

# **BELFAIR MONTESSORI MAGNET SCHOOL**

## **2022 – 2023**

### **Parent/Student Elementary School Handbook** **Addendum to the EBR Students Rights and Responsibilities Handbook**



*Wiley the Wildcat*

### **Belfair Montessori Magnet School**

4451 Fairfields Avenue  
Baton Rouge, LA 70802  
(225) 356-6191 (Office)  
(225) 355-8418 (Fax)  
(225) 355-8249 (Cafeteria)

**Pamela Dunlap**

*Principal*



**Belfair Montessori Magnet School**  
2022 – 2023 Calendar of Events

**August 2022**

**8** – First Day of School

**September 2022**

**1** – Open House (6:00 p.m.)

**5** – Labor Day Holiday (**No School**)

**21** - Early Dismissal (12:45 p.m.)

**October 2021**

**10-11** - Fall Break (**No School**)

**14** – End of the **1<sup>st</sup> Nine Weeks Marking Period**

**19** - Early Dismissal (12:45 p.m.)

**November 2021**

**8** - Election Day (**No School**)

**21– 25** – Thanksgiving Holiday (**No School**)

**December 2021**

**14-16** - Early Dismissal (12:45 p.m.)

**16** – End of the **2<sup>nd</sup> Nine Weeks Marking Period**

**19-30** – Winter Break (**No School**)

**End of 1st Semester**

**January 2023**

**3** – Employee Inservice (Teachers)

**4**– Students/Support Staff return to school

**16** – Martin Luther King, Jr. Holiday (**No School**)

**February 2023**

**15** - Early Dismissal (12:45 p.m.)

**20-22** – Mardi Gras Holiday (**No School**)

**March 2023**

**10** – End of the **3<sup>rd</sup> Nine Weeks Marking Period**

**15** - Early Dismissal (12:45 p.m.)

**April 2023**

**7-14** – Spring Break (**No School**)

**26-28** - LEAP Testing (3-8)

**May 2023**

**1-2** - LEAP Testing (3-8)

**18-19 & 22** - Early Dismissal (12:45 p.m.)

**22**– Last day of School

**23**-Last day for Teachers

# **WELCOME TO BELFAIR MONTESSORI MAGNET SCHOOL HOME OF THE WILDCATS!**

## **Vision:**

To educate the whole child--academically, socially, emotionally, and physically—developing successful and productive citizens for a diverse and changing world

## **Mission:**

An authentic public Montessori school committed to educating the whole child.

## **Tenets/Practices**

1. *Individualized curriculum*
2. *Hands-on learning with beautiful Montessori materials*
3. *Creating/preparing lifelong learners*
4. *Teaching principles of peace and well-being*
5. *Preparing resourceful citizens in a democratic and rapidly changing society*
6. *Supporting parents as partners in education*
7. *A school of choice and excellence*

## **Motto:**

We will learn, achieve and succeed!

Dear parents and guardians,

Welcome to Belfair Montessori Magnet School. We are looking forward to working with you to make this an exciting and rewarding year of academic growth for your child.

In an effort to keep parents informed, our handbook contains necessary and important information for the current year. Please make sure that you read the policies in this handbook as well as the EBR Students' Rights and Responsibilities Handbook and make your child aware of these policies. We encourage you to keep it available and refer to it during the year.

As parents, you are an important and necessary component of the school family. Participating in regular conferences and other school activities helps keep the communication line open between home and school. We urge all parents to be supportive of their child's educational program.

Sincerely,

Jamar Jackson, Ed. D.  
Principal

## **TEACHER BILL OF RIGHTS**

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and R.S. 17:416 through 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 19 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

**ACT 155 REGULAR SESSION (2008) – L.R.S. 17:416.18**

**Remember: It's the LAW!**

## **Our Goals for Students**

- A. All students will develop competencies in utilizing resources, exercising rights and responsibilities, and decision-making strategies.
  - 1. All students will learn to engage in the appropriate classroom, public, and school behavior.
  - 2. All students will learn to consider the viewpoints of others.
  - 3. All students will recognize that they are important to themselves and others.
  - 4. All students will learn to respect and show appreciation for their principal, teachers, staff, other students, property, and the educational process.
  - 5. All students will learn to value their unique characteristics and abilities.
  - 6. All students will develop and incorporate an understanding of how attitudes and values affect decisions and actions.
  - 7. All students will participate in drug awareness education.
- B. All students will develop competencies in the basic cognitive skills that are reflective of continued learning.
  - 1. All students will become functional readers.
  - 2. All students will become knowledgeable of the basic mathematical computations, problem-solving skills and strategies, computer awareness, graphing interpretations, geometry, and the meaning of fractions.
  - 3. All students will become effective communicators through oral and written expression.
  - 4. All students will develop competencies in Social Studies and Science through research, technology, and inquiry.

## **Parental Involvement Policy 2022 – 2023**

Belfair Montessori Magnet School recognizes that parents are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. In

fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty, and staff of Belfair Montessori Magnet School is committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement. The East Baton Rouge Parish School System supports having a PTA (Parent-Teacher Association) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

At Belfair Montessori Magnet School we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community creates a stronger educational system and improves the quality of life for the students, their families, and the entire Belfair Montessori Magnet School community.

