

2021-2022

**University Terrace
Elementary School
2021-2022 Parent and
Student Handbook**

University Terrace Elementary School
Addendum to EBRPSS
“Students Rights & Responsibilities”
Handbook & Discipline Policy
2021-2022

PRINCIPAL’S MESSAGE

Dear Student and Parents:

Welcome to University Terrace Elementary School. The school’s mission is to provide authentic learning experiences that will empower students to become problem solvers and lifelong learners in an ever-changing society.

We are so glad you have decided to join us at University Terrace. On behalf of our exceptional faculty and staff, I extend our best wishes to you for a successful school year, a year filled with many challenges and opportunities for our students.

To keep you informed, this handbook provides you with detailed information about University Terrace school policies and procedures. It is to be used to supplement the district’s *Student Rights and Responsibilities Handbook*. I ask that you and your child take the time to review both handbooks’ contents. We make every effort to provide the most accurate, up-to-date information, but some information may not reach us until after the publishing date. Any required corrections, changes, etc., will be given to your child at the opening of school in August. We will also keep you up to date through our Monthly School Newsletter: “Eagle’s Nest.”

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.

In closing, I want to take this opportunity to thank you for choosing the East Baton Rouge Parish School System and University Terrace Elementary School for the education of your child. We look forward to working with your family.

Sincerely,

Dr. Veronica Sanders
Principal

University Terrace Elementary School
2021 - 2022 Calendar of Events

August 2021

- 11 - First Day of School
- 29 - Open House (5:30 p.m.)

September 2021

- 6 - Labor Day Holiday (No School)

October 2021

- 8-11 Fall Break (No School)
- 15- End of the First 9 Weeks

November 2021

- 22 - 26 Thanksgiving Holiday (No School)

December 2020

- 17 - End of the 2nd Nine Weeks
- 17 - End of the 1st Semester
- 20 - 31 Winter Break (No School)

January 2022

- 1 - 3 Winter Break (No School)
- 4 - First Day of 2nd Semester Student Return to School
- 17- Martin Luther King, Jr. Holiday (No School)

February 2022

- 28 Mardi Gras Holiday (No School)

March 2022

- 1 Mardi Gras Holiday (No School)

April 2022

- 13- 18 Spring Break Holiday (No School)
- 27th-May 3rd State Testing (No early check outs or visitors on campus)

May 2022

- 20 - Last Day of School for Students

University Terrace Elementary School

408 E Polk Street
Baton Rouge, LA 70802

Contact Information

School Telephone: (225) 387-2328

Fax Number: (225) 387-3325

School Cafeteria Number: (225) 344-3021

Library Number: (225) 343-4941

Principal, Veronica Sanders email: vbaker@ebrschools.org

Executive Secretary: Aldreaka Fluker email: asmith27@ebrschools.org

UNIVERSITY TERRACE ELEMENTARY SCHOOL
Home of the Eagles!

VISION:

Our goal is to empower *all* students to embrace learning, achieve their personal best and build their emotional, social and physical well-being and instill a respect for core values of honesty, loyalty, perseverance, and compassion.

MISSION STATEMENT:

University Terrace Elementary School will provide authentic learning experiences that will empower students to become problem solvers and lifelong learners in an ever-changing society.

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:

Soaring to Excellence!

School Colors:

Royal Blue and Gold

Mascot:

Soaring Eagles

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, sweatpants, 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 (2nd-5th) 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, sweatpants, 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 or bonnets 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 neck chains for boys or girls.
- 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 dyed-patched hair for boys.
- 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 name plate, large buckles, skull heads, or personalized belts are permitted)
- University Terrace will follow CDC Guidance on MASK WEARING for elementary aged students
- 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 University Terrace Elementary School Spirit shirts with uniform bottoms on Fridays only.

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 ebrschools.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 his/her parents are responsible for all inappropriate class, 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 over rides/supersedes the policies set forth by University Terrace for consequences for major and minor infractions. ZERO Tolerance for FIGHTING.**

University Terrace Elementary 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 to another school setting. However, if your child is uncontrollable, 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, students, counselor, and Child Welfare and Attendance Officer from the EBRPSS to have a conference.

FOOD SERVICE

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

It is our desire that everyone participate in the lunch program. If there are certain foods that your child cannot eat due to allergies, please provide a doctor's note to the cafeteria manager. If there are certain foods that your child cannot eat due to religious reasons, please write a note explaining the exact food and the reasons. Notes to the cafeteria must be updated **yearly**.

