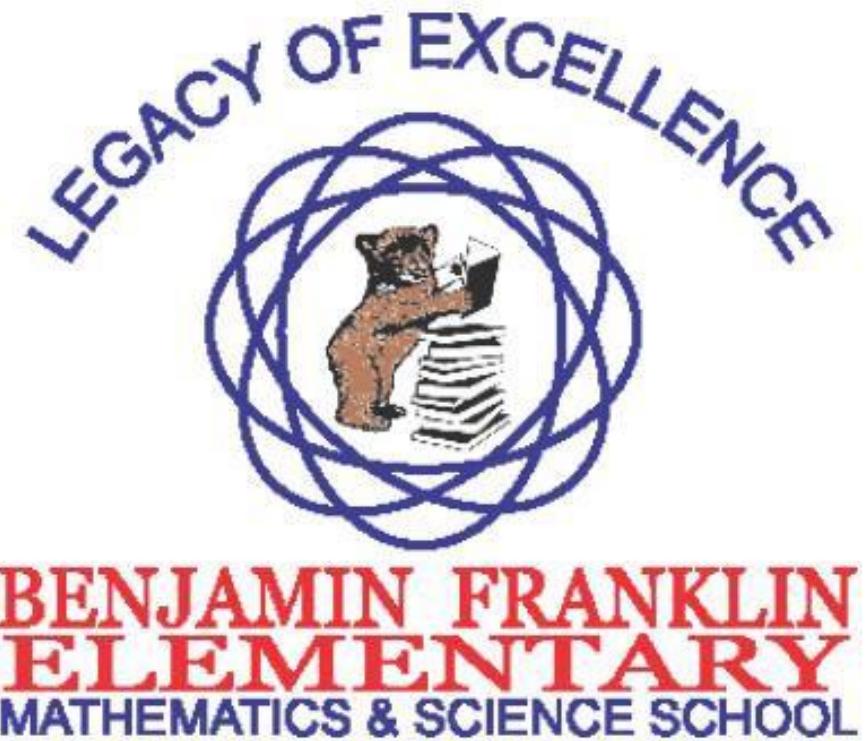


Student & Parent Handbook



COVID-19 KEY



DUE TO REQUIREMENTS TO PREVENT THE SPREAD OF COVID-19, THIS SECTION DOES NOT APPLY TO THE 2022-2023 SCHOOL YEAR.



DUE TO REQUIREMENTS TO PREVENT THE SPREAD OF COVID-19, THIS SECTION HAS BEEN AMENDED FOR THE 2022-2023 SCHOOL YEAR.

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CEO's Message

Dear Parents and Guardians:

It's that time again, the start of a new school year! Your children are going back to school...and so are you. The new academic year will bring with it many new challenges, as well as many new rewards. There will be new teachers to meet, new books to read, new friends to meet, new skills to master — and we hope that you will be able to share in these exciting times. **Middle school parents will send their students to a new building located at 3649 Laurel Street, New Orleans, La. 70115.**

You are an integral part of your child's education. You and our dedicated teachers and staff work best as a team to ensure your children have all the necessary tools to make school a success — and fun!

It is a parent's enthusiasm that inspires children to do their best. It is a parent's involvement that is one of the biggest indicators of a child's success. And it is a parent's nurturing and guidance that allows children to develop a true love of learning.

For those of you who were with us last year, we want you to be proud of your children's progress in school. Due to COVID and Hurricane Ida, the most recent scores on the statewide assessments were mixed and showed a slowdown in the yearly progress public schools had been making across the state. With a renewed commitment, we are positive that we can regain the momentum to make this an exemplary school year.

With that being said, we know how important — and fleeting — school years are. Therefore, we urge you to take the time from your busy schedules to become familiar with your children's school and staff, as well as provide a homework-friendly home environment that will allow your children to excel. Parents are encouraged to visit our school website for more information on [school supplies](#), [the uniform policy](#) and [important dates](#).

Thank you for your commitment to your child's education and allowing the Benjamin Franklin Family to interact with your child/children and you. Together, we can make this school year one that provides your child with learning experiences that are rewarding, engaging and scholarly!

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

Darryl Kilbert, Ph.D

Chief Executive Officer

Our Leadership Team

Chief Executive Officer – Darryl Kilbert, Ph.D.

Chief Administrative Officer – Deloris Winfield, M.Ed.

Elementary School Principal (PK-5th grade) -Nichelle Jones, M.Ed.

Middle School Principal (6th-8th grade) - Patrice Joseph, M.Ed.

Executive Director of Student Support Services - Tradonya Domingue, M.Ed.

Contact Information

We are one school that occupies two campuses: An Elementary Campus for grades PK – 5th and a Middle School Campus for grades 6th – 8th. The Business Office is located at the Elementary Campus.
<https://www.babyben.org/>

Benjamin Franklin Elementary Mathematics and Science
School Pre-Kindergarten – Fifth Grades
1116 Jefferson Avenue
New Orleans, LA 70115
Office: 504-304-3932

Benjamin Franklin Elementary Extension
Sixth – Eighth Grades
3649 Laurel Street
New Orleans, LA 70115
Office: 504-359-7730

Legacy of Excellence Vision

To become a national model for non-selective admission schools that excels in providing students who have diverse needs with elite educational programming and experiences. Our students will be prepared to succeed in the best high schools New Orleans has to offer and enter into the colleges of their choice.

BFE Vision

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

BFE Mission Statement

We will excel academically and individually.

Our Creed

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

School Mascot

Benjamin Bear

School Motto

Beyond Expectations

BFE 2022-2023 Theme

Level-Up: Elevating the Teaching and Learning Process by Enhancing the
School Environment.

Alma Mater

By Frank Richard

As we stand and pledge our Alma Mater,

Let our voices now ring loud and true-

For the glory of our school.

Benjamin Franklin, Benjamin Bears,

Benjamin Franklin,

We love you.

Praise and honor together in unity, brothers and sisters united we stand for thee- For the glory of our school.

Benjamin Franklin, Benjamin Bears, Benjamin Franklin,

We love you!

PBIS

Be **Respectful**, Be **Responsible**, and Be **Safe**

Beliefs

To accomplish our mission, our staff maintains the following beliefs: The social curriculum is as important as the academic curriculum. How children learn is as important as what they learn.

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

Adapted for our school from the Responsive Classroom

ACADEMICS & INSTRUCTION

Academic Integrity

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

Grade Reporting/Report Cards

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

Quarterly Grade Computation

20% Quarterly Exam (Post-test)	A = 93 -100
40% Summative (Projects, Unit/Chapter Test)	B = 85 -92
30% Formative (Daily Classwork focused on Standards, Quizzes, and Weekly Tests)	C = 75-84 D = 67-74
10% Class Participation ((engagement in classroom activities as evidenced in Class DoJo & homework)	F = 0 - 66

Promotion Requirements

Benjamin Franklin Elementary adheres to the Pupil Progression Plan (PPP) adopted by the Orleans Parish School Board. Students are promoted to the next grade level at the end of the school year by meeting the promotional requirements stated in the Pupil Progression Plan and by maintaining a minimum of a 67 D average in each promotional subject and attending the required days in the school year. See NOLA-PS website to access the a copy of the PPP.