In order to build an effective home-school partnership, Belfair Montessori Magnet School will provide the following:

**\*\*\*Communication**—Establish various forms of communication (school to home, home to school, central office to home, and vice versa) that encourage regular discussion about school programs and children's academic progress and behavioral management.

**\*\*\*Parenting**—Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.

**\*\*\*Student Learning at Home**—Share information with parents about how to provide learning activities at home, help students with homework, and plan for success in school.

**\*\*\*Volunteering**—Encourage and recruit parents' participation in school activities both in and outside of the classroom, developing program ideas that respect the diverse needs of families.

**\*\*\*School Decision & Making and Advocacy**—Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

**\*\*\*Collaborating with the Community** – Identify, enlist and welcome community resources—of all types— to strengthen schools, families, and student learning.

Belfair Montessori Magnet School is committed to reaching out to all parents including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks, encourages, and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children.

# **Title I Parental Involvement Policy**

The East Baton Rouge Parish School System recognizes that schools that receive funds through the Title I federal program have specific criteria for parental involvement.

Provision for substantive parental involvement in these schools is established in the Every Student Succeeds Act. This provision mandates the following components:

## **Communication**

Clear and consistent communication is the foundation of effective parental involvement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, the information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language that parents can understand.

## **Program Development**

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parent involvement. A written copy will be distributed to parents.

## **Partners in Learning Compact**

Each child shall have an individually devised partner in the learning compact, which designates specific goals and objectives for the child, the school, and the parents.

## **Teacher Certification**

In keeping with the requirements of the Every Student Succeeds Act, upon request, schools shall provide parents of children in Title I schools with information about the certification status of their children's teachers.

## **Volunteering**

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success.

## **Coordination and Support**

Program coordination and technical assistance for Title I schools in planning and implementing effective parent involvement activities will be provided through the efforts of the Coordinators of Title I and the EBRPSS Office of Federal Programs.



## **Building Capacity for Parental Involvement**

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools under the Every Student Succeeds Act, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

### **Parent Involvement Activities**

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary depending upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

### **Integration with Other Programs**

The East Baton Rouge Parish School System's Title I Program will coordinate and integrate its parental involvement strategies with those of other local, state, and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

### **Evaluation**

Assessing the effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents.

#### **Notes:**

\*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental involvement policy underscores the importance of the participation of adult family and community members in students' lives.

### **PARENTS' RESPONSIBILITIES:**

1. Make sure their child (ren) attend(s) school regularly and arrives at school on time.
2. Assure proper hygiene and daily cleanliness of their children.
3. Make sure children are dressed properly in the uniform dress code.
4. Make sure that children get adequate amounts of sleep nightly.
5. Supervise the completion of all homework assignments.
6. Visit and discuss the child's academic progress regularly with teachers.

7. Discuss academic progress and school events with their child.
8. Instill proper respect for others.
9. Volunteer in your child's classroom, school, or related activities when possible.
10. Attend school-sponsored programs in which their child may participate.
11. Join and be active in parent/teacher organizations or school improvement team.
12. Support your child's effort to perform based on high standards for academic performance.

### **SCHOOL RESPONSIBILITIES:**

#### **1. Increase Student Achievement**

- a. A warm, inviting but rigorous school climate that fosters both academic and emotional student growth.
- b. An annual meeting (Open House) where all parents will be invited to meet their child's teacher, learn about the requirements of the school's Title I and Magnet Program, and be given an opportunity to become involved with their child's education.

#### **2. Promote a Safe, Caring, and Service-Oriented School Environment**

- a. Ensure that all students are well cared for, follow school rules/regulations, and get the most from their education.
- b. Training to help parents to work with their children to improve their children's achievement in the areas of literacy and mathematics.

#### **3. Improve Communication and Increase Community Engagement**

- a. Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
- b. Additional meetings and conferences throughout the year at flexible times to provide assistance to parents in understanding Louisiana student academic standards, school curriculum, and school programs.
- c. Opportunities to review, plan for, and make suggestions to improve the Title I program, Parent Involvement Policy, and the School Learning Compact.

## SCHOOL SCHEDULE

7:55a.m.	All School Personnel Arrive
8:00a.m.	Students arrive
8:20a.m.	Cafeteria stops serving breakfast
8:25a.m.	Morning Routines begin
8:30a.m.	Tardy Bell Rings
3:00 p.m.	Early Check-Out Ends
3:20p.m.	Dismissal Begins
3:40p.m.	Teacher Day Ends

***Please note: Students consistently dropped off before 8:00 a.m. or picked up after 3:40p.m. will be reported to the Department of Child Welfare and Attendance.***

## CHANGE OF ADDRESS, TELEPHONE/EMERGENCY NUMBERS

It is the **parent's responsibility** to keep the school informed of any change of address, telephone number, or emergency number. It is important that we are able to reach you at all times in cases of illness or accident.

## TARDY POLICY

### **Procedure for checking in late:**

A student who arrives late (after 8:30 a.m.) **must** be accompanied by an adult to the office to check their child in on the Check-in Computer. Only doctor's visits are considered an excused tardy. A doctor's excuse will be required upon check-in as documentation.

