



Principal's Message

Dear Students, Staff, and Parents:

It is an honor and privilege to be a part of the LaSalle Community for the 2018/2019 school year. As the new principal of LaSalle Elementary, let me be the first to share with you how the teachers and I are excited to continue the path to increase student achievement. Your children are in excellent hands and our goal is to maintain high expectations and promote academic excellence for all students with set forth state standards. We have the top teachers, students, and leadership team to get the job done. To support our commitment to academic excellence, all students participate in physical education, art, music, library, guidance, and computer lab. The Gifted Program is grades Pre-K through 5th. Families are strongly encouraged to become involved in the school. Attending events such as Open House, Math and Literacy Nights, and PTO (Parent Teacher Organization) meetings are all important ways to learn about what is going on at school. There are innumerable opportunities to volunteer, such as: field trips, school fundraisers, PTO (Cats Club), and VIPS (Volunteers in Public Schools). We appreciate our community partners – Starmount/ UNUM, Manship Theatre, Istrouma Baptist Church, and Grace Life Fellowship. LaSalle Elementary also offers Kids' Orchestra and engaging before and after school care programs. We continually promote and celebrate positive student behavior through PBIS (Positive Behavior Interventions and Supports).

I also want to assure you that the students' performance data will drive all changes that need to happen for your child's growth. I am a firm believer that it takes a village to raise a child and LaSalle's doors are always open. I extend my hand to your partnership in helping to support our students here at LaSalle.

Please read this handbook carefully and discuss the policies/regulations of our school with your child(ren) and return the acknowledgement form (found at the end of this document) to your child(ren)'s teacher. Thank you for your continued support and cooperation in helping make our school such a successful, collaborative place where our children are always striving to achieve. We are committed to strengthening the collaboration between our school and families of each student. Please sign up for the LaSalle Community Remind notification to stay informed of events happening here at LaSalle. Text @ab97cc to the number 81010 or if you have trouble, try texting (754)-333-6691. As always, if you have questions or concerns, please do not hesitate to contact us.

Best Regards,

Lontarris A. Williams (lwilliams3@ebrschools.org)

LaSalle Elementary- Mission

LaSalle Elementary School's mission is to maintain high expectations and promote academic excellence for all students with set forth state standards.

Our Philosophy

The philosophy of *LaSalle Elementary School* is founded on the belief that each student has a unique pattern of educational needs, interests, abilities, and goals. We believe learning is best achieved in a supportive climate which is challenging, but not threatening. We will work to help students see

purpose in the things that they are asked to learn, to provide students with opportunity to experience success, and to guide students to discover new learning for themselves. We will strive to create an atmosphere of friendliness, stability, and inquiry to ensure our children's future, happiness, and security. We will establish effective partnerships between school, classroom, home, and community by providing an open and communicative environment focused on student achievement.

SPECIAL PROGRAMS FOR STUDENTS

LaSalle Morning Care - 7:00-8:00 a.m. Contact the school office for more information.

YMCA Aftercare – Grades Pre-K through 5th. All students receive a snack at the beginning of afternoon extended day. After the snack, students will participate in a period of supervised study/homework provided by YMCA Staff. Extended day hours are: 3:30-6:00 p.m. Contact the school office or the YMCA @ 924-3606 for further information and registration.

School-Wide Reading and Math Blocks- This is an **uninterrupted** block of instructional time. There will be no unsupervised visitations.

Accelerated Reader Program -The Accelerated Reader program is a computerized program that tests reading comprehension. Students select books on their reading level, read independently or with a buddy, and take an independent comprehension test on the computer. All students in grades 3-5 are required to participate in this program. Teachers will access one grade each 9 weeks which will be a part of the student's reading grade.

PBIS School-Wide Incentive Program will be implemented. This program focuses on rewards for positive behavior.

LaSalle's school wide expectations are as follows:



- C**-Come Prepared
- A**-Act Responsibly
- T**-Treat others with Respect
- S**-Safety First

Speech- The speech program is designed to remediate students with speech and language deficits as identified through a pupil appraisal evaluation. A parent or teacher can request a screening to determine the need for a referral.

Resource- The resource program helps reinforce and remediate skills taught in the regular class, and it is available for students who have been evaluated through pupil appraisal as having exceptionalities.

Other- Adaptive Physical Education, Physical Therapy, Occupational Therapy and services to Visually and Hearing Impaired students are available for students who qualify and have evaluations that state the child requires these programs for his/her educational success.

