

**It is the parent/student’s responsibility to request missed assignments.** Missed assignments include work missed as a result of absences, resource classes and/or field trips. Students must complete the missed assignments and submit them to the teacher according to the teacher’s timeline.

**E. Media**

Students in PK-8 will utilize media to enhance the instructional program.

**F. Grade Reporting/Report Cards**

In order for a student to receive grades in his/her academic subjects, he/she must be enrolled in the school and be in attendance for ten (10) days or more. Students’ grades are based on academic requirements for mastering Louisiana Student Standards. This may be done through quizzes, tests, assignments, homework, and projects. Participation and behavior will be evaluated separately from academics by the use of checklists, progress reports, and rubrics. Students’ grades and averages are expressed as letter grades A, B, C, D or F.

**Quarterly Grade Computation**

20% Quarterly Exam	A = 93 – 100
50% Summative (Projects, Unit/Chapter Tests)	B = 85 – 92
30% Formative (Daily Classwork focused on Standards, Quizzes and Weekly Tests)	C = 75 – 84
	D = 67 – 74
	F = 0 – 66

**G. Promotion Requirements**

Benjamin Franklin Elementary adheres to the Pupil Progression adopted by the Orleans Parish School Board. Students are promoted to the next grade level at the end of the school year by meeting the promotional requirements stated in the Pupil Progression Plan and by maintaining a minimum of a 67 D average in each promotional subject. The promotional subjects for each grade level are as follows:

1. Kindergarten - The student shall meet multiple criteria that indicate readiness for first grade that include at least 70% attainment of kindergarten benchmarks, at least 70% on the End-of-Year-Kindergarten Assessments, and readiness for first grade reading as indicated on a standardized measure.
2. Grades 1<sup>st</sup> and 2<sup>nd</sup> - Reading, Language, and Mathematics
3. Grades 3<sup>rd</sup> – 5<sup>th</sup> - Reading, English/Language Arts, Mathematics, Science and Social Studies
4. Grades 6<sup>th</sup> – 8<sup>th</sup> – English/Language Arts, Mathematics, Science and Social Studies

A Student Study Educational Plan is completed by the teacher of record, submitted to the SAT (Student Assistance Team) and signed by the parent for any student in danger of failing after second quarter report cards. **Please note that 3 D’s and one F average to an F on the Year End Averaging.**



## **H. Student Recognition**

1. **Academic** - Students will be recognized quarterly and at the end of the year awards program for the following achievements: **Principal's Honor Roll-A's in all subjects, A/B Honor Roll-All As and Bs, and Perfect Attendance**-present every day, no tardiness or early releases.
2. **Conduct** - There will be a Class Dojo Celebration for students earning at least 85% positive points at the end of each quarter.

## **I. Leadership Teams – Instructional Leadership Team & School Leadership Team**

Through the NIET process the Instructional Leadership Team guides the long range plan for student success and meets weekly. The School Leadership Team guides the smooth running of the school. The School Leadership Team assesses and analyzes factors standing in the way of student achievement and then plans and works with the Instructional Leadership team to implement appropriate, customized intervention strategies.

## **J. Field Trips**

Field trips are defined as educational experiences conducted during school hours and planned by a teacher to correlate with the regular classroom instructional program.

- Permission slips will be sent home prior to each trip indicating date, amount, and special information. They must be signed and returned (along with any money due for the trip) on time by the parent/guardian. **All dates and timelines will be strictly enforced.** Any student who does not adhere to the timeline will not be permitted to participate in the field trip. In instances when money has been collected and a student is absent due to illness, an emergency or when a student's behavior causes them to lose their privilege to attend, monies paid are **non-refundable** since prices are based on the number of students participating.
- Parents may participate as chaperones and must have a current background clearance on file with the school. Background clearances cost \$5.00 and can be completed at: **New Orleans Police Department**, 715 South Broad Street, Monday through Friday, 8:30 – 3:30, 504-658-5455. Cash, check or money orders are the only acceptable means of payment. This process must be renewed annually. Chaperoning parents must also remain with the group at all times and follow the guidelines set forth by the coordinating teacher.
- **Babies and siblings are not allowed on the field trip.**
- **For safety reasons students may not be checked out from the field trip.** ALL participants must return to the school using the same transportation both ways (to and from) the trip. Failure to follow these guidelines will prohibit future field trip participation.
- Teachers and/or administration have the authority to deny field trip participation in the instances of behavior that is non-compliant to school and/or class rules or behavior that may endanger the student or others. An alternate plan will be made for them to remain at school.
- Students who remain at the school during a field trip will be provided an assignment with student learning outcomes that are the same as those addressed during the field trip.