**Reporting Procedures:** Students with 8 or more tardies in a semester (2 grading periods) will be reported to the Office of Child Welfare, as required by law.

## ATTENDANCE POLICY

Students must not be absent more than 10 days during the school year in order to be considered for promotion.

1. A written note explaining an absence will be required from the parent within five school days. ***{Only 5 parent notes will be accepted}***
2. An excused absence will be granted for the following reasons:
  - Personal illness

- Serious illness in the student's immediate family
- Death in the student's immediate family
- Recognized religious holidays of the student's own faith
- Natural catastrophe and/or disasters
- Visit with a parent prior to parent's military deployment or during parents leave.

3. Students are responsible for makeup work for days missed due to excused absences.

4. If a student misses more than three hours of the school day, he/she will be marked absent.  
If a student misses ten or more days his or her promotion is in jeopardy

Please have your child in school every day. We cannot teach a child who is not here, and it is often impossible for a student to make up the learning experiences provided at school. School is not just paper and pencil tasks from a book anymore.

If your child checks out of school before 11:30 a.m. or checks in school after 11:30 a.m., he/she will be considered absent for the entire day (District policy).

### **Student Absences and Make-up Work Policy**

Please be aware that make-up tests and/or class work must be available to all students. In saying that, it is **the student's responsibility** to present a valid excuse to the teacher. Students will be given a deadline of five (5) days to obtain make-up work after the day of the absence. Failure to do so will result in a zero (0) for assignments and tests missed. The teacher will determine if more than five (5) days are needed to make up missed assignments and tests.

**Note: State law prohibits students to miss more than ten (10) days per semester!**

### **Perfect Attendance Guidelines**

A student must be in attendance all day, every day (no absences, no late check-ins, and no early check-outs— including dentist/doctor's appointments). However, if the school bus is late or does not pick up the child, it is not counted as a tardy.

If severe weather prevents students from attending (street flooding, hurricane, tornado warnings, national emergencies, etc.) the tardy is not counted. These events are out of the family's control.

## Meritorious Attendance Guidelines

A student who has had perfect attendance except for 3 or fewer days may receive meritorious attendance.

### ARRIVAL and DISMISSAL

**No student should arrive at school before 8:00 a.m. in the morning unless they are registered for extended day. The Extended Day program is sponsored by the school and a fee is charged. Students move to their classrooms at 8:25 a.m. so that instruction begins promptly at 8:30 a.m.**

Parents who drop off students early will be referred to Child Welfare and Attendance. Any persons not following arrival or dismissal procedures will be referred to School Security for possible safety violations.

- **Bus arrivals and departures will be made from the front of the school.**

1. ARRIVAL –  
STUDENTS ARE NOT TO BE DROPPED OFF OR PICKED UP IN THE REAR PARKING LOT. This is the parking lot next to the Montessori Prek/K building; it is for staff only.
2. CARPOOLERS ARRIVAL –  
The side gate is designated for carpool arrivals before 8:20 a.m. THEY MUST BE DROPPED OFF AT THE SIDE GATE. (Wing 2 Gate)
3. CARPOOLERS AND DISMISSAL-  
Cars are to line up on Mission Drive heading toward Fairfields Ave. Students will be lined up in the auditorium. THEY MUST BE PICKED UP from THE CARPOOL LINE after walkers and busses have been dismissed when they are called at 3:30 p.m. NO ONE SHOULD BE WALKING TO THE FRONT OF THE SCHOOL TO GET STUDENTS. PLEASE REMAIN IN YOUR CARS FOR US TO CALL YOUR STUDENT.
4. When we experience inclement weather, please arrive five minutes early to meet a child/ren that may be walking as we may dismiss school earlier to accommodate the students that are walking.

5. The side area street by the cafeteria has NO PARKING signs posted by the police department. Tickets will be issued.
6. The parking lots across the street at BREC and at Belfair Baptist Church are not school areas for parking.
7. The front driveway may not be blocked with cars when buses are dropping off or picking up students.
8. All visitors to our campus should park in the front parking lot and enter the school campus from the front office door.

### **MORNING CHECK-IN**

- If a student arrives at school after 8:30 a.m., the parent must call the school office and sign the student in with the school clerk or designee at the front door.
- All students must be checked in and out by an adult (18 years or older) through the office.
- We welcome parents and visitors to our school campus however; because of the current Covid-19 pandemic, parental visits will be limited to emergency visits only.
- By order of the U.S. Justice Department's Division of Homeland Security, we have heightened security at our school. Gates are closed and locked during the school day except for the front office entrance located on Fairfields Avenue. All adults must check-in and out of the school office and wear a badge while on campus.
- During an evacuation for an emergency, every adult and child on campus at the time must be accounted for in order to be sure no one is overlooked.