Physical Education– The physical education program incorporates a variety of activities in the development of physical fitness, music coordination, gross and fine motor skills, team sports and lifetime sports. PE grades come from factors such as skills, sportsmanship, team cooperation, group effort and behavior.

Computer, Music and Art Classes- Students receive art and music classes and visit our computer lab at scheduled times.

School Hours

School hours are from 8:30 a.m. until 3:25 p.m. each day. **Therefore, car riders should arrive by 8:25. Breakfast in the cafeteria ends at 8:15 for car riders.** Students who arrive **to the classroom** later than 8:30 are considered tardy and must be accompanied to the office with an adult for a tardy slip. Admittance to the classroom after 8:30 will require a tardy slip. **Children should NOT arrive earlier than 8:00 a.m. or remain on the campus later than 3:40 p.m.,** unless they are participating in our supervised extended day program. Extended hours are from

7:00 a.m. until 8:00 (please contact school office to enroll) and 3:40 p.m. until 6:00 p.m. (please contact the A.C. Lewis YMCA at 924-3606 to enroll in after care). Students who are dropped off before 8:00 a.m. will be sent to our before school program for an additional charge.

Late Car Riders

Students who remain after 3:40 p.m. will be sent to the office and parents will be charged a fee (cash only) at the time of pick up. After the fourth offense, a bus will be assigned to the student. Please show your appreciation for the hard work of our faculty and staff by picking up your child/children on time.

School Dress Code

EBRPSS Board Policy states that uniforms for elementary school students are:

1. Navy blue bottoms (pants, shorts, skirts, skorts, and jumpers, not more than 5" above the knee), NO jeans, biking shorts, tight fitting/stretch pants, sweatpants, or capri pants. Shirt tails must always be tucked in.
2. Burgundy shirts/blouses with a collar are acceptable (turtlenecks are acceptable in winter). NO t-shirts. Pre K will wear navy shirts/blouses. Navy Blue, Burgundy, and/or black coats, jackets, sweaters, parkas, sweatshirts, etc. are preferred, but existing winter wear may be worn. NO colored shirts are to be worn over uniforms.
3. Hooded jackets may be worn, but hoods should not be worn in the classroom.
4. No hoods, caps of any sort, or sports head bands are to be worn inside the school building.
5. Shoes MUST be closed toed; NO sandals, flip-flops or shoes with rollers may be worn. Tennis shoes will be worn on designated P.E. days or designated PBIS days to prevent injury. Socks must be worn, as well.
6. Belts will be worn on bottoms with belt loops; shirts/blouses will be tucked in. NO oversized or name plate buckles will be allowed for safety reasons.
7. School t-shirts may be worn on Fridays in order for students to show their school spirit. Uniform bottoms must be worn on Fridays. Other acceptable T-Shirts are: Presidential Fitness.
8. NO fake or sculptured nails are allowed and no hoop earrings. Again, safety is an issue.
9. Male students may not wear earrings.
10. No dyed hair.

UNIFORM DISCIPLINE POLICY

In accordance with the policy, the following disciplinary action will be taken for non-compliance.

- 1st Offense - Warning letter stating uniform policy.
- 2nd Offense - Telephone call to parent from Time Out Moderator
- 3rd Offense – TOR (Time Out Room)

CLASSROOM RULES

Each teacher has a copy of the school rules posted in the classroom and students are expected to follow these rules at all times. A copy of the rules will be sent home.

EMERGENCY INFORMATION FOR TEACHERS & OFFICE

Parents are asked to have a current student information form on file in the main office of the school (white emergency card). **The office should be informed immediately of any changes in phone numbers, addresses, and emergency names of people who are allowed/not allowed (must have legal documentation on file in the office) to pick up children.** Picture ID is required when checking out students. THIS IS FOR YOUR CHILD'S SAFETY AND WELL-BEING. In order for us to allow someone who is NOT on your child's approved list to pick him/her up, you must write a note to the teacher with your signature and your phone # on the note. You may also FAX (923-1247) the office this permission, but we must receive it before 2:00 p.m. so we can notify the teacher of the change. Any change regarding mode of transportation home must be made before 2:00 p.m.

MAKE-UP WORK

At times, make-up work is needed for children who are recovering at home from extended illnesses. Parents should call their child's teacher and the front office to make the necessary arrangements for the make-up work. The work can be picked up at the END of the school day in the front office.