## **K. Supply List**

Grade level/Content supply lists are available in the school office and from the Parent Liaison. Teachers will notify parents of special projects which may require additional supplies.

## **L. Textbooks**

A textbook contract must be signed by the student as well as the parent or guardian. Parents or guardians are responsible for the cost of loss or damaged books. It is the responsibility of the student to take proper care of the textbooks issued by the classroom teacher. Mid-year textbook checks will be conducted to insure the books are cared for properly. Textbooks are to be returned at the end of the school year. If a student transfers to another school, all textbooks must be returned or paid for in order for school records to be released.

## **M. Use of Technology**

All students must have an Acceptable Use Policy (AUP) on file in order to use Benjamin Franklin Elementary technology. Students will be allowed to visit approved web-sites for academic purposes.

Students are responsible for proper care of all BFE equipment. The student and their parent/guardian will be held responsible for damage to the equipment.

The Acceptable Use Policy must be signed prior to the student utilizing any technology equipment/internet access.

**N. School-Wide Heading**

This is the official school-wide heading that must be used for all written assignments.

<b>Name</b>		<b>Date</b>
<b>Teacher</b>	<b>Subject</b>	<b>Grade</b>

**O. Library/Media Center** – Our school library/media center is a support system for classroom instruction and student assistance in our school. Students visit the library for book checkout and for small group or individual research. Library skills are taught in connection with subject area skills. Book checkout is for a two-week period and students are responsible for all books signed out in their name. Financial responsibility is assumed with library book checkout. Membership in the New Orleans Public Library is offered through our library and is encouraged.

**IV. CODE OF CONDUCT/DISCIPLINE**

**A. Behavior Expectations**

Benjamin Franklin Elementary Mathematics and Science School expects students to:

- Be kind and considerate.
- Respect people and property.
- Follow directions the first time.
- Do your very best quality work.

Teachers and staff utilize Class DOJO to monitor student behavior both positive and negative. Class DOJO is a web-based tool that replaces classroom management tools and behavior trackers like gold-star charts, with positive feedback and parent communication. Teachers use Class Dojo to give their students instant, positive encouragement during class. Teachers choose and customize behaviors that matter most, and then award a student in class Dojo points when a skill is demonstrated. There should be a balance between positive and negative remarks. Teachers should utilize the program to communicate with and engage parents with Class Dojo progress reports and instant messaging so they can stay involved in their child’s success at school.

Getting Along Together (GAT) is our Pre-K – 8 SFA social problem-solving curriculum designed to teach children to think critically, solve problems non-violently, and work in teams effectively and cooperatively. The GAT program sets in place school-wide processes for preventing and resolving problems among students as well as between students and teachers. **During the first two weeks of school all teachers will guide students through ten interactive, literature-based lessons that introduce problem solving skills and strategies.** Teacher’s guides provide structures for coaching individual students to resolve specific conflicts, and for conducting class-level meetings, setting positive expectations, rewarding positive peer interaction, and addressing class-selected issues as a group throughout the school year. All school staff members, including the administrators, teachers, Para educators, cafeteria staff, and office staff, will be trained and involved in the Getting Along Together process to provide an effective, consistent structure.

**B. School-Wide Discipline Plan/PBIS**

Positive Behavior Intervention Support (PBIS) provides a framework to implement the school-wide discipline plan at school. Our goal is that each child benefits to the fullest potential and develops a positive self-image. The school’s primary responsibility is to maintain discipline and a climate conducive to excellent instruction in the classroom through effective teaching and leadership techniques. Students must behave in a respectful manner to all students and adults in the building. When in the community they need to represent their school and behave in a respectful manner to all as well. Students will be explicitly taught that a violation of student conduct regulations may lead to detention, suspension, or possible expulsion.

### **C. Student Code of Conduct/Corrective Strategies**

Benjamin Franklin Elementary is compliant to the Unified Student Code of Conduct for Orleans Parish Schools (<http://www.opsb.us/parents-students/>). Parents and students are responsible for reading and signing the documentation page that will be kept on file at the school.

#### **Level 1 Infractions: Non-Suspendable Offenses**

Level 1 infractions are incidents that occur in school buildings or grounds, or at school activities, that are the responsibility of the teacher or CEO/principal to address through corrective strategies. A student may not be given an out-of-school suspension for Level 1 infractions.