### **CHECK-OUT PROCEDURES**

- The parent or designated adult (18 years of age or older) listed on the "Check-out form" with a state-issued identification must first call the office to check out a student.
- Once you speak with the front office, you will be directed to come to the front door to sign out your child (ren)
- The clerical staff or administrator will call the student to the office.
- Written parental permission must be presented if someone other than the parent picks up a student. The office will contact you by phone to verify permission. Please leave a phone number where you can be contacted. This is for your child's protection.
- All parents arriving after 3:00 p.m. will be directed to the carpool line. The student will be notified to report there for dismissal.
- **THERE WILL BE NO CHECK-OUTS AFTER 3:00 P.M.**

**Picture Identification is required for all checkouts. Students will not be released to anyone not listed on the "Check-out form."**

- The principal or designee **must approve changes** in the student's normal dismissal procedure. Written notification should include a telephone number for contacting parents to verify the information. Written notification by a parent or legal guardian must be made if a student is a bus rider. If a student is not a bus rider, the student may not ride a bus with a friend, etc. All special bus requests must be directed to the Transportation Department. They will notify the school of approvals.

#### **EXTENDED DAY PROGRAM**

- Belfair will sponsor its own before and after school care for your children. Please call the school for information regarding times and fees.
- Children may not be on campus before 8:00 a.m. and after 3:40 p.m. If your children are left at the school prior to 8:00 a.m. or after 3:40 p.m., ***we will send them to the before or after school program and you will be required to pay the drop-in fee.***

#### **PROCEDURES FOR EMERGENCY SITUATIONS**

- Families must be on alert in times of severe weather or other emergencies that may require the closing of the school. Such emergencies will be reported on radio and television, and students will be dismissed by the usual methods unless you come or call the school with other directions. Please be aware that during an emergency, contacting the school by phone may not be useful with the number of calls coming in. **Discuss with your family how your child will leave school in an emergency.**
- Belfair Montessori Magnet School has a well-developed Crisis Plan which outlines procedures for emergencies. If we must evacuate the school, our place of shelter is the BREC Park Building across the street from our school.

#### **EMERGENCY CARDS**

- Every student must have an up-to-date emergency card on file in the school office. The school should be notified immediately in writing if there is a change in home address,

home telephone, or work number. This will allow us to contact you in case of an emergency.

- Families must designate by name who is authorized to pick up their children on the Emergency Card. No other person may pick up your child. Authorized persons will be asked to present a picture I.D. in order to take the child away from the school building.
- Calling the school to give authorization by phone for another person to pick up your child will not be permitted. ***An email, fax, or a letter signed by the parent/guardian, must be sent to the school for this change in pick up.***
- Your child should know a FAMILY PASSWORD that is known only to those who are permitted to pick him/her up.
- If your telephone number changes during the school year, please send the office a note with your current number. It is very important that we are able to contact you in case of an emergency. Your child is important to us, and we want to be able to notify you if necessary.

## STUDENT ACCIDENTS

All student accidents will be reported on the official student accident report and filed with our Risk Management Department. Parents will be notified of any accident requiring medical assistance from a health care worker.

## PARENT VISITATION

**Under normal circumstances, parents are encouraged to observe classes on regular basis following the procedures listed below; however, during these unprecedented times of the Covid-19 pandemic, parental visitation is limited.**

All visitors must report to the front office and be issued a Visitor's Pass before going to a classroom for any reason. The "Visitor's Pass" must be worn at all times while on campus.

**If a parent wishes to observe in a classroom, please be guided by the following:**

- Stop by the office first to see if it is convenient for the teacher and children to have a visitor. (In most cases, it will be. Sometimes tests are being administered and the class must not be disturbed.)



- DO NOT BRING SMALL PRE-SCHOOL CHILDREN OR OTHER SCHOOL AGE STUDENTS WHEN YOU COME TO OBSERVE IN THE CLASSROOM OR TO WORK AS A VOLUNTEER.
- Enter the classroom quietly and be seated quietly and quickly to the rear of the room. The teacher will go on with the class as usual.
- Do not disturb your child or the teacher. The teacher is busy teaching and the children are learning. Therefore, it is not possible to just have a quick word with the teacher during class time. Our teachers are on duty during lunch and must actively watch the children.
- ***Parents not dressed properly will be asked to reschedule the visit and will not be allowed in the classroom(s) or on the school campus.***

## GRADING and REPORTING

**Contact the Teacher** to set up a conference to review the progress of your child should you have concerns (225) 356-6191.

### **Grading Scale Policy for Montessori K – 5<sup>th</sup> Grade Students**

100 – 93	E
92 – 80	S
79 – 67	NI
66 – 0	U

**Mid-Nine Week Progress Reports** will be sent home once between report cards.

**Report cards:** Report cards are sent home every nine weeks so that parents may closely follow the student's progress toward mastery of the skills needed at his/her grade level. A parent-teacher conference may be needed in addition to fully alerting the parent to the child's academic and behavior progress.

**Promotion/Retention Regulations** The state of Louisiana requires that specific standards be met by students to qualify for promotion to the next grade. The specifics are given in great detail in the Pupil Progression Plan Handbook located in every school. Teachers will discuss these regulations at Open House and during conferences. It is the responsibility of parents to be aware of their child's current academic standing and its relationship to the standards of promotion and retention.

All children will receive a Promotion in Jeopardy letter every nine weeks notifying the parent/guardian that his/her child is in danger of failing and will remain in their present/same grade for the next school year. Parents will have a conference scheduled with the teacher and

guidance counselor to complete an SBLC to see if other services are needed to increase academic achievement or improve behavior strategies for the child to be promoted to the next grade. The child will sign that they received the notification to give to the parent/guardian as documentation. A copy will be placed in your child's cum folder for documentation and archival information. Parents will be required to come in every nine weeks to sign that they are aware their child may not be promoted to the next grade due to insufficient grades in reading and math and two other subject areas.