Breakfast

Breakfast is served as the students come into the building. Our school is one of the school's in EBR who are part of the BIC (Breakfast in the Classroom) Program. This allows all students to enjoy breakfast in the morning with their peers and teachers. Visitors may not eat breakfast at school.

Lunch

Our school lunch program is excellent and provides many learning opportunities to teach nutrition, etiquette, and manners. The "Type A" lunch that is served meets the dietary requirements for growing boys and girls. Lunch

meals are also free for each student. No money will be collected for lunch.

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.

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 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 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. In order to meet this goal it is important that our students follow our PBIS Expectations (**Be Respectful, Be Safe, & Be Prepared**) at all times, ultimately the responsibility for acting appropriately at school rests with your child and you.

The expectations for all University Terrace Elementary School students will be taught to the students during the first two weeks of school.

Some of University Terrace’s PBIS Behavior Expectations:

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

<ul style="list-style-type: none"> ✓ Enter and leave silently and orderly ✓ Speak only with permission ✓ Treat books and materials with care ✓ Follow adult directions 	
--	--

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.

OUR GOALS FOR STUDENTS

A. All students will develop competencies in utilizing resources, exercising rights and responsibilities and decision-making strategies that promote leadership.

1. All students will learn to engage in 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

Be Responsible • Be Respectful • Be Ready to Learn

SCHOOL SCHEDULE

School hours are from 8:00 a.m. until 3:25 p.m. each day. Children should **NOT** arrive earlier than **8:00 a.m.** or remain on the campus later than **3:25 p.m.**, unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 8:00 a.m. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before **7:55 a.m.** or remain later than **3:25 p.m.** These procedures are designed for the safety and well-being of your children.

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

Please note: Students consistently dropped off before 8:00 a.m. or picked up after 3:40 p.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 8:45 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 parent prior to parent's military deployment or during parent's 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 test 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 is 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 less days may receive meritorious attendance.

ARRIVAL and DISMISSAL

No student should arrive at school before 8:00 a.m. in the morning. Students move to their classrooms at 8:20 a.m. so that instruction begins promptly at 8:25 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 side gated area of the school on Thomas H. Delpit Drive.

MORNING CHECK-IN

- If a student arrives at school after 8:35 a.m., the parent must come into the school office and sign the student in via the Check-in computer.
- 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, but by order of the U.S. Justice Department’s Division of Homeland Security, we have heightened security at our school.

- Doors are locked during the school. 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 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 report to the office to check out a student.
- Sign out your child through school Check-in computer.
- 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 2:45 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 2:45 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 student’s normal dismissal procedure. Written notification should include a telephone number for contacting parents to verify the information. Written notification by 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.

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 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.

PROCEDURES FOR EMERGENCY SITUATIONS

- Families must be on alert in times of severe weather or other emergencies that may require the closing of 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.**

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 persons may pick up your child. Authorized persons will be asked to present a picture I.D. 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, a fax, or a letter signed by the parent/guardian, must be sent to 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 particularly important that we can 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

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 school campus. No revealing clothing, clothing that exposes undergarments, or bedroom attire is allowed inside the classroom.***

GRADING and REPORTING

Contact the Teacher to set up a conference to review the progress of your child should you have concerns (225) 387-2328

GRADING SCALE

1st thru 5th Grading scale:	
A = 93% - 100%	Outstanding Achievement
B = 85% - 92%	Good Achievement
C = 75% - 84%	Satisfactory Achievement
D = 67% - 74%	Minimum acceptable achievement for passing
F = 0% - 66%	Does not meet minimum course requirements

Nine-Week's Elementary Report Card Grading Periods

1ST Nine Weeks - August 11, 2021 to October 15, 2021

2ND Nine Weeks - October 18, 2021 to December 17, 2021

3RD Nine Weeks - January 4, 2022 to March 11, 2022

4TH Nine Weeks - March 14, 2022 to May 20, 2022

PARENT/TEACHER CONFERENCES

Parents will be notified by the teacher of date and time of parent/teacher conferences. All parent conferences will occur each Thursday during your child's teacher's planning period. Parents are encouraged to attend conferences during scheduled conference time. Parents will receive an advanced notification to attend a scheduled conference. Students' grades and progress will be shared with the parent during the conference.

If the parent feels a need to confer with the teacher and administrators at a time other than the time and date indicated on the Teacher's Conference Notification Form, please call the school to arrange an appointment.

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 alert 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 (4) 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 improved 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 Cumulative 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.

The following is the Pupil Progression Plan for students in grades K - 5th:

Students in 2nd- 5th

- Must pass Reading and Math
- May not be promoted if a grade of "U" is earned in both the 3rd and 4th Nine Weeks in the same subject
- Meet attendance requirements

HOMEWORK POLICY

- Students in Grades 2nd-5th 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.