1. Make Up work will be provided for only those students with valid excused absences.
2. Parents must call the teacher/office before 10:30 a.m. to allow time for preparation of materials.

STUDENT WORK PACKETS

It is the policy of the East Baton Rouge Parish School Board that we share student work with parents **every two weeks**. You should expect to get this work; if you do not receive it, you should check with the teacher to find out why you have not received it. We send work home in large brown envelopes. On the front of each envelope will be the date the work is sent home and a place for **parents to sign saying they have seen the work**. Your signature assures the teacher that you have seen the work.

The envelope should always be **returned the next school day with work enclosed**. If you have any questions about the work, write the teacher a note, or call to set up a conference time to discuss your child progress.

Always sign the envelope acknowledging that you have reviewed the work with your child.

Parents please check the JCampus Student Progress Center for updates on student's grades.

<https://ebr.edgear.net/progress> Login information can be provided by the school secretary

PARENT/TEACHER CONFERENCES

1. If the parent feels a need to conference with a teacher at a time other than conference week, please call (927-6130) or send a note to the teacher at school to arrange a time.
2. Please do not expect the teacher to interrupt instructional time for an unscheduled conference.

First through fifth grades will be graded from the following scale:

Grading Scale

A=	93-100%
B=	85-92%
C=	75-84%
D=	67-74%
F=	0-66

OBSERVATIONS

We encourage parents to become actively involved in our school. We welcome and encourage you to observe in the classrooms. Please follow the rules listed below when you come to observe.

1. Classroom observations will be held between the hours of 10:30 a.m.-2:30 p.m. due to the uninterrupted 90 minute reading block.
2. Call the office the day before you wish to observe to set up a time with the teacher.
3. State your reason for observing.
4. On the day of your observation you must report to the office, sign in, and get a pass.
5. Enter the classroom quietly; the teacher will not stop her lesson.
6. Observe quietly. Please do not talk with your child or the teacher.
7. Limit stay to 20 minutes and leave the room quietly.
8. DO NOT bring small children with you.
9. No cell phone/camera usage during this time.

PARTIES

Due to our large enrollment, birthday parties/treats are not permitted in grades K-5. Two parties are permitted during the school year. These two parties are learning activities. Invitations to parties held outside the school must be sent to ALL children in the class.

BREAKFAST

Our school participates in the parish-wide free breakfast program. Breakfast is free to all students and there will be no collection of breakfast money. Visitors may not eat breakfast at school. Breakfast will be served at the

following time: 8:00-8:15 a.m. **Car riders and walkers who arrive after 8:15 will not be allowed to eat breakfast in the cafeteria.**

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. It is our desire that all students participate in the lunch program. In case of allergies, a parent should send a doctor's note to the cafeteria manager **and** to the teacher. Accommodations will be made for these students. ` Parents/Guardians will be allowed to eat with their child(ren) on scheduled special occasions. (We will send a flyer home to notify you of the days/times of special meals. The flyer will state the cost of the meal for adults.)

BAG LUNCHES

Students are permitted to bring their own lunch from home. We ask if you choose this for your child that you adhere to the following: Bag lunches should be securely packaged in lunch boxes and beverages must be placed in containers (**NO CANNED SODAS, CANDY OR FAST FOOD**). **Teachers cannot heat food for students; parents must pack lunches that do not require heating. This is for safety reasons. No outside food or snacks should be brought by students to supplement the cafeteria lunch.**

TARDINESS

In order for students to qualify for perfect attendance, they can have no more than 3 tardies. Being on time is important. **Children are tardy when not in the classroom by 8:30 a.m.** Tardy students must report to the office **accompanied by an adult** to check-in and allow them to get an admit slip before they can go to class. Students should never be dropped off or enter school grounds in the back of the school. It is very important that your child is at school every day on time. We cannot teach the student if he/she is not here Remember, you are establishing a child's pattern for his/her lifetime. **Students with more than 4 tardies each month may not be eligible to participate in our PBIS monthly events.**

PARENTS OF STUDENTS WHO ARE HABITUALLY TARDY WILL BE REPORTED TO CHILD WELFARE AND ATTENDANCE.

ABSENCES

By Louisiana State law, Children must attend school 167 days of the 180 day school year in order to be considered for promotion. If a child has more than 11 absences, he/she will be retained regardless of grades.