Students who fail due to East Baton Rouge Parish's Pupil Progression Plan are not allowed to remain in a magnet program. However, a student who leaves for academic reasons may apply for re-admittance to a program after a full academic school year has elapsed. The following is the Pupil Progression Plan for students in grades K – 5<sup>th</sup>:

**Students in K – 5<sup>th</sup>**

- ☐ Must pass English/Language Arts and Math
- ☐ May not be promoted if a grade of "U" is earned in both the 3<sup>rd</sup> and 4<sup>th</sup> Nine Weeks in the same subject
- ☐ Meet attendance requirements

Students who do not meet the requirements for promotion **must** enroll at the school in his/her attendance zone for the next school year. If a student's magnet status is revoked, an appeal may be requested.

### **PARENT VOLUNTEERS (VIPS)**

Due to the current situation with the spread of Covid-19 no volunteers will not be allowed on the campus until further notice.

### **SUPPLIES**

The school supply list may be found on the school's website or may be picked up in the office.

Please remember that some supplies are consumable (crayons, paper, etc.) and may need to be replaced during the year.

Every student needs a sturdy book bag to bring materials back and forth to school. We have found that backpacks with rollers cause concerns with bus drivers and classroom teachers. We have reported a number of injuries with the rollers hurting other students.

## PERSONAL ITEMS

### **Label personal items:**

Please place your child's name on ALL school supplies, sweaters, coats, hats, gloves, raincoats, book sacks, etc. By doing this, items can be returned to your child and not the first person to claim them. All found items will be placed in the "Lost and Found" for up to one month.

### **Loss of Non-Related School Items:**

Students are discouraged from bringing extra clothing, handbags, athletic equipment, books, jewelry, musical instruments, games, software, trading cards, cell phones, electronics, unnecessary money, etc. because they are not covered by the school system's insurance. Any losses should be reported to law enforcement. Claimant recourse for loss of this type would be against the perpetrator, not the school system.

### **Confiscation of Non-Related School Items:**

If a student is distracted by or allows personal items to interfere with the learning process, it will be taken from the student and **not returned**. For this reason, a student should not bring any of the above-mentioned items to school.

### **Lost and Found Items:**

Every effort is made to help your child take care of his belongings. It is important that your child's belongings are labeled with his/her name and his/her teacher's name so that we can return items that are lost. Found items are placed in the auditorium so that students can locate items left at school.

## **Use of Electronics at Belfair**

Students may have electronics (i.e. cell phones, tablets, MP3 players, video games, etc.); however, they must be in the off position during school hours (8:00 a.m. – 3:25 p.m.). The off position means that the phones must be completely turned off (i.e. no alarms, no ringing, or vibrating). If students do not follow this rule, the following consequences will occur:

1<sup>st</sup> Violation – Warning Letter sent home and a parent/guardian must come to pick up the phone. Phones will be returned to parents 24 hours after the cell phone violation.

***2<sup>nd</sup> Violation – Students assigned to TOR and a parent/guardian must come to sign to pick up the phone. Phones will be returned to parents 24 hours after the cell phone violation.***

***3<sup>rd</sup> Violation – Students assigned to the After-School Behavior Clinic and a parent/guardian must come to sign to pick up the phone. Phones will be returned to parents 24 hours after the cell phone violation.***

***4<sup>th</sup> Violation – Students will be assigned a 1-Day Suspension and a parent/guardian must come to sign to pick up the phone. Phones will be returned to parents 24 hours after the cell phone violation.***

### **LOSS OR DAMAGE TO SCHOOL PROPERTY**

Parents will be responsible for payment of any lost or damaged school property.

### **CONCESSIONS**

Students may not sell candy or any other items on school buses or on the school campus. However, the school may sell concessions during the afternoon and on Fridays. All items will range from \$0.50 to \$2.00

### **FIELD TRIP POLICY**

- Students must have written permission from a parent or guardian to participate in a field trip. A form will be sent home to be completely filled out and signed by the parent.
- Students **MUST** ride the bus to and from all field trips.
- Children other than those students with permission to attend are not allowed on school field trips.
- Students missing school and attending field trips other than those planned specifically for them shall be reported to the Supervisor of Child Welfare and Attendance.
- **Any student with a behavior referral or behavior problems may be denied attendance on a field trip.**
- **Any student with excessive unexcused absences and tardies may be denied attendance on a field trip.**
- **Students must have no library fines and an emergency card on file in order to attend.**

### **MESSAGES**

- If you must deliver a message or bring an item to your child, PLEASE REPORT TO THE OFFICE. Phone messages will not be granted.

- Office personnel, teacher, or health clinic staff **ONLY** will contact parents in cases of illness or emergency.
- Students will not be allowed to call home for books, homework, etc. Make sure your child is prepared as he/she leaves home.

## MEDICATION POLICY

Medication (prescribed by a physician or over the counter) can be administered at the school by trained school personnel in the office with approved written directions by the child's physician.