- 1.01 Boarding and de-boarding school transportation at incorrect stop
- 1.02 Horseplay
- 1.03 Entering an off-limits or restricted area
- 1.04 Habitual tardiness and/or absenteeism
- 1.05 Eating/drinking during prohibited times
- 1.06 Skipping class/school
- 1.07 Dress code violation
- 1.08 Not having proper materials or supplies for class
- 1.09 Not participating in class
- 1.10 Not wearing required clothing for physical education class
- 1.11 Littering
- 1.12 Failing to do or complete homework
- 1.13 ID violation (if applicable)
- 1.14 Making an unfounded charge against authority
- 1.15 Refusing to sit in assigned seat
- 1.16 Engaging in inappropriate public displays of affection (holding hands, kissing, hugging, etc.)
- 1.17 Talking in class at inappropriate times
- 1.18 Any other infraction that the CEO/principal or designee deems similar in severity to other level 1 infractions

#### **Level 2 Infractions: Suspendable Offenses**

Level 2 infractions are incidents that occur in school buildings or grounds or at school activities that threaten safety or interfere with learning. A student may be given an out-of-school suspension for Level 2 infractions. A Disciplinary Conference with the Student Hearing Officer is also a possible corrective strategy for Level 2 offenses when prior interventions at the school site have not resulted in positive change.

- 2.01 Intentionally or habitually failing to attend detention or in- school suspension
- 2.02 Possessing or using tobacco and/or possession of a lighter.
- 2.03 Using or possessing alcohol
- 2.04 Leaving school bus without permission
- 2.05 Using objects dangerously or inappropriately to harm others or damage property
- 2.06 Vandalism to school property or school bus
- 2.07 Leaving school and/or classroom without permission
- 2.08 Gambling
- 2.09 Extortion (blackmail, etc.)
- 2.10 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others
- 2.11 Using profanity and/or obscene language
- 2.12 Instigating or participating in fights (one-on-one or groups)
- 2.13 Bullying\*
- 2.14 Causing a false fire alarm
- 2.15 Intentionally causing a major, unnecessary disturbance in classroom/school campus
- 2.16 Improper use of a cell phone and/or electronic devices
- 2.17 Inappropriate bodily contact or harassment
- 2.18 Improper use of computer: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
- 2.19 Forging a signature on documentation required by the school, cheating, or lying to school personnel about academic matters

2.20 Habitual level 1 behaviors

2.21 Any other infraction that the CEO/principal deems to be similar in severity to other level 2 infractions

**Level 3 Infractions: Expellable Offenses**

Expellable offenses are incidents that occur on school property or grounds, on school transportation, or at school activities that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, and/or are legal violations. All expulsion recommendations are at the discretion of the school. Students cannot, under any circumstances, be recommended for expulsion for disrespect or willful disobedience, uniform violations, or repeated suspensions for violations not listed in expellable offenses.

***Tier One Offenses 2018-19: Expellable for up to Two Semesters***

- Distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug
- Carrying, possessing, or using a firearm, knife with a blade of two inches or longer, or any other instrument the purpose of which is lethal force
- Sexual assault and other sexual acts where one party is non-consenting
- Intentional battery or assault on any individual using a weapon or which causes serious, documentable injury that necessitates medical care
- Engaging in student-initiated intentional physical altercation with a member of the school staff
- Assault or threat with a weapon

***Tier Two Offenses 2018-19: Expellable for up to One Semester***

- Possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug, or unmarked medication
- Possession or use of any implement/substance with the ability to seriously harm another person
- Robbery of an individual on school property or at any activity of which the school has jurisdiction
- Unauthorized entry of school property, or any space which the school has jurisdiction, with evidence of theft or vandalism
- Engaging in consensual sexual acts on school property or at any activity of which the school has jurisdiction
- Engaging in nonconsensual exposure of body parts in a sexual manner to another
- Assault (threat) of an individual with a dangerous substance or implement

***Tier Three Offenses 2018-19: Expellable for up to One Semester***

- Well-documented and on-going commission of serious acts that threaten the safety of others
- Well-documented and on-going behaviors that threaten, intimidate, or bully another individual, including the use of any electronic device to threaten, intimidate, or bully
- Sharing sexually explicit material, including through the use of an electronic device
- Theft of school property or the personal property of individuals on school property or at any activity of which the school has jurisdiction

Being under the influence of any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body Tier Two and Tier Three Offenses may be submitted to the Student Hearing Office at the school's discretion.