An absence is considered excused when a child's absence is due to: his/her illness, an immediate family members' illness, death in the family (not more than a week) and absences due to observance of faith-based holidays.

When your child is absent, you should send a written excuse when he/she returns to school. This excuse can be a physician's statement or a personal handwritten or typed note from parents explaining specific reason for absence, date child was absent, and parent's signature. This should be done for each and every absence and must be done within 5 days of the child's absence. Make up work will only be given for excused absences.

Please keep in mind that state law requires a truancy report be filed with East Baton Rouge Parish Truancy Office after every 5th absence for all students. This report is sent whether the absences are excused or unexcused.

CHECK OUT POLICY

You should make every effort to see that your child is in school by 8:30 a.m. and stays until 3:25 p.m. each day. Early check-outs disrupt the learning process in the classroom and cause the child who is checked out to miss part of the instructional day. **Unless your child is ill or you have a real emergency, please do not plan to pick up your child until 3:25 p.m.** If you must check your child out early, come to the office to sign the child out. Be prepared to state/write the reason for the child leaving early. Picture ID is required at time of checkout.

Students cannot be checked out after 2:45.

Do not send someone other than a parent to pick up a child without notifying the office and designating it on your child's emergency card, as your child(ren) will not be released. This is for the safety of your child. Please do not plan to come in and check out your child just to avoid waiting in line for dismissal time. Children, who are checked out 3 or more times, will not qualify for perfect attendance.

**ABSOLUTELY NO CHECK-OUTS BETWEEN THE HOURS OF 9:00 A.M.- 10:30 A.M.
OR AFTER 2:45 P.M., ACCORDING TO OFFICIAL TIME IN THE FRONT OFFICE.**

PARENT TEACHER CONFERENCES: Plan to meet with teachers at the end to each nine weeks.
(STUDENTS DO NOT ATTEND)

VISITORS

No cell phone usage on school grounds. For the safety of our students, we require that all visitors **TO THE CAMPUS** (parents included) report to the office and sign in. This is a policy of E.B.R. Parish School Board. If it is necessary for you to go to the classroom, we will have you sign in and get a visitor's pass. We want to keep our school safe and orderly. We know you are concerned about the safety of your child and that you will cooperate with us in this matter.

Parents must have a visitor's pass to enter the campus. Visitor's who do not have a visitor's pass will be sent to the office to get one.

If you are coming to observe your child, please read the policy concerning observations and follow the directions given. **Remember:** Report to the office to obtain a pass to be given permission to go to a classroom. We will not be able to issue a pass during Reading/Math block times.

DISMISSAL PROCEDURES

Carpoolers will be escorted to cars. **ALL CARPOOLERS MUST BE PICKED UP IN THE CARPOOL LINE. PLEASE DO NOT WALK ON CAMPUS TO GET YOUR CHILD DURING DISMISSAL. THIS IS FOR THE SAFETY OF ALL OF OUR STUDENTS.**

There should be no cell phone usage in the carpool line. This will help ensure a safe and orderly carpool dismissal for our students.

Students should be able to enter the car from the driver's side of the vehicle.

ALL STUDENTS WHO ARE NOT BUS RIDERS MUST BE PICKED UP IN THE CARPOOL LINE

All walking students will walk in an orderly fashion down the sidewalks and walk home immediately.

1. **For safety purposes, parents/guardians may not wait for dismissal on benches/breezeways outside of the classrooms.**
2. Students **MUST** return home in their regular manner (bus, walk, etc) unless a signed note from the parent is received. The note **MUST** contain a phone # where the parent can be reached for verification. A signed FAX (923-1247) will work (signature & phone # must be on the FAX) if we receive it before 2:00 p.m., and please call to confirm we received the FAX.
3. Upon dismissal, students must walk in a single line down the hall to walk home or to go directly to their car or bus.
4. **No student will be called from a classroom after 2:45 p.m. Remember ~ NO CHECK-OUTS after 2:45 p.m.**
5. Office will not be able to make transportation changes after 2:00 p.m. No changes will be made by phone. All changes must be in the form of written notice, email, or fax.
6. All walkers should walk on the sidewalk where available. No child should walk in the street. Walkers should go straight home. Parent/Guardians should wait for children by the flag pole in front of the school. If a walking student fails to follow the rules/guidelines as stated above, the following course of action will take place:
 - A. School personnel will discuss rule infraction with student.
 - B. Principal will talk with student and meet with the student's parent(s).
 - C. Second referral to principal will result in parent picking up child at school.