This policy includes medication for:

1. Behavior modification
2. Insect sting allergy
3. Anticonvulsive conditions
4. Asthmatic conditions
5. Diabetes control

Written approval consists of a Parental Consent and a Physician's Order Form. The medication must be taken to school by the parent or guardian in a container labeled by the pharmacist. Unlabeled medications may **NOT** be brought to school. Students may **NOT** have medication in their possession for any reason on our school campus. If found, teachers and the principal will take the medication and contact the parent and have the medication picked up by the parent. At the beginning of the school year or anytime there is a change in medication, a new form from the physician should accompany the prescription. No more than a month's supply of medication should be kept at school; the empty bottle will be sent home with the child. All medication administered at school is documented in the Medication Log. Medication is kept under lock and key in a secure, central location. Antibiotics and other short-term medications such as non-prescription medicines (aspirin, acetaminophen, cough remedies, and antihistamines) will **NOT** be given at school.

Parents who want students protected against mosquito bites or sun exposure must spray preventatives on their children before coming to school or come to school to spray preventatives on their children. Students may not bring repellents to school to self-administer.

## FIRST AID PROCEDURES AND POLICIES

The school staff and/or volunteers are not allowed to give any medication (aspirin, Tylenol, etc.) or treat injuries that happened at home or school. The only acceptable procedure for treating wounds, which occur at school, is to clean the area and cover it with a sterile bandage. The school may sometimes have provided the child with a small ice pack to apply to small injuries. Parents will be notified when a student is injured during the school day. Please have the correct

phone number on file. An accident report will be written and turned in to the EBRPSS Risk Management Department. **A child MUST report accidents and injuries to his/her teacher/adult on the day the accident happens.**

## HOMework POLICY

- Students in Grades PK-5<sup>th</sup> will have a plastic home/school folder to keep their learning organized. Help your child keep on track with his/her folder. Homework, PBIS information, parent letters, and other important information will be sent home in this folder.
- If a child does not understand how to do his/her homework, **sign the homework** and ask the teacher for more help. If your child says he did his homework at school, he should bring home the completed homework for his family to check. If your child says he has no homework, make an assignment yourself. Remember, parents, are teachers, too.

If you think your child has too much homework, this simple guideline may be helpful:

Kindergarten – 25 minutes of homework

First Grade – 30 minutes of homework

Second Grade – 35 minutes of homework

A good rule is 5 minutes of homework for every year old. A 10-year-old can handle 50 minutes of homework.

## STUDENT ASSESSMENTS

### Illuminate

EADMS helps schools administer district benchmark and classroom tests quickly and easily; delivers rapid results; improves the reliability of assessment programs; and connects assessment to instructional decisions. These tests are computer generated and students in grades 1<sup>st</sup> – 5<sup>th</sup> complete bubble-in answer sheets on each unit of study. It includes writing assignments.

### ANet

The goal of ANet is to deliver streamlined, high-quality assessments in a comprehensive System for classrooms, schools, and districts. It serves to have the following impact:

- Teachers will have a more complete picture of student performance
- Principals will identify throughout the system where additional support is needed to focus on the learning that matters most for students.
- Districts will reduce overall local testing while helping to monitor progress toward district goals.

### **LEAP 2025 Assessment**

This high-quality, computer-based K–12 assessment in Mathematics, English/Language Arts, Social Studies, and Science give teachers, schools, students, and parents better information on whether students are on track in their learning and for success after high school, and tools to help teachers customize learning to meet student needs.

The LEAP 2025 test is a high-quality assessment that allows parents and educators to see how children are progressing in school and whether they are on track for postsecondary success. The LEAP 2025 assessment also provides teachers with the ability to identify students who may be falling behind and need extra help.

### **BUS POLICY**

Parents/guardians should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children.

#### **Responsibilities of parents/guardians are as follows:**

- Be familiar with and follow the local board and school-level policies for school bus transportation. Have children ready and at their designated pickup points along the route.
- Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
- Assist when there are disciplinary actions.
- School bus rules and consequences outlined in the *Students Rights and Responsibilities Handbook and Discipline Policy* will be adhered to.

### **STUDENT DRESS CODE**

#### **GENERAL GUIDELINES THAT ALWAYS APPLY**

***The School Board requires all elementary school students in Pre-kindergarten to wear navy bottoms and navy uniform tops. Uniforms must follow the following guidelines:***

- Navy blue uniform pants, uniform shorts, skirts, skorts, or jumpers that are not more than 5 inches above the knee. No jeans, biking shorts, tight-fitting stretch pants, sweat pants, or cargo pants.
- Navy shirts or blouses with a collar. Navy turtlenecks are acceptable in winter. No t-shirts.
- Sneakers or shoes with closed toes. No sandals, flip-flops, or shoes without a back strap.
- Belts must be worn on clothing that has belt loops.
- Shirts and blouses must be tucked in

***The School Board requires all elementary school students (K-5<sup>th</sup>) to wear navy bottoms and burgundy uniform tops. Uniforms must follow the following guidelines:***

- Navy blue uniform pants, uniform shorts, skirts, skorts, or jumpers that are not more than 5 inches above the knee. No jeans, biking shorts, tight-fitting stretch pants, sweat pants, or cargo pants.
- Burgundy shirts or blouses with a collar. Burgundy turtlenecks are acceptable in winter. No t-shirts.
- Sneakers or shoes with closed toes. No sandals, flip-flops, or shoes without a back strap.
- Belts must be worn on clothing that has belt loops.
- Shirts and blouses must be tucked in