**Benjamin Franklin Corrective Strategies for Level 1 Infractions**

<b>Infraction #</b>	<b>Consequence/Action</b>
1	Warning/Loss of DOJO point(s)
2	Revoked Privilege/Lunch Detention
3	Parent Phone Call
4	After school detention
Repeat of steps 1 – 4	Parent/Student/Teacher Conference
5	Referral - Parent/Student/Teacher/Dean of Students Conference
6	Administrative Decision

**Level 2 and 3 infractions are handled administratively.**

**D. Academic Integrity**

Academic integrity involves the completion of one’s own assignments as representation of one’s own capabilities. There are several behaviors which would cause someone’s academic integrity to be brought into question, including but not limited to: cheating, plagiarism, forgery, and computer misuse. Consequences regarding such behaviors will be applied according to the Student Code of Conduct.

**E. Bullying Prevention Program**

**Bullying is not tolerated at Benjamin Franklin Elementary Mathematics and Science School.** Consequences for bullying behavior can range from detention to suspension or expulsion. Bullying behavior must be reported to the teacher/administration. There is a link on the OPSB website (<http://www.opsb.us/report-bullying/> ) to anonymously report bullying behavior. The Office of Children and Young People’s Services’ Anti-Bullying Strategy defines bullying as a persistent, deliberate attempt to hurt or humiliate someone.

There are various types of bullying, but most have three things in common:

- 1) It is deliberately hurtful behavior.
  - 2) It is repeated over time.
  - 3) There is an imbalance of power, which makes it hard for those being bullied to defend themselves.
- **Cyber Bullying** is the use of the Internet to send or receive messages that discriminate against others; use of abusive language or profanity over the Internet.
  - **Social Media Posting of School Related Activities** - Any postings involving school activities and personnel via social media, including applications such as Facebook, Instagram, Snapchat, etc. are not allowed and may be subject to disciplinary action.

**F. Discipline Procedures for Exceptional Children’s Services Students**

Students with disabilities are subject to the same rules as other students, but with limitations. Students with disabilities may not be out of school for more than a total of ten school days per school year as a result of disciplinary actions. Please refer to our school website for more information.

**G. Dress Code**

As we continue to promote a positive culture, it is imperative that families who have chosen to attend Benjamin Franklin Elementary Mathematics and Science School adhere to our school’s uniform policy. Wearing our school uniform appropriately presents a united front and demonstrates that our students have pride in themselves and our school. It also eliminates distractions in the learning environment. Also, several studies indicate that being able to identify one’s students from outsiders is an important aspect of school safety.

Individual tastes and fads sometimes tempt students to violate uniform regulations. Your child will have opportunities to express his/her individual taste, but not via his/her uniform. He or she will be held accountable for violations of the uniform code, and we expect your support in this matter. In turn, we also expect that your child(ren) will become more responsible in the process. **Johnson’s Uniforms**

and <http://benfranklinschool.epluno.com> are the only official authorized uniform vendors. Uniforms purchased elsewhere are subject to uniform violation if they are not in compliance with the uniform policy.