7. Please observe the speed limit (5 miles per hour in the drive way).
8. Please do not pass or block buses or other vehicles unloading students in the front drive way.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended or delayed to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations.

EMERGENCY DISMISSAL

The decision to close a school during the school day comes only from the superintendent's office. Announcement to parents and to the general public will be on radio and T.V. Please do not call the school. If you are usually not at home during regular school hours, you should make arrangements with neighbors or friends to take care of your children in the event of an emergency early dismissal. The child should be instructed about these plans at the beginning of the school year and then be reminded periodically during the year. We will not be able to allow use of the telephone to get directions at these times.

BE SURE YOUR CHILD KNOWS WHERE TO GO IF WE HAVE AN EMERGENCY DISMISSAL!

DISASTER PLAN

This general information relating to Disaster Preparedness will provide parents with guidelines for holding students in school during emergencies and pupil dismissal during emergencies. Parents should make arrangements with neighbors or friends to take care of their children if they are not customarily at home during school hours. Parents should instruct their children about such plans. Unless otherwise notified, students will be dismissed in the usual manner.

SHELTER IN PLACE

When an emergency exists in the vicinity of the school, the principal will exercise his/her best judgment of specific steps that should be taken to minimize danger to the students and to the school staff until the danger has ceased. (See EBRP Student handbook given out during first week of school).

DRUGS, WEAPONS & CELL PHONES

Major Drug and Alcohol Offenses- Any case involving a student in K-5th found guilty of intentional distribution of, or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance may be immediately suspended or expelled. **Play toy and/or REAL knives, guns, bullets, explosives and/or any other form of weapons are not permitted at school. Possession of these may result in immediate suspension or expulsion of the student.**

CELL PHONES:

Cell phones may not be turned on at any time during the school day. (Classroom, bus, cafeteria, playgrounds or anywhere on campus). If turned on, the phone will be taken from the student. Parents will be allowed to pick up the cell phone after the 1st offense. If a second offense occurs, the phone will be kept until the end of the school year. Cell phones should not be visible at any time.

TOYS, GAMES & PETS: Students are not permitted to bring radios, tape recorders, toys, fidget spinners, trading cards, games, gum (**at no time is gum chewing allowed at school**), or other personal items to school unless the teacher sends a written request to parent to do so for a special occasion/assignment. The school cannot assume responsibility for personal items brought to school; this includes balls, gloves, etc. Students are not allowed to bring pets to school.

LOST & FOUND

If children's articles are marked with their names, it is much easier for us to return lost and found items. If we cannot establish ownership the article will be placed in a container in the gym marked lost and found. Please encourage your child to look in this container for lost articles. Parents are also welcome to search the container

at will for lost articles. We also ask that if your child brings home an article that is not his/hers, please return the article to the school's lost and found container. The lost and found container will be emptied during the summer.

MEDICATION POLICY

1. Medication shall not be given at school unless it is certified in writing by the attending physician. We have the forms a physician must fill out for us to administer medicine.
2. Possible examples are: Medication for behavior modification, insect sting allergy (must have a medical permission form filled out by the physician with specific instructions), anticonvulsive medications, medications for asthmatic conditions.
3. Antibiotics and other short-term medications, including non-prescription medications shall not be given at school. **This includes but is not limited to cough drops, throat lozenges, and any other over the counter medication.**
4. Children are not allowed to have medication in their possession on the school grounds. Teachers and principals will take medication from the child and contact the parent. The parent must pick-up the medication from the office.
5. Prior to the administering of medications during school hours, the following will be required: The Parental Consent/Physician's order form completed and signed by the physician and signed by the parent or guardian. The medication will be brought to school by the parent or guardian in a container labeled by the pharmacist. Unlabeled medications will not be administered at school. No more than a week's supply of medication will be kept at school; the empty bottle will be sent home with the child. At the beginning of the school year a new form must be filled out any time there is a change in medication. The new form must be filled out by the physician accompanied with the new medication. All medication should be recorded daily on the Medication Log where the permission slip will be attached to the record. Due to potential danger, all medication must be locked up in the front office. The nurse or designated person will administer the medication. All persons administering medication will be certified.

TEXTBOOKS

Students are accountable for all textbooks issued to them. Textbooks are very expensive and should be treated with extreme care at school and home.