***Our School Improvement Team agreed on these additional guidelines for students:***

- Hair must be neat and clean. No hair curlers should be worn at school.
- Sunglasses may be worn in class with a doctor's prescription. Documentation is required.
- Females may wear earrings only in their ears. For safety reasons, only stud earrings are allowed. Loops and drop-type earrings pose a safety hazard at recess and PE and are never allowed.
- No body piercing.
- No hats, caps, bandanas, or do-rags may be worn in the building.
- No visible tattoos.
- Hair color must be natural.
- No haircuts that are distracting.
- Any item that promotes gang or drug activity is not permitted.
- No shoes with wheels.
- Traditional belts should be worn (no nameplate, large buckles, skull heads, or personalized belts are permitted)
- Any dress code or grooming item not covered in the above list of dress code rules and regulations will be up to the discretion of the principal.

### **FRIDAY DRESS DAY**

Students may wear Belfair Spirit shirts with uniform bottoms on Fridays only.



## TOP CATS

- Students scoring Mastery or Advanced can wear a “Top Cat” t-shirt with uniform pants any day of the week.
- Students scoring at least two Masteries or Advanced can wear a “Top Cat” t-shirt with jeans any day of the week.

## DISCIPLINE

Students have a fundamental right to a free public education. They must also respect the rights of others and be an active participant in maintaining a positive learning environment within the school.

The rules and regulations written in the EBR Parish Student’s Rights and Responsibilities Handbook will assist in providing a safer, healthier, and positive atmosphere for students to learn. This Handbook is sent home at the beginning of each school year. It may also be referenced on the EBR website at [ebschools.org](http://ebschools.org). Parents are to read carefully through the book and then sign and return the form provided in the handbook.

Students are expected to behave in an orderly, courteous manner at all times and in all situations. No disruptive acts of any nature will be tolerated under any circumstances.

## SCHOOL SUSPENSIONS AND EXPULSIONS

Students and their parents are responsible for all inappropriate classes, school, bus, cafeteria, playground, etc. behaviors. **It is a State Law that children are not allowed to stop teachers from teaching and other children from learning! The EBRPSS Rights and Responsibilities Handbook and Discipline Policy overrides/supersedes the policies set forth by Belfair Montessori Magnet School for consequences for major and minor infractions.**

Belfair Montessori Magnet School will do everything possible NOT to suspend or expel a student. All children will follow the Positive Behavior Intervention Support (PBIS), which is a school-wide behavior plan. Children will be given approximately 3 chances, for minor offenses when inappropriate behaviors occur in the classroom, cafeteria, bus, etc. The PBIS Tracking Form documentation referral/form tracks children who constantly repeat inappropriate behaviors and identify classes with inappropriate/unsafe behaviors so that the school can find strategies to help children with self-discipline and/or remove the child from another school setting. However, if your child is uncontrollable, and a danger to himself/herself/other students by refusing to comply with

rules, procedures, and routines, he/she will be removed immediately, and then, you the parent, child, teacher, and other school system personnel will have a MANDATORY conference. The child cannot return to school until you, the parent, bring that child to school and a conference is held.

After three suspensions, an expulsion hearing MUST be scheduled. **Students that are constantly disrespectful, unmanageable, defiant, etc. will be removed from class and the parent called for an immediate parent/teacher conference.**

## FOOD SERVICE

Breakfast is available at school each morning at no cost. Carpoolers and walkers who intend to eat breakfast should arrive at school by 8:20 AM in time to be served, eat and be ready for class at 8:25 AM. Bus riders who intend to eat breakfast should go to the cafeteria immediately after getting off the bus.

Juice as an alternative to milk is available only to those students who are allergic to milk. A current written doctor's excuse must be on file in the Food Service Manager's office before a child will be served juice. Extra milk may be purchased for \$0.60.

Students may bring lunches from home provided that they eat the lunch in the school cafeteria. Students may not bring soft drinks in their original containers. Fast food lunches (McDonald's, Burger King) are not permitted in the cafeteria.

***Breakfast and lunch are FREE to all students in the East Baton Rouge Parish School System.***

## POSITIVE BEHAVIOR INTERVENTION AND SUPPORT SYSTEM

**What is School-Wide PBIS?" State Mandated in all schools!**

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. SWPBIS provides an operational framework for achieving these outcomes. More importantly, SWPBIS is NOT a curriculum, intervention, or practice, but is a decision-making framework that guides the selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

## **What Outcomes are Associated with Implementation of PBIS?**

1. Schools that establish systems with the capacity to implement SWPBIS with integrity and durability have teaching and learning environments that are:
  - Less reactive, aversive, dangerous, and exclusionary, and
  - More engaging, responsive, preventive, and productive
2. Address classroom management and disciplinary issues (e.g., attendance, tardies, antisocial behavior)
3. Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health), and
4. Most importantly, maximize academic engagement and achievement for all students.

## **What Does School-Wide PBIS Emphasize?**

In general, SWPBIS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support the implementation of these practices. PBIS is a district-wide behavior program to help students to become aware of high expectations for themselves, teaching, and, most of all, learning.

