

**BROADMOOR
ELEMENTARY SCHOOL
PARENT & STUDENT
HANDBOOK**



CARDINALS S.I.N.G.

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School Phone Number: 985-303-4806

Broadmoor Students and Families,

Welcome to Broadmoor School. It is our sincere desire and privilege to work with your child to develop academically, socially, and emotionally.

This handbook has been prepared to inform you of the general school procedures and expectations. It is very important that you and your child are aware of the rules, regulations, policies, procedures and laws of the school, Terrebonne Parish, and the state of Louisiana. Each child's health, safety, and welfare are extremely important to us; therefore, we are asking that you read this handbook carefully and discuss it as a family. All aspects of the school and parish procedures are not included in this book. Reference is made to the parish Code of Conduct book regarding policies and state laws. Please visit the Terrebonne Parish School District website, our Broadmoor Elementary School website and our Facebook page to access various parent resources.

Vision: The Broadmoor Elementary Faculty is committed to providing all PK-6th grade students an essential curriculum with aligned instruction and assessments. Through a caring environment, this will ensure that all students reach their full academic potential. As a result, students leave Broadmoor as future leaders who are prepared to continue along the college and career readiness path with a 21st century mindset.

Mission Statement: All Students Will Be Life Long Learners

Positive Behavior Interventions and Supports (PBIS)

- S Safety First
- I Interact Responsibly
- N Never Give Up
- G Give Respect

Breakfast & Lunch

Breakfast and lunch are served in the cafeteria each day. There is no cost for breakfast and lunch. It is FREE for all students. All students who want to eat breakfast are to report directly to the cafeteria upon arriving to school to eat breakfast. Breakfast is not served on the first day of school.

Fast Food and soda cannot be brought to students by parents or brought to school by students for lunch in the cafeteria.

Lunch menus are available on the district website at www.tpsd.org

BELL SCHEDULE

8:10	Breakfast begins
8:15	All students allowed on campus
8:30	Homeroom
10:05-10:15	Morning Recess
1:10-1:25	Lunch Recess
3:38	Pack up Bell
3:40	Car Rider/Walker Bell
3:41	Dismissal for 1st load buses
3:43	Dismissal for 2nd load buses
3:45	Dismissal for child care

LUNCH SCHEDULE

10:50-11:15	2nd Grade
11:05-11:30	Kindergarten
11:20-11:45	Pre-K
11:35-12:00	3rd Grade
11:50-12:15	1st Grade
12:05-12:30	5th Grade
12:20-12:45	6th Grade
12:35-1:00	4th Grade

GENERAL INFORMATION

SCHOOL POLICIES

Broadmoor and TPSD policies are in place to ensure safety and to allow for maximum teaching and learning time. The TPSD Code of Conduct can be accessed on our website or the District's website.

VISITORS

Your children enjoy seeing you at school. However, it is for the safety of your children and all of the children at school that we require **ALL GUESTS TO REPORT TO THE OFFICE UPON ENTERING THE SCHOOL GROUNDS**. Upon sign-in, you will be issued a **GUEST PASS** which will distinguish you as a visitor or a helper during your visit. **At the end of your visit, the passes are to be returned to the office.** Guests without tags will be asked to report to the office by school personnel. This includes signing children in and out and getting assignments. Your children can get to their class and/or office by themselves; therefore, we request that you do not escort your child to class when signing him/her in or checking him/her out of school. We ask that parents **DO NOT** use cell phones in the building. If you receive a call, we will ask you to please use the phone outside the building.

STUDENTS ENTERING SCHOOL FOR THE FIRST TIME

According to Act 109 of the Louisiana Legislature of 1964, students entering the first grade must be six (6) years old on or before September 30. Students entering kindergarten must be five (5) years old on or before September 30.

Act 109 of the Louisiana Legislature of 1964 requires that every child entering school for the first time present a copy of his official birth certificate when registering for school. Parents who do not have such a record may apply for one from the Vital Records Registry, Louisiana Department of Health, at P.O. Box 60630, New Orleans, Louisiana, 70160. Children born out of state will obtain this record from the officials registering vital statistics in the state of their birth.