<b>Boys</b>
<p><b>Pre-K – 5<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>• Pre-K – K solid black shoes - <b>Velcro fastening</b></li> <li>• 1<sup>st</sup> - 5<sup>th</sup> solid black Chad oxford shoes</li> <li>• Navy pants or shorts</li> <li>• Red polo with the school’s emblem on the left side of the shirt</li> <li>• Solid black crew socks; No <i>low cut</i>, or <i>ankle</i> socks</li> <li>• Solid black belt; no studded belts, large belt buckles et</li> </ul>
<p><b>6<sup>th</sup> – 8<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>• Solid black Chad oxford shoes</li> <li>• Navy pants</li> <li>• White oxford shirt with the school’s emblem on the left side of the shirt</li> <li>• Blue and Red striped tie</li> <li>• Navy Blazer with the school’s emblem on the left side of the blazer</li> <li>• Solid black crew socks; No <i>low cut</i>, or <i>ankle</i> socks</li> <li>• Solid black belt; no studded belts, large belt buckles etc.</li> </ul>
<b>Girls</b>
<p><b>Pre-K - 2<sup>nd</sup> Grade</b></p> <ul style="list-style-type: none"> <li>• Pre-K – K solid black shoes - <b>Velcro fastening</b></li> <li>• 1<sup>st</sup> – 2<sup>nd</sup> black and white oxfords</li> <li>• Plaid jumper <b>ONLY, NO SKIRTS</b>; The hem must be <i>at</i> or <i>below</i> the knee with the school’s emblem on the left side of the jumper</li> <li>• Plaid shorts or pants</li> <li>• White blouse with <i>Peter Pan</i> collar</li> <li>• Plaid “cross” tie</li> <li>• Solid white <i>crew</i> socks or <i>knee</i> high socks; No <i>low cut</i>, or <i>ankle</i> socks</li> <li>• Solid black belt; No studded belts, large belt buckles etc.</li> </ul>
<p><b>Girls 3<sup>rd</sup> - 5<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> – 5<sup>th</sup> black and white oxfords</li> <li>• Plaid shorts, pants or skirts; skirt hem <i>at</i> or <i>below</i> the knee</li> <li>• White button down blouse with the school’s emblem on the left side</li> <li>• Plaid “cross” tie</li> <li>• Solid white <i>crew</i> or <i>knee</i> high socks; No <i>low cut</i>, or <i>ankle</i> socks</li> <li>• Solid black belt; No studded belts, large belt buckles etc.</li> </ul>
<p><b>Girls 6<sup>th</sup> - 8<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> – 8<sup>th</sup> black and white oxfords</li> <li>• Plaid skirt with the hem <i>at</i> or <i>below</i> the knee</li> <li>• Plaid pants</li> <li>• White button down blouse with the school’s emblem on the left side</li> <li>• Plaid “cross” tie</li> <li>• Navy cardigan with the school emblem on the left side</li> <li>• Solid white <i>crew</i> or <i>knee</i> high socks; No <i>low cut</i>, or <i>ankle</i> socks</li> <li>• Solid black belt; No studded belts, large belt buckles etc.</li> </ul>

\*\*\*\*\*Outerwear - All Sweatshirts, sweaters, and jackets must contain the school’s emblem and must be purchased from our approved vendors - Johnson’s School Uniforms or <http://benfranklinschool.epluno.com>

\*\*\*\*\*Uniforms purchased elsewhere are subject to uniform violation if they are not in compliance with the uniform policy.

Uniforms are to be neat and clean, not torn, cut or stained:

- Unnaturally colored hair (blue, green, red, etc.), feathers, hair wraps, curlers, or decorative headbands are NOT permitted.
- Hair should be groomed in a way that will not distract students from learning. Bangs should not cover eyes or block vision.
- Uniform skirts, dresses, and/or shorts must be worn at the knee.
- Only solid white undergarments are to be worn under the uniform shirts. Undergarments should not be visible i.e. boxer shorts, brightly colored or patterned bras, etc.
- Oversized shirts and pants are not permitted. Shirts must be tucked in at all times. Shorts and pants must be belted and worn at the waist. Belts must be black. Buckles must be plain, not decorative or large.
- Girls must wear white socks. Boys must wear black socks. Socks must be ankle length (cover the ankle) or higher. “No show” socks are not allowed. Plain red, white, black or navy tights can be worn during cold weather.
- Hats (except for winter caps on cold days), and sunglasses are not allowed at school without a medical documentation.
- Perfume and scented lotion is prohibited.
- Hair accessories are limited to school colors (red, white, and blue).
- Expensive jewelry is not allowed on students. No hoops or dangling earrings are allowed on Pre-k – 5<sup>th</sup> grade girls and 6<sup>th</sup> -8<sup>th</sup> grade girls may wear hoop earrings no larger than a quarter.
- Make-up is not allowed on any student.
- Acrylic or false fingernails and “nail art” are **NOT** allowed.
- Pre-K – K girls & boys - solid black shoes - **Velcro fastening**
- 1<sup>st</sup> - 8<sup>th</sup> boys solid black Chad oxford shoes
- 1<sup>st</sup> – 8<sup>th</sup> girls black and white oxfords
- Students may **NOT** use rolling backpacks
- Outerwear worn in the school building must contain the school’s emblem and must be purchased from our approved vendors - Johnson’s School Uniforms or <http://benfranklinschool.epluno.com>

1. **Uniform Dress Code Violations:**

1<sup>st</sup> offense – warning, loss of DOJO points and parent notification

2<sup>nd</sup> offense – lunch detention, loss of DOJO points and parent notification

3<sup>rd</sup> offense – after school detention, loss of DOJO points and parent notification