The promotional subjects for each grade level are as follows:

Kindergarten - The student shall meet multiple criteria that indicate readiness for first grade that include at least 70% attainment of kindergarten benchmarks, at least 70% on the End-of Year- Kindergarten Assessments, and readiness for first grade reading as indicated on a standardized measure.

- Grades 1st and 2nd - Reading, Language, and Mathematics
- Grades 3rd – 5th- Reading, English/Language Arts, Mathematics, Science and Social Studies
- Grades 6th– 8th– English/Language Arts, Mathematics, Science and Social Studies

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

Curriculum

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

Assessments

A variety of testing measures will be used throughout the school year to provide specific data on our students. We will carefully examine this data to assist us as we meet the needs of our students. This data will also be made available to parents. Please feel free to contact the school if you need assistance interpreting the data. i-Ready is given three times a year and students utilize that data to set individual goals for themselves. BFE follows all State and Federal regulations in administration of assessments.

Ongoing assessment & analysis of student achievement is required. Below is a listing of required School-wide and State assessments.

- Grades K-8 i-Ready
- PK/K TS Gold
- K-3 DIBELS
- Grades K-8 ELPT
- K-8 Teacher assessments- formative and summative
- Grades 3-8 Quarterly Benchmarks/LEAP 360
- Grades 3 - 8 iLEAP & LEAP
- K – 3rd Grade Dyslexia Screening Checklist
- Grades 2-8 Achieve 3000
- DRDP State entry level test

Homework

Homework assignments are an extension of the learning day. Students are expected to record, complete, and return homework assignments on the due date. Parents are to become familiar with the teacher's policies and procedures for homework and to ensure completion of assignments with quality and pride. It is helpful for students to have internet access in order to complete assignments. Homework assignments are not graded. Homework grades will be recorded as a class participation grade.

Homework Assistance

The State Library of Louisiana offers a free educational service, Homework Louisiana, an online tool that connects Louisiana K-12 students to a live tutor online for one on one help with homework. Students can access Homework Louisiana by going to www.homeworkla.org. For more information go to <https://www.tutor.com/>.

Make-Up of Missed Assignments

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

School Supply List

Grade level/Content supply lists are available on the school's website. Click [here](#) to access. Teachers will notify parents of special projects which may require additional supplies.

Textbooks

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

School-Wide Heading

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

Name/ Date/ Teacher/ Grade/ Subject/Skill

STUDENT RECOGNITION

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

ATTENDANCE

Excerpt from Louisiana Truancy Law R.S. 17.233

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. (b) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

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

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

It is impossible to recreate the learning activities that go on in a classroom when students are absent. Although individual assignments can be completed at a later date, repeated absences from school or repeated tardiness can become overwhelming to a student who must attempt to make up missed work and to keep up with current work at the same time. Any student who misses 14 or more unexcused days is subject to not being promoted to the next grade.

BFE Attendance Policy and Procedure for Student Absenteeism

Attendance is one of the most significant indicators of school success. Students who attend school regularly are naturally exposed to more than those who are routinely absent. Furthermore, absences can quickly add up. A student who misses an average of twelve days a year from kindergarten through twelfth grade will miss 156 days of school, which nearly translates to an entire year. We at **BFE** must do everything within our power to monitor and ensure our students are in regular attendance to school.

Excused: An absence due to illness, doctor's appointment, death of a family member or that has received prior approval by the principal or designee. Any absence after five consecutive days will require a call and a (doctor's/parent's) note upon the return of the student to be excused.

Unexcused: An absence in which the student is out of school that does not qualify as excused or explained. The [principal](#) or designee can determine or change an absence from unexcused to excused.

Excessive Absences:

1. Contact via DOJO>Email/Phone Call (logging in the call) from the Homeroom Teacher/Para will be made with the parent of a student that has 3 consecutive days absent. The contact results are to be documented as a log entry in PowerSchool. If no contact is made and a 4th consecutive absence occurs, a written referral is to be made to the school social worker for further follow-up contact (documented in PowerSchool) and discussion with the parent/guardian.
2. A notice will be sent via DOJO>Email/Phone Call (logging in the call) from the Homeroom Teacher informing any parent when their child has 5 total absences in a quarter (9- week period). This notice is meant to serve as a warning that attendance may be becoming an issue. Additional absences during the marking period shall be reported to the school social worker for follow-up contact and discussion with the parent/guardian.
3. A notice from the Homeroom Teacher will be sent to the SAT Chairperson to schedule an Attendance Conference with the parent when a student reaches 10 unexcused absences at the end of the 1st semester (mid-year) and at 15 total absences at the end of the 3rd marking period. This conference is intended to inform the parent/guardian that there is an attendance issue and that it **may** cause retention.
4. The principal/designee may make exceptions due to extenuating circumstances at their discretion but **will** have the final determination for make-up, summer school (if available) or retention.
5. Excessive absences/tardies could trigger a home visit from school officials.

School Attendance is Important

1 or 2 days a week doesn't seem like much but...

If a child misses	That equals	Which is	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years of school
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years of school
3 days per week	120 days per year	24 weeks per year	Nearly 8 years of school

How about 10 minutes a day, surely that will not affect my child...

If he/she is missing	That equals	Which is	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly a ½ year
20 minutes per day	1 hour 40 minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Students who regularly attend school and graduate from high school have...

Better academic performance

Greater opportunities for higher education

More work options and earning potential

Every Minute Every Day Matters

2022 – 2023 Academic Calendar

School Hours

Elementary School Campus school day: 8:15 am - 3:45 pm

Middle School Campus school day: 8:00 am – 3:30 pm

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

Arrival and Departure

Students are not allowed in any area of the building before school starts. Therefore, parents should not drop any student off before the gate/door opens to welcome students:

Elementary School Campus (Pre-K - 5th Grade) – 8:00 am

Middle School Campus (6th - 8th Grade) – 7:50 am

There is no supervision prior to these specified times except in morning Bear Care at the Elementary School Campus which begins at 6:30 a.m.

There are only two modes of transportation for students:

- Bus
- Carpool

The “walkers gate” will not be an option. All parents will have to utilize the carpool line to ensure the safety of all staff and students.

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

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

Carpool Drop-off/Pickup

Elementary Campus

- Carpool parents should not arrive before 7:45 am and 3:30pm to the campus; gates will be opened for vehicles to come onto the rear yard at the aforementioned times.
- Vehicles should drive down Octavia Street heading towards the river. Make a left turn onto Coliseum Street. Cars must not enter Coliseum from Jefferson Avenue.
- Turn into the driveway gate on Coliseum Street in a single line where a staff member will direct you to line up your vehicle.
- In the loading and unloading area, three (3) lines will form going towards the Chestnut Street gate for exit.