Children born in Louisiana have a fifteen-day period and those born in other states have a thirty-day period in which to obtain proof of their birth. Children born in foreign countries may submit data from their passport or citizenship papers or have their cases referred to the superintendent.

Documents needed for registrations of students are birth certificate, immunization record, social security card, and proof of residency.

IMMUNIZATIONS

In the state of Louisiana, it is mandatory that all students entering the public schools of Louisiana for the first time, and all students transferring from other school systems, at the time of registering or entering school, present satisfactory evidence of immunizations against diphtheria, tetanus, whooping cough, poliomyelitis, and measles, and any other vaccine-preventable diseases according to a schedule approved by the office of Public Health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress. Beginning August 2003, Varicella vaccine, or history of the disease is required for school entry.

Chief Administrators are responsible for checking students' records to ensure provisions are enforced and ensuring immunization compliance reports are electronically transmitted to the Louisiana Department of Health and Hospitals, Office of Public Health, when the public or private school operates an existing student-specific electronic data system. In the event of a vaccine-preventable outbreak, school administrators are empowered, upon the recommendation of the Office of Public Health, to exclude unimmunized students from attendance until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization. We encourage you to support your school personnel in all efforts to comply with the immunization requirements and reporting.

ATTENDANCE

Our school day is from 8:30 am to 3:40 pm.

- 1. Elementary students shall be in attendance a minimum of 167 days a school year. This means elementary students are allowed to miss ten (10) unexcused days per year.**
2. Your child **MUST** have a written excuse **every** time he or she is absent. This allows the student to make up work that is missed. Excused absences include those for which the student presents a valid doctor's excuse, an excuse for a death in the family, or an extenuating circumstance as listed in Bulletin 741:1.055.06. This excuse must be presented within five (5) days of the absence in order for the work to be made up.
3. If your child has a continuing physical illness that could cause high absenteeism but that does not require a doctor's visit each time, such as allergies or asthma, please have your doctor give you a letter so stating that condition for the school files. **Please supply the school with a new letter each year.** Each year this letter may be used for up to five (5) days, but not more than (10) days, **AFTER WHICH A NEW LETTER MUST BE SUBMITTED TO THE SCHOOL.** Then, simply send a note with your child for absences related to that specific illness.
4. Your child's education is our major concern. Unless the student is present physically and mentally in the classroom, academic achievement could fall behind. Habitual non-attendance (unexcused absences) will result in your child being referred to the office of Student Services and may result in court appearances, fines up to \$250.00, and/or jail time up to 30 days for parents who fail to send their children to school. Students with five (5) or more unexcused days from school are truant.
5. Habitual, unexcused check-ins (tardies) and checkouts are subject to attendance laws. Please try to limit these, as each time the student arrives late or leaves early, he/she is missing important instructional time. Additionally, the teacher loses instructional time for the entire class each time she has to stop class for tardies and/or checkouts.
6. **Tardy Policy:** Tardy, for the purpose of notification, shall include, but not be limited to being late to school, leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. All tardies

and checkouts will be recorded as tardy. As the bell rings at 8:30, students who arrive thereafter will be considered tardy. A parent or guardian must accompany students who are tardy to the office to obtain an admit slip for class. Please buzz the office and let them know you are checking in a student. Missing the bus is not an excused tardy.

7. Check Out Policy:

Once a student arrives on the school grounds, the student will not be permitted to leave unless the office approves it. Any student leaving the school must be signed out by a parent, guardian, or an authorized individual listed on their checkout card. The secretary will call the student to the office.

8. Make Up Work:

Students are responsible for making arrangements with the teacher to make-up any test or assignments. Work must be made up in a timely manner. Requests for make-up work must be made in the morning, **before 12:00 noon**, and picked up in the afternoon, **after 3:15**. Our teachers are teaching and will be happy to comply with your request, if given ample time. If your request is received after 12:00 noon then the make-up work will be ready by 3:00 the following day.