ROOM MOTHERS & FATHERS

All classes need a room-mother and/or father to help the teachers with several events during the school year. We encourage you to volunteer to be room mother and/or father. Get to know the students and other parents.

VOLUNTEERS

Our school can earn money for volunteer hours completed by Exxon employees. If you have someone in your family, or a friend of the family who is an Exxon employee, please encourage them to volunteer at LaSalle Elementary. Anyone other than a parent that is interested in volunteering must contact *Volunteers in Public Schools* at VIPS.ebrschools.org or 226-4600. Volunteer hours are 10:30-2:30.

FIELD TRIP/SCHOOL ACTIVITIES

FIELD TRIP POLICY

- A. Students must have written permission from a parent or guardian to participate in a field trip.
- B. Students who receive medication during the school day must have an adult accompany them on field trips to administer the medicine.
- C. Students **MUST** ride the bus to and from all field trips.
- D. Children other than those students with permission to attend are not allowed on school field trips.
- E. **Any student with excessive behavior referrals or behavior concerns for that grading period may not be allowed to attend a field trip.** Students may be excluded from a field trip due to inappropriate behavior. Parents or guardians may be required to attend a field trip with a student.

- F. All permission forms and money due must be collected at time stated on field trip form. The school will not accept forms or money after that time.

Parents who are chaperoning trips must be included on the field trip form. If someone else is going in the parents place, please submit the person's name in writing a day before the **trip**

Money collected for these events is nonrefundable when a student's behavior is the reason for not attending the event.

DISCIPLINE

LASALLE SCHOOL RULES

In accordance with EBRP Student Rights and Responsibilities Handbook, the LaSalle Elementary principal & staff have designed and written the Discipline Policy consisting of rules and regulations governing the behavior of students attending LaSalle Elementary. These rules apply to all students attending school, coming to school, and while riding on the school bus.

Rules and regulations shall be explained and reviewed with students early in the school year and will be posted in prominent locations within the school.

The administration, faculty, and staff requests parental support in helping to maintain appropriate conduct in the school. Students' behavior should reflect self respect and consideration for the rights, feelings, & property of others.

CLASSROOM RULES

Teachers will post their own classroom rules which may consist of, but are not limited to:

- Demonstrate respect and obedience to teachers and designees
- Show courtesy to others
- Respect rights, property and opinions of others
- Observe class and school rules
- Practice self-discipline
- Work quietly
- Use time effectively
- Keep desk area neat and clean
- Report promptly to class
- Have permission before leaving the classroom
- Not use verbal abuse or bullying of others, including but not limited to: slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical personal appearance or sexual orientation.

Classroom teachers will send home a set of classroom rules at the beginning of each year.

RESTROOM RULES

1. Use proper disposal for waste.
2. No horse playing.
3. Leave restrooms immediately upon completing use
4. Wash hands before returning to class.

CAFETERIA RULES

At Breakfast, Students will:

1. Go directly to the cafeteria with their book sacks, put book sacks in the designated area and proceed to the line.
2. Pick up their paper items and plates going through the serving line.
3. Sit in assigned seats as directed by the duty teacher.
4. Eat quietly

5. Use good manners, such as keeping mouth closed while chewing and using napkins to clean face and hands.
6. Leave their area clean, placing used food and paper in the trash container.
7. Report to the auditorium and sit in assigned area. Ask permission to leave your seat.

At Lunch, Students will:

1. Walk to the cafeteria in a quiet, straight line.
2. Wash hands and take a paper towel to dry hands.
3. Come in quietly and in an orderly manner.
4. Pick up paper items and plates going through the serving line.
5. Do not trade or share food.
6. Ask permission to leave your seat.
7. Observe table manners at all times; keep elbows off the table, sit quietly, keep mouth closed while chewing, and use napkins appropriately.
8. Clean up table and floor area where seated.
9. Place unused food and paper in the trashcans and place trays in the appropriate place.
10. Line up at the exit door.
11. Leave cafeteria with teacher or teacher designee.

**EAST BATON ROUGE PARISH BUS RULES
(PER EBR STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK)**

Before leaving home:

Check to be sure you have everything you need for the school day.

Waiting for the bus:

STUDENTS SHOULD ALWAYS REMAIN UNDER ADULT SUPERVISION AT THE BUS STOP.

If you cross the street to get to the bus stop before the bus is in sight:

Check traffic in all directions.