Middle Campus

- Carpool parents should not arrive before 7:30am and 3:15pm to the campus and form a line on Nashville Ave.
- Vehicles should drive down Laurel St. coming from Tchoupitoulas St.
- Students will not be allowed to enter the building until 7:50am
- Parents must pull to the front of the carpool line in order for students to enter/exit the vehicles.
- Students will not be allowed to walk across the parking lot/street to enter/exit vehicles.
- No student will be released to meet a parent at their vehicle which is not in the carpool line.

Carpool/Drop-off/Pickup

Parents who drop their child(ren) off and pick their child(ren) up are expected to be on time every day.

Any student who is not picked up on time at the Elementary campus will be signed in to Bear Care and a fee will be charged at a rate of \$5.00 per hour. Students who are habitually dropped off early and/ or not picked up on time will be referred to administration, and if not resolved, to Social Services

Note: Bear Care is only available at the elementary campus; therefore students at the Nashville campus are to be picked up promptly at 3:30 pm. Teachers will only remain on duty until 3:40 pm. If a child misses the bus at the Nashville campus, it is expected that parents will pick up their child immediately. Students who are continually picked up late will be placed on the school bus to after-care at the elementary campus at a rate of \$5.00 per hour. See page 9 for details.

Tardy Policy

Tardy to School:

- Elementary School Campus - Tardy after 8:15 am
- Middle School Campus - Tardy after 8:00 am

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

Elementary School Campus- Parents should escort **tardy** students through the Jefferson St. door after 8:15 am.

Tardy to Class:

- Passing time – maximum 2 minutes

Unavoidable Absence

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

Early Release

Students may only be signed out early by parties designated in PowerSchool. If a rare occasion arises where a student must miss part of the instructional day, they must be officially signed out at the security desk. The Security Officer will request identification from the party signing out the student, witness the signature in the book. The office staff will document the early release in PowerSchool. If special circumstances exist, they must be documented and brought to the attention of the school principal. All changes and updates to PowerSchool are the sole responsibility of the parent/guardian. Please notify the Data Manager of any changes prior to the request for early release.

To avoid disruptions to the academic learning day, early checkouts end forty-five minutes prior to official dismissal time (**2:45 at the Middle School Campus and 3:00 at the Elementary School Campus**). No student will be checked out of school after this time except in an emergency. If a student has a medical or dental appointment requiring early dismissal, please write a note to the teacher ahead of time. Parents are strongly encouraged to schedule all appointments after school hours. No student shall be released from school on the basis of a phone call.

Late Pick-Up

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

1st occasion – verbal reminder and notation in the late pick up book

2nd occasion - Reminder notice

3rd occasion – recommendation for bus transportation

4th occasion – referral to the Department of Family and Children Services and the student will be placed in Bear Care, or on the school bus to Bear Care at the Elementary School Campus at a rate of \$5.00 per hour if space is available.

Rideshare – (Uber, Lyft, Cab, etc.)

As a safety precaution, we strongly discourage the use of rideshare, as we are unable to verify the identity of the rideshare driver.

CODE OF CONDUCT/DISCIPLINE

Behavior Expectations

Benjamin Franklin Elementary Mathematics and Science School expects students to:

Be kind and considerate.

Respect people and property.

Follow directions the first time.

Do your very best quality work.

Teachers and staff utilize Class DOJO to monitor student behavior both positive and negative. Class DOJO is a web-based tool that replaces classroom management tools and behavior trackers like gold-star charts, with positive feedback and parent communication. Teachers use Class Dojo to give their students instant, positive encouragement during class. Teachers choose and customize behaviors that matter most, and then award a student in class Dojo points when a skill is demonstrated. There should be a balance between

positive and negative remarks. Teachers should utilize the program to communicate with and engage parents with Class Dojo progress reports and instant messaging so they can stay involved in their child's success at school.

School-Wide Discipline Plan/PBIS

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

Student Code of Conduct/Corrective Strategies

Benjamin Franklin Elementary is compliant to the Unified Student Code of Conduct for NOLA Public Schools and participates in the city-wide unified student discipline system led by the Student Hearing Office. The Student Hearing Office (SHO) is a part of the Enrollment Transitions team within EnrollNOLA. The Student Hearing Office is a city-wide unified student discipline system comprehensively serving nearly 40,000 New Orleans students. This office:

- Conducts all student disciplinary conferences and expulsion hearings;
- Oversees the student disciplinary conferences and expulsion hearings for students receiving special education services and 504 accommodations. This includes reviewing Manifestation Determination Reviews (MDRs) to ensure the disciplinary request is compliant with federal and state law.
- Coordinates appeal requests;
- Screens and places students who seek to enroll in an Orleans Parish public school as a result of an expulsion from a school located in another parish or from a private school;

- Screens all safety-based Hardship Transfers and transfer requests related to bullying and fighting;
- Provides conflict resolution meetings, training opportunities, resources and other support to students, parents / guardians, schools, and community partners;
- In collaboration with the Youth Opportunity Center (YOC), coordinates the enrollment screening and placement of students returning to education post-incarceration in out of parish facilities and the Orleans Parish Justice Center (formerly Orleans Parish Prison);
- Conducts accountability protocol to address enrollment violations related to Student Hearing Office policy.

Level 1 Infractions: Non-Suspendable Offenses

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

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

Benjamin Franklin Corrective Strategies for Level 1 Infractions

Consequences for Level 1 Infractions

- Warning/Loss of DOJO point(s)
- Revoked Privilege/Lunch Detention
- Parent Phone Call

- After school detention
- Referral - Parent/Student/Teacher/Dean of Students Conference
- Administrative Decision

Level 2 Infractions: Suspendable Offenses

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

- 2.01 Intentionally or habitually failing to attend detention or in- school suspension*
- 2.02 Possessing or using tobacco and/or possession of a lighter.*
- 2.03 Using or possessing alcohol*
- 2.04 Leaving school bus without permission*
- 2.05 Using objects dangerously or inappropriately to harm others or damage property*
- 2.06 Vandalism to school property or school bus*
- 2.07 Leaving school and/or classroom without permission*
- 2.08 Gambling*
- 2.09 Extortion (blackmail, etc.)*
- 2.10 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others*
- 2.11 Using profanity and/or obscene language*
- 2.12 Instigating or participating in fights (one-on-one or groups)*
- 2.13 Bullying**
- 2.14 Causing a false fire alarm*
- 2.15 Intentionally causing a major, unnecessary disturbance in classroom/school campus*
- 2.16 Improper use of a cell phone and/or electronic devices*
- 2.17 Inappropriate bodily contact or harassment*
- 2.18 Improper use of computer: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons*
- 2.19 Forging a signature on documentation required by the school, cheating, or lying to school personnel about academic matters*
- 2.20 Habitual level 1 behaviors*
- 2.21 Any other infraction that the Principal deems to be similar in severity to other level 2 infractions*

Level 3 Infractions: Expellable Offenses

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

Tier One Offenses: Expellable for up to Two Semesters

- Possessing, distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug
- Carrying possessing, or using a firearm, knife with a blade of two inches or longer, or any other instrument the purpose of which is lethal force
- Sexual assault and other sexual acts
- Intentional battery or assault on any individual using a weapon or which causes serious, documentable injury that necessitates medical care
- Engaging in student-initiated intentional physical altercation with a member of the school staff
- Assault or threat with a weapon or item used as a weapon
- Any other infraction that the Principal deems to be similar in severity to other Level 3 expellable offenses.