**Following the 3<sup>rd</sup> offense students will be referred to the Social Worker/Administration**

2. **Dress Down Days** On some occasions the CEO/Principal will declare a “Dress Down Day”. On these days (Saints Dress Down, Breast Cancer Awareness Day, Drug Free Red Shirt Dress Down, Trick or Trunk, 100<sup>th</sup> Day of School, Halloween, Autism Awareness, Spirit Week, etc.), students must adhere to the “Dress Down” theme, including appropriateness to the instructional setting. Dress Down days are announced in Parent Power News, on the school’s website, and by Robo call. In most cases, students will bring a dollar donation for the privilege to dress out of uniform. Students choosing not to donate to the Dress Down Day must wear their appropriate school uniform.
3. Proceeds from money generated from Dress Down Days goes to our Dads Duty Day, Hallway Animal Project and special projects. All of the proceeds collected for a school designated charitable cause goes

directly to the charitable organization.

**Leggings, ripped jeans in ANY form, tight fitting or revealing clothing, tube tops, midriffs, short shorts and other distracting clothing, footwear or inappropriate jewelry will not be allowed. If your child violates the Dress Down policy, his or her Dress Down privileges will be taken away for the next Dress Down Day.**

#### 4. Dress Down Day Violations

Students in violation of the Dress Down Day policy will be sent to the office to call for more appropriate clothing. Final decisions regarding adherence to the Uniform/Dress Down Day policy rests solely with the administration.

#### H. Bus Transportation

Transportation of students by bus is provided as a service. Parents must complete a Bus Contract and Bus Registration Form annually. Violations of transportation policy may result in termination of services.

Parents of students who utilize bus transportation must be familiar with all of the bus rules and regulations. Safety on school buses is paramount. A student may be suspended from the bus by the administration even though he or she is not suspended from school. In that case, it is the responsibility of the parent/guardian to ensure the student is transported to and from school.

Class 1 Rules Violations include:

- Littering on the vehicle
- Eating, drinking or chewing gum on the bus
- Unnecessarily standing on the bus
- Putting any parts of the body outside the bus window
- Insubordination or refusing to follow direction from a driver or monitor
- Offensive or obscene language or items on the bus
- Bullying, harassment or teasing
- Parent/guardian not at the bus stop to meet any student grade 2 or younger, and students of any age with significant physical, cognitive or social/emotional impairments.

Class 2 Rules Violations include:

- Weapons or drugs brought on the bus
- Throwing items from the bus or at the bus
- Defacing or damaging the bus in any form
- Fireworks, Lighters or explosives on bus
- Use of inhalants on the bus
- Any conduct that would jeopardize the safety and well-being of other students or the driver
- Fighting on the bus or at the stop
- Sexual contact of any nature

If a student commits a Class 1 discipline violation, actions taken shall be as follows:

- 1<sup>st</sup> Violation: Warning is given to parent/guardian from the administration
- 2<sup>nd</sup> Violation: Student is suspended from the bus for 5 days
- 3<sup>rd</sup> Violation: Student is suspended from the bus for 10 days
- 4<sup>th</sup> Violation: Student is ineligible for transportation for the remainder of the school year.

If a student commits a Class 2 discipline violation, the student is ineligible for transportation for the remainder of the school year.

#### I. Property

1. Students must assume responsibility for the loss or damage of any school property.
2. Students are not allowed to bring any item that will distract from instruction to school. This may include but is not limited to: smart watches, iPads, MP3 players, tablets, notebooks, and electronic games or play gadgets. Students who fail to comply will have the item confiscated and submitted to the office. Once submitted to the office, electronic devices will only be returned to the parent or guardian. All items not claimed in a timely fashion will be donated to charity the last Friday of each quarter.
3. The school is not responsible for personal property brought on campus.
4. All school uniforms and outerwear must be labeled on the inside of the garment.



#### **J. Family Educational Rights and Privacy Act (FERPA)**

Benjamin Franklin Elementary acknowledges and affirms that parents and guardians have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records. Parents should be aware of this important guide. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

#### **K. Use of Tobacco/Alcohol**

Use of tobacco/alcohol in any form by school personnel, students or visitors is prohibited in the school building and on school property. **Louisiana law (La. Rev. Stat. [Sec. 32:300.4](#)) bans smoking in a motor vehicle where there are children under 13.**

### **V. SCHOOL SAFETY**

School safety is of the utmost importance at each campus. All parents and visitors must sign in at the security desk to obtain a visitor's pass. In the case of an emergency or in response to a Fire Department order, it may be necessary to evacuate the buildings. Evacuation procedures are explained to students at the beginning of each school year and practiced monthly. Rules of behavior during these important drills are emphasized to ensure that all members of the school community can hear the directions given and exit the premises in an orderly fashion. During any drill, every individual on the school campus is required to evacuate the buildings. Fire drill rules and routes are posted in every classroom.