Before starting to cross the street, be sure there is ample time to cross without having to run

Once you have crossed the street, remain at the bus stop until the bus arrives.

Wait quietly for the bus to come.

Do not play in the street.

Do not damage the property of others.

Keep your hands and feet to yourself.

Do not leave litter at the bus stop. Stand back from the street/road as the bus approaches and give the driver room to stop.

Be at the stop a few minutes before pick up time.

Boarding the bus:

If you must cross the road after the bus is in view:

- a. Wait until the driver stops the bus and signals for you to cross the street.
- b. Check traffic in both directions.
- c. Walk at least 10 feet in front of the bus.

Form a single line and do not crowd or push.

Use front door only.

Use handrail and take steps one at a time.

Go directly to your assigned seat and remain seated.

Leaving the bus:

Stay seated until the bus stops.

Do not push or shove, but move quickly.

Exit by the front door only.

Use the handrail and take steps one at a time

If you do not have to cross the street, walk immediately away from the bus.

If you must cross the street:

- a. Walk at least 10 feet in front of the bus.
- b. Stop when you are even with the traffic side of the bus and look carefully both ways.
- c. Cross the street quickly but do not run.

If you drop something in front of the bus or close beside the bus, get the driver's attention before you try to pick it up.

Never run back to the bus when the door has been closed and/or the bus is beginning to move.

Bus passenger conduct:

1. Students on the bus must:

- a. Respect and obey the driver at all times.
- b. Remain in their seats
- c. Talk softly.
- d. Not fight or scuffle,
- e. Keep hands to themselves.
- f. Keep feet out of the aisle.
- g. Never use profane or indecent language.
- h. Not put hands, feet or head out of the window.
- i. Not throw articles on the bus or out of the window.
- j. Not disturb the driver.
- k. Not possess harmful items (glass objects, knives, weapons, cigarettes, other tobacco products, matches, lighters, drugs, etc.
- l. No eating on the bus (snacks and candy should not be brought from home.)

Students are **not allowed** to get on or off the bus at a stop other than the assigned stop or to ride a bus other than his/her assigned bus.

BUS DISCIPLINE

Bus drivers have been advised to follow this procedure if students refuse to obey regulation.

1. Discuss rules to obey while riding the bus and the consequences if the rules are not followed.
2. Bus driver will call parents if rules are broken.
3. Student will be referred to principal's office.
4. The principal will send bus referral form home with the student for parent signature. It will inform parents of the student's unacceptable behavior.
5. A second referral will result in 3-5 days loss of bus privileges.

Parents will receive the name and phone numbers of bus drivers from the transportation department.

Transportation can be contacted for bus issues @ 226-3784.

LASALLE PLAYGROUND RULES

Students will:

1. Stay in designated play area.
2. Practice good safety habits in all play activities.
3. Obey directions of duty personnel promptly.
4. Demonstrate courtesy and respect to others.
5. Practice self-discipline.
6. Report all misunderstandings to the teacher on duty. Duty teachers are expected to handle situations that occur. Fighting **WILL NOT BE TOLERATED** and is punishable by suspension. Children must accept responsibility for reporting disagreements when they occur.
7. Not bring guns, knives or similar items to school.
8. Not chew gum at school.
9. Not bring toys or playground equipment to school.

10. No outside food (snacks, candy) should be brought to campus.

SERIOUS, DISRUPTIVE OR DANGEROUS BEHAVIOR

According to the East Baton Parish Schools Zero Tolerance Policy (from Student Rights and Responsibilities Handbook), students who choose to disregard school rules and behave in the following ways will lose class time and complete their class work in the Time Out Room, and may receive out of school suspension.

1. Fighting behavior (hit, kick, punch, push, throw objects)
2. Profanity (obscene physical gestures, touching others, exposing self, verbally expressing profanity.)
3. Blatant disrespect to teacher or other adult (argumentative, yelling at teacher, sarcasm.)
4. Threatening Administrator, faculty, school personnel or students (physical, verbal and written/drawing threats.)

Students assigned to the Time Out Room will continue to do their school work while parents are notified of inappropriate behavior. Parents will receive a copy of the Time Out Room Admission Form, sign it, and return it to the classroom teacher the following day.

If the student chooses to continue serious, disruptive or dangerous behaviors, a School Building Level Committee (SBLC) will meet with the parent and student to develop a Behavior Plan, which will help the students, decrease inappropriate behaviors.