Tier Two Offenses: Expellable for up to One Semester

- Possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug, or unmarked medication
- Possession or use of any implement/substance with the ability to seriously harm another person
- Robbery of an individual on school property or at any activity of which the school has jurisdiction
- Unauthorized entry of school property, or any space which the school has jurisdiction, with evidence of theft or vandalism
- Engaging in consensual sexual acts on school property or at any activity of which the school has jurisdiction
- Engaging in non-consensual exposure of body parts in a sexual manner to another
- Assault (threat) of an individual with a dangerous substance or implement
- Any other infraction that the Principal deems to be similar in severity to other Level 3 expellable offenses.

Tier Three Offenses: Expellable for up to One Semester

- Well-documented and on-going commission of serious acts that threaten the safety of others
- Well-documented and on-going behaviors that threaten, intimidate, or bully another individual, including the use of any electronic device to threaten, intimidate, or bully
- Sharing sexually explicit material, including through the use of an electronic device
- Theft of school property or the personal property of individuals on school property or at any activity of which the school has jurisdiction
- Being under the influence of any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body
- Any other infraction that the Principal deems to be similar in severity to other Level 3 expellable offenses.

Tier Two and Tier Three Offenses may be submitted to the Student Hearing Office at the school's discretion.

Discipline Procedures for Exceptional Children's Services Students

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

DRESS CODE

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

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

Uniform Policy

Authorized Uniform Vendors

Johnson's Uniforms the only officially authorized uniform vendors. Uniforms purchased elsewhere are subject to uniform violation if they are not in compliance with the uniform policy.

Boys Pre-K – 5th

- Pre-K – K solid black shoes - **Velcro fastening preferred**
- 1st - 5th solid black tennis shoes
- Navy pants or shorts
- Red polo with the school's emblem on the left side of the shirt
- Solid black crew socks; No *low cut*, or *ankle* socks
- Solid black belt; no studded belts, large belt buckles etc.

Boys 6th – 8th Grade

- Solid black tennis shoes
- Navy pants
- White oxford shirt with the school's emblem on the left side of the shirt
- Blue and Red striped tie
- Navy Pullover V-Neck Sweater with school emblem on the left side
- Navy Blazer with the school's emblem on the left side of the blazer (OPTIONAL)
- Solid black crew socks; No *low cut*, or *ankle* socks
- Solid black belt; no studded belts, large belt buckles etc.

Girls Pre-K - 2nd Grade

- Pre-K – K – solid black shoes - **Velcro fastening preferred**
- 1st – 5th – blue and white or black and white Oxford tennis shoes
- Pre- K – 2nd Plaid jumper **ONLY, NO SKIRTS**; The hem must be **at** or **below** the knee
- Plaid shorts or pants
- White blouse with **Peter Pan** collar with the school's emblem on the left side of the jumper
- Plaid "cross" tie
- Solid white *crew* socks or *knee* high socks; No *low cut*, or *ankle* socks
- Solid black belt; No studded belts, large belt buckles etc.

Girls 3rd - 5th Grade

- 3rd – 5th blue and white or black and white Oxford tennis shoes
- Plaid shorts, pants, or skirts; skirt hem **at** or **below** the knee
- White button down blouse with the school's emblem on the left side
- Plaid "cross" tie
- Solid white *crew* or *knee* high socks; No *low cut*, or *ankle* socks
- Solid black belt; No studded belts, large belt buckles etc.

Girls 6th - 8th Grade

- 6th – 8th solid black tennis shoes
- Plaid skirt with the hem **at** or **below** the knee
- Plaid pants
- White button down blouse with the school's emblem on the left side
- Plaid "cross" tie
- Navy cardigan with the school emblem on the left side
- Solid white *crew* or *knee high* socks; No *low cut*, or *ankle* socks
- Solid black belt; No studded belts, large belt buckles etc.

******Outerwear - All sweatshirts, sweaters, and jackets must contain the school's emblem and must be purchased from our approved uniform vendors.******

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

Uniforms Expectations

- Uniforms are to be neat and clean, not torn, cut, or stained.
- Distracting colored hair (blue, green, red, etc.), feathers, hair wraps, curlers, or decorative headbands are NOT permitted.
- Hair should be groomed in a way that will not distract students from learning. Bangs should not cover eyes or block vision.

- Uniform skirts, dresses, and/or shorts must be worn at the knee.

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

Uniform Dress Code Violations

1st offense – warning, loss of DOJO points and parent notification

2nd offense – lunch detention, loss of DOJO points and parent notification

3rd offense – after school detention, loss of DOJO points and parent notification

Following the 3rd offense students will be referred to the Social Worker/Administration

Dress Down Days

On some occasions the Principal will declare a “Dress Down Day”. On these days (Saints Dress Down, Breast Cancer Awareness Day, Drug Free Red Shirt Dress Down, Trick or Trunk, 100th Day of School, Halloween, Autism Awareness, Spirit Week, Birthday, PBIS Dress Down Day(s) etc.), students must adhere to the “Dress Down” theme, including appropriateness to the instructional setting. Students must adhere to the following:

Tops must:

- Reflect the theme (On birthday dress down days shirts may have any theme that is appropriate to the school setting)
- Short or long sleeves
- Fall below the waist
- No holes and/or rips

Bottoms must:

- Made of denim

- Fall at the knee or below
- No holes and/or rips
- No spandex shorts or tights.
- Shoes must cover the entire foot (closed toe and closed heel)

Dress Down days are announced in Parent Power News, on the school's website, and by Robo Call. In most cases, students will bring a dollar donation for the privilege to dress out of uniform. Students choosing not to donate to the Dress Down Day must wear their appropriate school uniform. Birthday dress downs are free for students.

Proceeds from money generated from Dress Down Days goes to our Dads Duty Day, Hallway Animal Project, and special projects. All the proceeds collected for a school designated charitable cause goes directly to the charitable organization.

Dress Down Day Violations

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



EXTRA CURRICULAR/ AFTERSCHOOL ACTIVITIES

Extra-Curricular, Athletics and Clubs

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

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

Bear Care

BFE Morning Bear Care provides services from 6:30am until 8:00am for Jefferson campus students only. BFE Afternoon Bear Care provides services from dismissal until 6:00pm. There is a limited number of students that will be allowed in Bear Care. Acceptance will be on a first come basis.

Please see the Bear Care coordinator for more program information. Both BFE Morning & Afternoon Bear Care is offered at the Elementary Campus. Middle school students who participate in Afternoon Bear Care will be bussed to the Elementary Campus.