#### **A. School Safety Plans**

School emergency/crisis plans are updated yearly. Students, parents, and guardians can assist in the effective implementation of our emergency/crisis plan by observing the following:

- Avoid behaviors that put others at risk;
- Promptly follow the instructions of teachers, bus drivers and other school employees;
- Promptly report safety hazards, including intruders on campus; and
- Follow emergency evacuation routes and signals.

#### **B. School Closures/Emergencies**

In the case of an emergency, families should tune in to the local news broadcast. Please keep your emergency contact information up to date. Robo calls, texts, and emails will be sent in the event of a school closure.

#### **C. Emergency Drills**

Students are taught and given practice opportunities for emergency procedures regarding: fire alarms, severe weather, evacuation, reverse evacuation, lock down and shelter in place.

#### **D. Emergency Contact Information**

Parents are required to verify and update emergency contact information prior to the start of the school year. All changes and updates are the sole responsibility of the parent/guardian. Please immediately notify the Secretary/Data Manager of any changes.

#### **E. Protection of School Employees**

Any individual, including any parent/legal guardian of any student attending Benjamin Franklin Elementary, who physically assaults, displays extreme disrespect or threatens harm to any teacher, staff member, employee of the school or persons contracted by the school, i.e. cafeteria staff, security officer, will not be allowed to enter the campus without prior approval of the CEO/Principal of the school.

#### **F. Medication/Health Concerns**

- Parents are responsible for notifying the School Nurse in writing of any health concerns of their child.
- All prescribed medicine must have a doctor's order and must be received in the school by the school nurse or LPN.
- Dispensing of medication is the responsibility of the nurse/LPN or by a trained, designated person. Non-prescription medication is to be given at home, i.e. aspirin, cough medicine, cough drops, etc.
- Upon returning to school, parents should supply a doctor's note regarding casts, stitches and communicable diseases/illnesses lasting more than 3 days.

### **G. Student Information**

Personally Identifiable Information (PII) is information about a student that may be used on its own or with other information to identify, contact, or locate a single individual.

### **H. After School Extra-Curricular Activities, Athletics and Clubs**

In order to remain eligible for organizational activities (clubs, athletic teams, cheerleaders, majorettes, color guard, etc.) the students will be required to successfully maintain at least a C grade average, as well as satisfactory behavior.

1. Extracurricular activities will not be scheduled during instructional time.
2. Eligibility Requirements for each specific organization/club must be met.
3. No student will be allowed to participate in any event while the student is on suspension or who is absent from school; this includes night and weekend activities.
4. All work missed by the student while participating in co-curricular or extracurricular events must be made up and completed in a manner that is required of any other student.

### **I. Bear Care**

BFE Morning Bear Care provides services from 6:30am until 7:30am. BFE Afternoon Bear Care provides services from dismissal until 6:00pm. Please see the Bear Care coordinator for more program information. Both BFE Morning & Afternoon Bear Care is offered at the Lakefront Campus. Middle school students who participate in Afternoon Bear Care will be bussed to the Lakefront Campus.

### **J. Cafeteria**

Parents must notify the School Nurse, Cafeteria Manager, and the CEO/Principal of any food allergies. If your child brings his or her lunch, please make sure it is in accordance with healthy food guidelines. Parents may check with our Cafeteria Manager for clarity. **No fast food or soft drinks are allowed to be consumed in the cafeteria.**

### **K. Child Abuse/Neglect**

BFE follows state regulations regarding mandated reporting of child abuse and neglect. In accordance with the Louisiana Child Abuse or Neglect reporting law, (L.A.R.S. 14:403), all staff (teachers, social workers, para educators, administrators and all other staff) who know or suspect that a child under the age of 18 has been the victim of abuse or neglect is mandated to report this information to the Department of Children and Family Services.

“Abuse” means any acts which seriously endanger the physical, mental or emotional health and safety of the child. “Neglect” means the unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, counseling for injury, illness, or condition of the child as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or impaired. ([www.dcfs.la.gov](http://www.dcfs.la.gov)). **Failure to habitually bring a student to school on time or failure to pick up a student on time will be reported.**

### **L. Custody**

Benjamin Franklin Elementary Mathematics and Science School recognizes that issues pertaining to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents/legal guardians are strongly encouraged to stay involved with their child(ren)'s academic progress. Unless a court order decrees otherwise and is on file with our Secretary/Data Manager, either parent or legal guardian who is on record in Power School may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody (domiciliary parent) during the school year. It is the responsibility

of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school reserves the right to prohibit parents or legal guardians from entering the school grounds if their conduct becomes disruptive to the school environment.