The expectations for all Belfair Montessori Magnet School students will be taught to the students during the first two weeks of school.

## Some of Belfair's PBIS Behavior Expectations:

<p><b><u>Playground Expectations:</u></b></p> <ul style="list-style-type: none"> <li>✓ Follow adult directions</li> <li>✓ Share equipment</li> <li>✓ Take turns</li> <li>✓ Return equipment to proper place</li> <li>✓ Use equipment properly</li> <li>✓ Remain on the playground with your class</li> <li>✓ Keep hands and feet to yourself</li> </ul>	<p><b><u>Cafeteria Expectations:</u></b></p> <ul style="list-style-type: none"> <li>✓ Use a quiet voice</li> <li>✓ Get everything you need while in line</li> <li>✓ Clean your area before you leave</li> <li>✓ Stay in your seat until called to get up</li> </ul>
<p><b><u>Restroom Expectations:</u></b></p> <ul style="list-style-type: none"> <li>✓ Enter the restroom quietly and take care of your bathroom needs in a timely manner</li> <li>✓ Report any necessary uncleanliness and replacement of toilet tissue, paper towels, and soap to the teacher</li> <li>✓ No loud talking or playing in the bathroom at any time</li> <li>✓ Respect privacy</li> <li>✓ Flush toilet</li> <li>✓ Keep restroom clean</li> <li>✓ Wash your hands</li> </ul>	<p><b><u>Breezeway Expectations:</u></b></p> <ul style="list-style-type: none"> <li>✓ Turn voice off</li> <li>✓ Follow adult directions</li> <li>✓ Walk to the right</li> <li>✓ Keep your hands and feet to yourself</li> </ul>
<p><b><u>Classroom Expectations:</u></b></p> <ul style="list-style-type: none"> <li>✓ Talk only when it is your turn</li> <li>✓ Follow the teacher's direction</li> <li>✓ Try your best</li> <li>✓ Turn in assignments</li> <li>✓ Keep hands, feet and materials to yourself</li> <li>✓ Always walk when moving in the classroom</li> </ul>	<p><b><u>Office Expectations:</u></b></p> <ul style="list-style-type: none"> <li>✓ Wait quietly for an adult</li> <li>✓ Take care of your business and return promptly to class</li> <li>✓ Walk when entering</li> <li>✓ Use a quiet voice</li> </ul>
<p><b><u>Library Expectations:</u></b></p> <ul style="list-style-type: none"> <li>✓ Enter and leave silently and orderly</li> <li>✓ Speak only with permission</li> <li>✓ Treat books and materials with care</li> <li>✓ Follow adult directions</li> </ul>	

***There will be school-wide and classroom incentives for students with good behavior.***

After having been assigned TOR four times, the administrator or designee will review the student's behavioral file and determine the course of action/consequence, which may result in a suspension.

### Montessori Program Features

- A prepared, orderly environment in which students have the freedom to work on their own or in small groups.
- Self-correcting, sequenced learning materials which help the child develop a strong foundation in reading and mathematics skills.
- Development of self-discipline and independence built around respect for each other and the school environment.
- Belief that learning is a life-long process. The importance of developing a love of learning is crucial to the ***Montessori Method of Education***.

The Montessori Method is based on the research of Italian physician and educator Maria Montessori who developed the educational philosophy after scientifically observing children in learning environments. Dr. Montessori found that children have the effortless ability to absorb knowledge from their surroundings and develop confidence by teaching themselves. She developed educational plans based on the natural behavior of a child, untouched by adult commands, classroom competition, or regimented schedules. Dr. Montessori's philosophy remains the foundation of an astounding educational practice today.

Montessori education is developed to foster lifelong learners and self-sufficient problem solvers. Classrooms exhibit distinctive characteristics, including multi-graded students and flexible schedules that allow students blocks of uninterrupted time to pursue their own educational interests. Learning takes place through the senses, as students manipulate materials to enhance concentration and coordination while interacting with peers. Teachers balance freedom and

structure, guiding students along in self-discovery and helping them create their own individual learning plans.

Classroom materials and activities are carefully designed to develop physical, intellectual, creative, and social independence. A Montessori teacher considers each student as a whole, recognizing that a student's physical, mental, emotional, and social well-being is intricately

involved in the learning process. Classroom atmospheres encourage respect for the self and others, social support, cooperative learning, and peer-to-peer teaching.

Montessori teachers place great focus on developing a partnership with families. The family plays an important role in student growth and development, and Montessori teachers and staff aim for students to consider self-discovery as an interactive activity that continues within the home alongside family members. Montessori education encourages families to help young learners realize their own unique talents and interests while developing a healthy curiosity about the world.



## Belfair Montessori Magnet School

### Student Handbook Acknowledgement Form 2022-2023

Please complete this form and return it to your child's homeroom teacher.

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Student Name (please print)

Grade

Date

Our signatures indicate that we have received, read, and understand the 2022-2023 Student/Parent Handbooks which include the following documents:

- Title I Compact for Student Success, A Parent/Student/School/Teacher Agreement
- Internet Usage Policy
- District and School Dress Code Policy
- School Bus Behavior Policy
- Electronic Device Policy
- Tardy Policy

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_