Monthly payments for Bear Care will primarily be taken through Gulf Coast Bank. However, money orders

will be accepted. Payments must be made by the 5th of each month. Payments not received by the 5th, will result in the student(s) attendance being suspended from Bear Care until such time as the delinquent payment is made.

HEALTH & WELFARE POLICIES

Health Concerns & Medication Administration

Parents are responsible for notifying the School Nurse in writing of any health concerns of their child. All prescribed medicine must have a doctor's order and must be received in the school by the school nurse or LPN. Dispensing of medication is the responsibility of the nurse/LPN or by a trained, designated person. Non-prescription medication is to be given at home, i.e. aspirin, cough medicine, cough drops, etc.

Upon returning to school, parents should supply a doctor's note regarding casts, stitches and communicable diseases/illnesses lasting more than 3 days.

Mask Wearing

BFE follows the guidelines and recommendations of the CDC. Our organization chooses to follow the mask guidelines at both campuses. All students, staff, and visitors must wear a mask. When this changes, we will notify all stakeholders.

Student Injuries

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

PARENT & GUARDIAN POLICIES

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

Parent Expectations

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

etc.)

6. Attend a mandatory in-depth parent orientation.

School to Parent Communication

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

Teacher to Parent Communication

Teachers communicate through Class DOJO, emails, and phone calls. Please allow the teacher 48 hours to respond.

Teachers are also available for conferences upon the written request from a parent. Conferences are scheduled before or after school or during the teacher's planning time. **Instructional time is sacred and cannot be used to hold parental conferences.**

Mid-quarter progress reports are printed through the office and are given at Progress Report Conferences.

ClassDojo

Parents are supplied with a username and password that is generated by the ClassDojo program. It is a quick and easy way for teachers and parents to communicate daily.

Email Communication

Teachers provide their email address in their class syllabus. Please be reminded that email is best used for brief exchanges of information such as: communicating background information; scheduling conferences; notifying a teacher of changes in your family's life; reporting an upcoming absence; reporting instances of harassment or bullying; offering to volunteer, etc. **Urgent messages should be handled by a phone call to the office.**

Staff members will respond to emails/phone calls within 48 business hours. Please remember that teachers also utilize assigned planning time for planning instruction, meeting with colleagues or families, and grading. When sending e-mails, please refer to the student only by first name and last initial. Email is not the forum to discuss issues regarding discipline, instruction, assessment, or curriculum. Teachers will discuss these issues via conference. Emails that are offensive and/or disrespectful will not be responded to and will be forwarded to administration. Remember that the person on the other end is a human being. Do not say anything in the email that you would not say to the recipient in person. Excessive email cases will be referred to administration. Emails should be reserved for important communication.

Parental Concerns

Parents may send notes, Dojo messages, or emails as forms of communication. The parent must make an appointment with the teacher if there are additional concerns to discuss. Parents are expected to handle questions or concerns with the classroom teacher prior to requesting an administrative appointment. If the concern still exists after speaking with the teacher, parents may address the issue with the Principal, Assistant Principal, or Dean of Students. Parents should send communication via email including the parent's name, first name and last initial of the child, teacher's name, a daytime telephone number, and a brief description of the matter. If there are school-based grievances, the Parent Grievance Policy can be accessed on our website which includes the processes and contact information for school-based grievances. [Grievance Process](#)

TIPS FOR PARENTS TO SUPPORT YOUR CHILD IN SCHOOL

Students are more successful in school when parents take an active interest in their homework — it shows them that what they do is important.

Helping with homework shouldn't mean spending hours hunched over a desk. Parents can be supportive by demonstrating study and organization skills, explaining a tricky problem, or just encouraging kids to take a break...And who knows, it might even surprise you how much you really know!

Here are some tips to guide the way:

1. **Know the teachers** — and what they're looking for. Attend school events, such as parent-teacher conferences, to stay engaged with your child's teachers.
2. **Set up a homework-friendly area.** Make sure your child has a well-lit place to complete homework. Keep supplies — paper, pencils, glue, scissors — within reach.
3. **Schedule a regular study time.** Some children work best in the afternoon, following a snack and play period; others may prefer to wait until after dinner. Do what is best for your child!
4. **Help them make a plan.** On homework nights or when there's an especially hefty assignment to tackle, encourage your child to break up the work into manageable chunks. Create a work schedule for the night if necessary — and take time for a break where needed.
5. **Know the teachers** — and what they're looking for. Attend school events, such as parent-teacher conferences, to stay engaged with your child's teachers.
6. Make sure they do their own work. **They won't learn if they don't think for themselves and make their own mistakes. Parents can make suggestions and help with directions. But it's the student's job to do the learning.**

7. **Be a motivator and monitor.** Ask about assignments, quizzes, and tests. Give encouragement, check completed homework; make yourself available for questions and concerns.
8. **Set a good example.** Do your children ever see you diligently balancing your budget or reading a book? Children are more likely to follow their parents' examples than their advice.
9. **Praise their work and efforts.** Post an aced test or art project on the refrigerator. Mention academic achievements to relatives.
10. **If there are continuing problems with homework, get help.** Talk about it with your child's teacher. We are here to help!

Ways to Get Involved

Parent Teacher Organization (PTO)

All parents are encouraged to be involved in the BFE Parent Teacher Organization. Events and meetings are announced in the *Parent Power News* newsletter and through RoBo calls. The PTO functions as an integral part of the school providing volunteers, services, money, and upport for the many school activities. As a part of the organization, parents and teachers are always invited and encouraged to attend the quarterly meetings and/or to participate in PTO sponsored activities. Because BFE is a public school it is dependent upon funds received by the local and state governments. These funds are often not enough to cover essential equipment, supplies, and activities offered by BFE. The PTO is an instrumental force in raising funds to continue to offer enrichment programs. Therefore, it is urged that BFE families actively participate in the group and support all fundraisers. All communications sent home must receive administrative approval and signature before distribution. Any use of the school name, colors, logo, or mascot without administrative, written approval is prohibited.



Volunteers

Volunteers are a vital part of our instructional and extracurricular program. At BFE, we expect parents to volunteer and find ways to become actively involved with the school.

All volunteers need to have a completed criminal background check that is renewed each year and on file at the Business Office at the Elementary Campus. Parents are requested to complete 10 hours of volunteer service in the form of PTO attendance, school programs and events, Dads Duty Day, field trips, etc. When volunteering, please sign the Volunteer Register book to keep accurate records of volunteer hours. Siblings or other children are not permitted to attend while volunteering in classrooms or on field trips. All volunteers are mandated reporters. All volunteers must sign a confidentiality agreement.

SAFETY POLICIES

School safety is of the utmost importance at each campus.

Use of Tobacco/Alcohol

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

Child Abuse/Neglect

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

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



Visitor Procedures and Visitor Identification

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

*****Due to Covid 19, visitors will not be allowed past the security desk.*****

Safety Plans

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

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

School Closures/Emergencies

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

Procedures in the Event of Threat to School Safety

- **School Evacuation Plan:**

In cases where a school needs to be evacuated, the Operations Manager will notify the vendor immediately of the need to relocate children to a safe place. The vendor will get buses to the school as fast as possible to assist in this effort. If a school needs to be evacuated, students will be transported to an alternative destination in accordance with the school’s crisis plan.