**M. Accidents**

If a student is involved in an accident, he or she must report the accident to a teacher or other staff member immediately so that an accident report can be completed in a timely fashion. Parents are notified by the nurse whenever a student is seen by the nurse for an accident.

**N. Animals in School**

Parents will be notified of any classroom pets and of the handling procedures. Please make sure the school is aware of any allergies that your child may have related to animals or pets.

**O. School Identification Badges**

School Identification Badges are taken at the beginning of the school year. Elementary school students are to wear their ID badges on all field trips. Middle School students are expected to wear their ID's every day when on campus.

**P. Hall Passes**

Students in all grades are required to have a pass to leave the class whenever not accompanied by an adult.

**Q. Cell Phone/Smart Watch Policy**

- Cell phones are not to be turned on or used on school board property. They must remain turned off and kept in their **book bag** while on school board property.
- Smart Watches are NEVER to be brought or worn to school.
- The school assumes no responsibility for the damage or loss of a cell phone.

Infraction # Consequence/Action

Infraction #	Consequence/Action
1	Loss of DOJO points/Phone returned at end of the day/ Parent Notified
2	Loss of DOJO points/Phone returned to Parent
3	Loss of DOJO points/Phone is to be turned into the office daily and it will be returned at the end of the day

**If any student fails to comply with the listed consequences, the student will serve an automatic suspension.**

**VI. MISCELLANEOUS**

**A. Counseling Services**

A full-time school social worker coordinates age-appropriate groups such as grief, anger management, divorce, and social skills. The social worker strives to assist the school in meeting the academic, social and emotional needs of each student.

**B. Homeless**

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason.
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations.
- Children and youth living in emergency or transitional shelters.
- Children and youth abandoned in hospitals.
- Children and youth awaiting foster care placement.

Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.).

Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Migratory children and youth living in any of the above situations.

#### C. 504

Section 504 of the Rehabilitation Act of 1973 is the part of the federal civil rights law that prohibits discrimination against public school students with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations and/or related aids and services necessary for that student to access education or school-related programs and activities. Students suspected of needing a 504 accommodation are referred to the school's Section 504 designee. The school's Section 504 designee will initiate the process of determining whether or not the student qualifies according to the federal law.

#### D. Special Education

**Compliance** - If it is determined through the evaluation process that a child has a disability and needs special education and related services, then the child shall be classified in accordance with the Pupil Appraisal Handbook. The School Board shall establish and maintain policies and procedures in accordance with federal and state laws and regulations to ensure those students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the School Board.

**Referral** - OPSB has a duty to locate students residing within the district who might be in need of special education (Child Find). In order to meet its "child find" obligations, OPSB has procedures in place to locate, identify, and evaluate students between the ages of 3 & 21 who are suspected of having a disability and may be eligible for special education and related services.

#### E. Response to Intervention (RTI)

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcome data.

#### F. Lost and Found

Students are asked to leave their valuable possessions at home. Personal property is the student's responsibility. **Please label or mark ALL clothing or personal items.** There are "Lost and Found" areas at both campuses. Items such as eyeglasses, books, money, jewelry, etc. should be taken to the school office for safekeeping. Lost and found items that are not claimed are donated to charity the last Friday of every quarter.

#### G. Money at School

**Exact** money amounts should be sent to school in a sealed envelope clearly marked with the child and teacher's name. Cash and money orders are acceptable. **Checks are not accepted. Any funds \$50 or more need to be paid directly to the Business Manager.**

#### H. Parent Teacher Organization (PTO)

All parents are encouraged to be involved in the BFE Parent Teacher Organization. Events and meetings are announced in the *Parent Power News* newsletter and through RoBo calls. The PTO functions as an integral part of the school providing volunteers, services, money, and support for the many school activities. As a part of the organization, parents and teachers are always invited and encouraged to attend the quarterly meetings and/or to participate in PTO sponsored activities. Because BFE is a public school it is dependent upon funds received by the local and state governments. These funds are often not enough to cover essential equipment, supplies, and activities offered by BFE. The PTO is an instrumental force in raising funds to continue to offer enrichment programs. Therefore, it is