STUDENT ASSESSMENTS

Illuminate/ANET

Illuminate and ANET 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 2nd - 5th complete bubble-in answer sheets on each unit of study. It includes writing assignments.

ANET Diagnostic & Interim Assessments

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 students' 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 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.

SUPPLIES

The school supply list may be found on the school's website or may be picked up in the office. A \$20 instructional fee will also be assessed to assist with technology and instructional materials and supplies.

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 book sacks 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 it. All found items will be placed in the "Lost and Found" 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 University Terrace

Students may NOT have electronics (i.e. cell phones, tablets, MP3 players, video games, etc.). Cell phones that are brought to school may be confiscated if taken out during instruction or the playground area. A parent will need to come to school to retrieve the phone. If students do not follow this rule, the following consequences will occur:

1st 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.

2nd Violation – Student 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.

LOST OR DAMAGE TO SCHOOL PROPERTY

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

CONCESSIONS

The school will sell concessions. Notices will be sent to parents during the weeks concessions are sold with prices. Concession bags will be sold for \$3.00.

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 filled out and signed by the parent.
- Students **MUST** ride the bus to and from all field trips.
- If a student does not attend University Terrace, they **cannot** go on the field trip.
- **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 to attend.**
- **NO PARENTS MAY RIDE THE EBR SCHOOL BUS FOR FIELD TRIPS. Parents must ride in their own transportation to attend field trips.**

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

University Terrace Elementary School Parental Involvement Policy 2021-2022

University Terrace Elementary 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 **University Terrace Elementary School** are 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 **University Terrace Elementary 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 **University Terrace Elementary School** community.

In order to build an effective home-school partnership, **University Terrace Elementary 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 which 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.

University Terrace Elementary 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, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which 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 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 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 dependent 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. Measures will include:

- Family Night parent evaluations
- Attendance at Family Night and other parent involvement activities
- Annual program evaluation completed during the spring semester of each school year.
- Results of school-based survey “Measure of School, Family, and Community Partnerships” by J.L. Epstein et al., ©2002 Corwin Press, Inc.

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.

**This policy complies with the requirements of the No Child Left Behind Act. NCLB mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB charges schools with the responsibility of creating programs and resources for effective parental involvement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools. Specific policy implementation action steps are identified in Addendum II (Parent Involvement Policy Guidance Document).

**These six categories are based on the six types of parent and family involvement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action*.

PARENTS' RESPONSIBILITIES:

1. Make sure their child (ren) attend(s) school regularly and arrive 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 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 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.
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.



Parental/Legal Guardian
Media Release Form

I hereby consent to the use by East Baton Rouge Parish School System, its agents, representatives, employees, successors and assigns, of any and all photographs/video tape taken of me by the East Baton Rouge Parish School System for the purpose of advertising or publicizing the events, activities, facilities and programs of the East Baton Rouge Parish School System, in newspapers, newsletters, other publications, television, radio and any and all other communications and advertising media, in such manner as may be found necessary or appropriate by the Public Relations Officer or other official, agent, representative, employee or assign of the East Baton Rouge Parish School System.

By law, the East Baton Rouge Parish School System protects the privacy of the students and is prohibited from releasing students' identification.

From time to time representatives of the news media are invited to campus to cover events at our schools. When this happens there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark one of the choices below and return to school.

_____ Yes, I will allow my child/children to be filmed, photographed, or videotaped during school activities. I grant my permission to release these items for publication.

_____ No, I do not want my child/children to be filmed, photographed, or videotaped during school activities.

PLEASE PRINT (Parent or Guardian Name) _____

Teacher's Name: _____

Child's Name: _____

Address: _____

Phone Number(s): _____

University Terrace Elementary
STUDENT/PARENT HANDBOOK
ACKNOWLEDGEMENT FORM 2020-2021

Please complete these forms and return it to your child's teacher by **MONDAY, September 13, 2021.**

Student Name (please print)

Grade

Date

Our signatures indicate that we have received, read, and understand the 2021-2022 Student/Parent Handbook, which includes the following documents:

- Title I Compact for Student Success, A Parent/Student/School/Teacher Agreement
- School-Based Parental Involvement Policy
- Internet Usage Policy
- Media Release Form (please circle YES or NO and return)
- District and School Dress Code Policy
- School Bus Behavior Policy
- Electronic Device Policy
- Tardy Policy

Student Signature

Parent/Guardian Signature

Teacher Signature

Principal Signature