- **School Lockdown Procedures:**

In situations where a school is under lockdown at its PM departure time, the vendor will run its routes without that school and after routes are finished, they will attempt to transport the school. If the school is under lockdown during the bus route time but prior to the busses dropping off in the AM, the Operations Manager will notify the vendor to transport the students to their assigned alternate drop location.

Emergency Drills

Students are taught and given practice opportunities for emergency procedures regarding: fire alarms, severe weather, evacuation, reverse evacuation, lockdown and shelter in place. Rules of behavior during these important drills are emphasized to ensure that all members of the school community can hear the directions given and exit the premises in an orderly fashion. During any drill, every individual on the school campus is required to evacuate the buildings. Fire drill rules and routes are posted in every classroom.

Emergency Contact Information

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

Student Information

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

School Identification Badges

 School Identification Badges are taken at the beginning of the school year. Students are to wear their ID badges on all field trips.

Hall Passes

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

Cell Phone/Smart Watch Policy

We understand there is a need for parents to communicate with your child to and from school in cases of emergency. Should your child need to be in possession of a cell phone to and from school, the following policy is in place.

- Upon entering the campus, cell phones are to be turned off. For students in grades Pre-K – 2nd, cell phones must remain turned off and kept in their **book bag** while on campus.
- For 3rd - 8th grade students, cell phones are to be turned off upon entering the campus and turned into the classroom teacher each morning and sent to the office. Cell phones are returned at the end of the day.
- Smart watches are NEVER to be brought or worn to school. If a student brings a smart watch to school, the parent will be notified to pick up the smart watch from the Dean of Students or designee.
- The school assumes **no responsibility** for the damage or loss of a cell phone or smart watch.

Cell Phone Infraction Consequence/Action

- If a student refuses to turn in their cell phone, the item will be confiscated and his/her parent will be notified to pick up the cell phone from the Dean of Students or designee.
- Students who refuse to turn in their cell phone or smart watch when requested will be suspended.

Lost and Found

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

Money at School

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

Protection of School Employees

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

SCHOOL INFORMATION GUIDELINES

Family Educational Rights and Privacy Act (FERPA)

Benjamin Franklin Elementary acknowledges and affirms that parents and guardians have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records. Parents should be aware of this important guide.

<http://www.ed.gov/policy/gen/guid/fpcbo/ferpa/index.html>

Access to Student Records

Parents and guardians may request electronically or in person a copy of their child's school records. Within 10 business days of submitting a request to the school, a parent/guardian will receive a copy of the following student records:

- Academic records
- Discipline records
- Results of screenings and diagnostic test
- Individualized Education Program (IEP)
- Individual Accommodation Plan (IAP)
- Other student-specific file or document maintained by the school

STUDENT EXPECTATIONS

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

STUDENT'S RIGHTS & RESPONSIBILITIES

Use of Technology

All students must have an Acceptable Use Policy (AUP) on file in order to use Benjamin Franklin Elementary technology. Students will be allowed to visit approved websites for academic purposes. Students are responsible for proper care of all BFE equipment. The student and their parent/guardian will be held responsible for damage to the equipment. The Acceptable Use Policy must be signed prior to the student utilizing any technology equipment/internet access including online testing.

Library/Media Center

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

Solicitations and Fundraising

It is the policy of NOLA Public Schools that a student shall not be the target of any person engaged in the act of selling goods or services. No person, organization, whether profit or non-profit shall conduct sales of candy, cakes, or other food stuffs or any merchandise except that approved by the Principal or designee.



BIRTHDAY CELEBRATIONS

Benjamin Franklin Elementary Mathematics and Science School recognizes that birthdays are special days for students. However, we must ensure that celebrations do not disrupt the instructional day or interfere with the health and safety of all students.

Students in Pre-K through 8th grades are honored on their special day in the following ways:

1. Birthday recognition during morning and afternoon announcements. Birthdays which fall on a weekend are announced on Monday and/or Friday.
2. Free dress down on the student's birthday or "half-birthday" (for summer birthdays).
3. Participation in the monthly lunchtime Birthday Celebration which includes sitting at the birthday table and receiving punch, a snack and a birthday pencil.

Additionally, students in grades Pre-K through 2nd only are allowed an in-class celebration under the following conditions:

1. Parents must receive approval and a Birthday Celebration Checklist from the classroom teacher.

2. Parents must request approval from the classroom teacher 2 weeks prior to the celebration. This allows teachers adequate time to plan their lessons around the celebration.
3. Birthday celebrations must occur no earlier than 3:00pm. Individual celebrations during lunch will not be permitted.
4. The only food items permitted are listed below. Food prepared at a home for distribution to students will not be permitted. All items must be commercially produced. Prior to purchasing and distributing food items, clearance must be received from the teacher and school nurse.
 - Cupcakes
 - Ice cream (prepackaged individually single serve cups)
 - Juice/Punch (prepackaged individual box or pouch)
5. Parents must also request a prohibited food list from the teacher to ensure that whatever is given to students in celebration bags does not pose a health concern for students with food restrictions or food allergies. Please make sure to confirm the number of students in the class.
6. Only 2 people will be allowed in the classroom. Each person must have a background check on file in the office before permission is granted to go to the classroom.
7. On the day of the birthday celebration, parents must sign-in with the front office, provide office staff with the Birthday Celebration Checklist and have a background check on file with the school before permission is granted to go to the classroom. Parents will not be allowed in the classroom earlier than 3:00pm
8. Siblings in other grades/classes cannot be called from their classes to participate in birthday parties.

Birthday celebrations for grades PK – 2nd is at the discretion and approval of the classroom teacher. We must ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all students. There are no lunch time parties at school other than the monthly celebration coordinated by the school. Our federal food guidelines prohibit the distribution of food or treats outside of our school lunch program with the exception of the treats provided by the school. Many students have food allergies. Teachers must account for all allergies prior to distributing food in their classroom.



FIELD TRIPS

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

Permission slips will be sent home prior to each trip indicating date, amount, and special information. They must be signed and returned (along with any money due for the trip) on time by the parent/guardian. **All dates and timelines will be strictly enforced.** Any student who does not adhere to the timeline will not be permitted to participate in the field trip. In instances when money has been collected and a student is absent due to illness, an emergency, or when a student's behavior causes them to lose their privilege to attend, monies paid are **non-refundable** since prices are based on the number of students participating.

Parents may participate as chaperones and must have a current background clearance on file with the school. Background clearances cost \$5.00 and can be completed at:

New Orleans Police Department

715 South Broad Street

Monday - Friday, 8:30 am – 3:30 pm

504-658-5455.

Cash or money orders are the only acceptable means of payment. This process must be renewed annually. Chaperoning parents must also remain with the group at all times and follow the guidelines set forth by the coordinating teacher.

- **Babies and siblings are not allowed on the field trip.**
- **Chaperones may not bring games or toys on the field trip.**
- **Chaperones will be assigned a group of students to supervise while on the field trip.**
- **Chaperones may not possess or consume alcoholic beverages while on school property or during school events on or off campus.**
- **Chaperones are Mandated Reporters.**
-

For safety reasons students may not be checked out from the field trip. ALL participants must return to the school using the same transportation both ways (to and from) the trip. Failure to follow these guidelines will prohibit future field trip participation.

There may be occasions when parents of children with special needs or circumstances are asked to accompany or have a chaperone for their child on the field trip. In this case, the parent will be given enough notice in order to obtain a background clearance or have their designee obtain a background clearance to go on the field trip.

Teachers and/or administration have the authority to deny field trip participation in the instances of behavior that is non-compliant to school and/or class rules or behavior that may endanger the student or others. An alternate plan will be made for them to remain at school. Students who remain at the school during a field trip will be provided an assignment with student learning outcomes that are the same as those addressed during the field trip.

A School Field Trip Waiver and Permission Agreement must be signed by the parent/guardian in order for your child(ren) to attend the field trip. Field trip buses cannot leave before 9am and must return to the school by 2pm. If the trip is scheduled to end later in the day, special arrangements must be made with the vendor and the scheduled pick-up time shall be late enough to not interfere with any regular to/from school transportation runs. In situations where extracurricular trips run beyond their scheduled time, the vendor bus will depart to complete its assigned route and the trip will be serviced by the next available bus after the home-to-school routes are complete. The vendor is not responsible for any transportation beyond returning the group to their home school. In cases of circumstances outside of anyone's control, the vendor will do its best to transport students' home from the school after routes are finished.

STUDENT TRANSPORTATION

Student Transportation Rules and Regulations

Benjamin Franklin Elementary Mathematics and Science School follows the student transportation policy set forth by the Louisiana Department of Education (LDE) in Bulletin 119 revised February 2016. This document is intended to supplement the LDE's student transportation policy.

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

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

Transportation Services

Benjamin Franklin Elementary Mathematics and Science School will provide, via its contracted vendor for student transportation services ("the vendor"), free yellow school bus transportation to its schools' students based on the following criteria:

General Education Grades Pre-K – 8:

Pre-K – 8th students who live 1 mile or more from the school will be eligible for free transportation. These eligible students shall be picked up at the nearest safe corner from their home.

For all students grade 2 and younger, a responsible adult must be present at the bus stop to meet the student. If there is no one at the stop to meet the student, the vendor will attempt to call the parent while the driver continues the route and will return to the stop after the route is complete. If there is still no one at the stop when the bus returns, or the vendor is unable to contact a parent/guardian, the vendor will contact the student's school and attempt to return the student to the school. If no one is available at the school, the vendor will turn the student over to the New Orleans Police Department. See Student Bus Discipline Section of this document for further details on the consequences of this situation.

Students with Disabilities Grades Pre-K-8:

Students whose IEPs require transportation shall be provided such transportation service as outlined in their IEP.

First Few Weeks of School

Parents should be aware that the first few weeks of school are always a transitional period and as such population changes and address changes affect routes, and they are adjusted quite frequently. We ask that parents be patient and understanding during this period.

Student Rules on the Bus/While Preparing to Board the Bus

School Transportation is an extension of the school classroom and all school rules are in effect on the bus.

- No weapons, drugs, fighting, fireworks, lighters, inhalants, or sexual contact.
- Students must have identification either on their person or in their backpack. This ID needs to have their name, address, phone, bus stop location, and bus number.
- When the bus arrives, students should stand well back from the curb or stopping point and wait until the bus comes to a full stop. If you can touch the bus at any point when you are standing outside, you are in danger of being hurt.
- Students need to sit in their assigned seats. Younger students must sit towards the front of the bus.
- Do not place any body parts or objects out of the windows.
- Do not eat or drink on the bus.
- Do not mark, litter, or damage the bus.
- Avoid unnecessary loud talking, yelling, or distractions that can affect the safe operation of the driver.
- Keep objects on your lap and control of your belongings.
- No standing when the bus is in motion.
- No obscene language, bullying, harassing, or teasing.
- Any other infraction that the Principal deems to be similar in severity to other Level 3 expellable offenses.
- Students will only be provided routing for one bus. Students may only ride the bus they are routed to.

Transportation Expectations

The health and safety of all students remain a priority for the school.

- Buses will run at 100% capacity
- Everyone on the bus including the bus driver must wear a face mask and windows must be open (to the extent that the weather allows).
- A seating chart will be in place and all students must remain in their assigned seat.
- Riding the school bus will be safe to the extent possible.
- All parents and students must cooperate and not deviate from the bus rules.
- Parents must be available to pick up their child if he/she displays symptoms during the morning health screening or throughout the school day.

The school will implement a 2 Strikes and You Are Off the Bus for violating any combination of the above expectations for the remainder of the quarter. This is non-negotiable.

- Riders must enter the bus wearing a mask and continue to wear the mask the entire ride to and from school.
- **Riders must use hand sanitizer upon entering the bus.**
- Riders must sit at all times in their assigned seat.
- Riders must remain seated flat on the seat at all times.
- **All windows must be open (to the extent that the weather allows).**
- Riders must keep hands to themselves.
- Riders will be escorted off of the bus upon arrival to the school.
- Students will receive RFID Cards for bus tracking purposes. Students will need to swipe their cards each time they board the school bus. If students misplace their RFID card, parents will have to pay a fee to replace the card.

*****Should we be in COVID protocol, the highlighted guidelines will be in place.*****

RFID Cards

- Students will receive RFID Cards for bus tracking purposes. Students will need to swipe their cards each time they board the school bus. If students misplace their RFID card, parents will have to pay a fee to replace the card.

Student Bus Discipline Procedures

Riding the bus is a privilege. A violation will result in the actions listed below.

Class 1 Rules Violations include:

- Refusal to sit quietly to receive direction for bus loading
- Littering on the bus
- Eating, drinking, or chewing gum on the bus
- Unnecessarily standing on the bus
- Putting any parts of the body outside the bus window
- Insubordination or refusing to follow direction from a driver or monitor
- Offensive or obscene language or items on the bus
- Bullying, harassment or teasing
- Parent/guardian not at the bus stop to meet any student grade 2 or younger, and students of any age with significant physical, cognitive, or social/emotional impairments or as the IEP dictates.
- Any other infraction that the Principal deems to be similar in severity to other Level 3 expellable offenses.

Class 2 Rules Violations include:

- Possession or use of weapons or drugs brought on the bus
- Throwing items from the bus or at the bus
- Defacing or damaging the bus in any form
- Fireworks, lighters or explosives on bus
- Use of inhalants on the bus
- Any conduct that would jeopardize the safety and wellbeing of self, other students, passengers, or the driver/monitor
- Fighting on the bus or at the stop
- Sexual contact of any nature
- Any other infraction that the Principal deems to be similar in severity to other Level 3 expellable offenses.

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

- **1st Violation:** Warning is given to parent/guardian from the Principal, Assistant Principal, or Dean of Students.
- **2nd Violation:** Student is suspended from the bus for 5 days
- **3rd Violation:** Student is suspended from the bus for 10 days
- **4th Violation:** Student is ineligible for transportation for the remainder of the year. The vendor shall make every attempt to establish discipline (i.e. changes in seat assignments) after a student's first Class 1 violation.

If a student commits a Class 2 discipline violation, the student will be ineligible for transportation for the remainder of the school year. In the event of any violation, the vendor shall submit in writing the initial documentation of the incident and shall provide it to the school's Operations Specialist immediately. The school will review the incident form and will take action pursuant to the above policy and will inform the vendor in writing of any disciplinary actions as well as the start date and return date for all suspensions. **All suspensions include extracurricular trips of any type.**

Safety Tips for Parents/Guardians to Provide to Students Walking to a Bus Stop

- Children need to obey the traffic signals and crossing guards, and should always look left, then right, then left again before crossing. Instruct children to allow sufficient time to cross the street safely.
- Be sure your child knows and/or carries a card with his or her home phone number and address, your first and last name and work and/or cell number, the number of another trusted adult, and how to use 911 for emergencies. Make sure your child has enough change to make a phone call or carries a telephone calling card or communication device as appropriate for his/her age.
- Plan a walking route to the bus stop. Choose the most direct way with the fewest street crossings and use intersections with crossing guards. Test the route with your child. Tell your child to stay away from parks, vacant lots, fields, and other places where there aren't many people around.

- Teach children to obey all traffic signals, signs, traffic officers, and safety patrols. Remind them to be extra careful in rainy or foggy weather.
- When carpooling, drop off and pick up children at the entrance designated by the school. Do not leave until your child (ren) has (have) entered the school yard or building.
- Teach your child never to talk to strangers or accept rides or gifts from strangers. Remember, a stranger is anyone you or your child (ren) do not/does not know well or do not/does not trust. Teach your child(ren) never to take a ride with a family friend without prior approval from you.
- For students who are not riding the bus, parent/guardian must pick-up their child(ren) from school within 10 minutes of the school bell.

Safety

Bus drivers should allow extra travel time in order to reach the destination safely. Parents should instruct their children to be cautious while crossing streets and when boarding and disembarking the bus. Children are easily distracted and accidents happen in a split second. It is important that they be aware of their surroundings at all times. The more we educate our children to be defensive pedestrians the safer they will be.

BULLYING PREVENTION PROGRAM

Bullying is not tolerated at Benjamin Franklin Elementary Mathematics and Science School. Consequences for bullying behavior can range from detention to suspension or expulsion. Bullying behavior must be reported to the teacher/administration. The Office of Children and Young People's Services' Anti-Bullying Strategy defines bullying as a persistent, deliberate attempt to hurt or humiliate someone.

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

- 1) It is deliberately hurtful behavior.
- 2) It is repeated over time.
- 3) There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

Cyber Bullying is the use of the Internet or any communication device to send or receive messages that discriminate against others; use of abusive language or profanity over the Internet.

Social Media Posting of School Related Activities

Any postings involving school activities and personnel via social media, including applications such as Facebook, Instagram, Snapchat, etc. are not allowed and may be subject to disciplinary action.

Parents are asked to please monitor their children's use of technology such as cell phones, computers, and social media outside of school, so that there won't be any issues during school hours.

SCHOOL AND PERSONAL PROPERTY

- Students must assume responsibility for the loss or damage of any school or personal property.

- Students are not allowed to bring any item that will distract from instruction to school. This may include but is not limited to: smart watches, iPads, MP3 players, tablets, notebooks, and electronic games or play gadgets. Students who fail to comply will have the item confiscated and submitted to the office. Once submitted to the office, electronic devices will only be returned to the parent or guardian.
- **The school is not responsible for the loss or damage of personal property brought on campus or the bus.**
- All school uniforms and outerwear must be labeled on the inside of the garment.

SUPPORT SERVICES

Language Assistance for Limited English Proficiency (LEP) Parents

The District's Community Liaison Coordinators will provide and coordinate language assistance services including interpreters and written translations for parents and staff of the Orleans Parish School Board. Request forms are located in the front offices at each campus.
<https://nolapublicschools.com/families/student-resources>

Homeless

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason.
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations.
- Children and youth living in emergency or transitional shelters.
- Children and youth abandoned in hospitals.
- Children and youth awaiting foster care placement.
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.).
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Migratory children and youth living in any of the above situations.

Animals in School

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

Response to Intervention (RTI)

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

504 Plan

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

Special Education

Compliance

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

Referral

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

Student Assistance Team (SAT)

The Student Assistance Team (SAT) ensures that students are provided the opportunity to succeed in the general education environment. Frequent concerns that result in SAT referral include students that show

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

Social Worker

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

Counseling Services

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

Community Services

The school Social Worker has a list of agencies for family and community services.

Parent Liaison

Our parent liaison is a resource for our parents, assisting with connections to Parent Power and implementation of our Title I Parental Involvement Policy. Title I sponsors a monthly parent meeting on issues of interest to parents. The Parent Liaison is available from 8:00 am to 3:00 pm. The Parent Liaison can be reached at (504) 304-3934.

Custody

Benjamin Franklin Elementary Mathematics and Science School recognizes that issues pertaining to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents/legal guardians are strongly encouraged to stay involved with their child(ren)'s academic progress. Unless a court order decrees otherwise and is on file with our Secretary/Data Manager, either parent or legal guardian who is on record in Power School may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody (domiciliary parent) during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school reserves the right to prohibit parents or legal guardians from entering the school grounds if their conduct becomes disruptive to the school environment.



CAFETERIA

Parents must notify the School Nurse, Cafeteria Manager, and the School Principal of any food allergies. If your child brings his or her lunch, please make sure it is in accordance with healthy food guidelines. Parents may check with our Cafeteria Manager for clarity. The phone number is 504-359-7713.

No fast food, soft drinks, or coffee are allowed to be consumed in the cafeteria.

Healthy Lunches

Our school participates in the National School Lunch Program and has been awarded a commendation for the healthy food served in each of our cafeterias. We promote a culture of healthy eating and encourage our families who send packed lunches to follow healthy eating guidelines. Good nutrition in childhood can help to prevent a variety of health problems. There is concern that many children are consuming too much fat, sugar and salt and too little fiber, fruit and vegetables. **Please do not send candy, hot fries, sugary drinks in bottles or cans, and other unhealthy snacks as a substitute for a healthy lunch.**

REMINDERS

Keep Student Information Current at the School

It is essential that the school is provided the most up to date information, including telephone numbers (home and work), address changes, emergency contact information.

School Time and Calendar

Parents/guardians must take note of their child's school time and school calendar. Parents/guardians should make themselves aware of half days and holidays and make the appropriate arrangements for their children. When in doubt, contact the school for more information.

New Orleans Public Schools Policies and Procedures

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