ARRIVAL/DISMISSAL

Arrival:

- Buses have the right of way for unloading students in the bus circle.
- Child care students are to be dropped off in the bus circle under the covered awning by 8:00. **Please pull up all the way in the bus circle so that 2 or 3 cars can be dismissed under the awning.**
- **Parents are asked to use the car line when dropping off their child (ren).** The car line is located beside the library on Mire Street. We begin letting students out of the car in the morning at 8:10. By using the car line, children will be able to safely exit their vehicle directly onto a sidewalk. Dropping off children in the middle of the street creates a hazardous situation and will not be allowed. Parking and crossing the street is also very dangerous due to an excessive amount of traffic. Students are allowed on campus at 8:15. **Students who arrive via carline and wishing to eat breakfast must be dropped off no later than 8:15 in order to eat breakfast.**
Parents will be given two signs with the child/children's names written on them. These signs must be displayed in the car windshield each day when picking up the child. Those who DO NOT have the sign will be asked to go to the front of school and provide an ID in order to pick up the child.
- **The front of the school will be reserved for bike riders and walkers only.** Students who walk or ride their bikes to school may arrive on campus when the 8:15 bell sounds. For your child's safety, no one is allowed on campus prior to the bell, as there are no teachers on duty to supervise before 8:15. Parents who walk their children to school are asked to remain with them until the 8:15 bell is sounded.
- Childcare is required of students who must arrive at school before 8:15.

Dismissal:

- Buses have the right of way for loading students.
- Child care students are to be picked up in the cafeteria. Guardians must come in to sign out students. A picture ID is required for any checkout.
- In the afternoon, **parents are asked to use the car line on Mire Street when picking up their children.** Parents are to remain in their car in the pick-up line, as duty teachers will call your child's name for safe dismissal. Your child's name sign issued by the school must be displayed.
- Walkers and bike riders will be dismissed from the front of the school on Broadmoor Ave.
- Parents waiting for students in the afternoon are asked to wait in the front of the building outdoors.
- **Any changes in your child's usual dismissal plan need to be sent in writing to your child's teacher. In order for us to be fully aware of what is happening, you must communicate with us and not just your child.**
- **If you must change your child's normal way of going home, you must write a note. No phone calls, emails or faxes will be permitted. This is for the safety of your child.**

Bus Permits:

- Students must ride only the buses to which they have been assigned. Administrative permission is required for any bus changes.
- **If you want to change the way your child goes home, you must write a note each time you change the way they are getting home. This is for the safety of your child.**

***ABSOLUTELY NO TELEPHONE CALLS (or faxes) WILL BE ACCEPTED**

CONFERENCES

Parents are encouraged to contact teachers concerning their children. Conferences will be arranged at a time mutually convenient to the teacher and parent. Teachers **CAN NOT** take conference calls during class time. **PLEASE SCHEDULE CONFERENCES PRIOR TO REPORTING TO SCHOOL.** Feel free to call the school or write a note to the teacher to schedule a conference with your child's teacher. Teachers often contact parents with various requests and to discuss a child's school performance.

Conferences are a way for all to be involved in the child's education and to come together with a better perspective on what is needed for the child to be successful. Some points to consider prior to a conference include:

- Review your child's test papers, progress reports and/or report card.
- Think and jot down some specific questions about a subject or incident.
- Consider telling the teacher about any family problems that may be affecting your child.

HOMWORK

All students will receive a **blue** folder for homework assignments and **daily** parent/teacher communication. Students are to complete and return all assignments in the folder **daily**.

Students in grades 2nd- 6th are provided agendas to copy homework assignments.

GRADES

All students will receive a **red** folder to hold tests and conduct grades. Folders will be sent home on **Tuesdays**. The folder will contain tests and conduct grades from the previous week. Parents are asked to review the papers with children, sign the appropriate form(s) as requested by the teachers, and return the folders, with all papers, by **Thursday**. Replacement folders are available at a cost of \$2.00. Parents can also view student's grades in the Student Progress Center. Directions on how to access the Student Progress Center are located on the Broadmoor website under parent resources. District common assessments will be given in ELA, social studies, science and math. These common assessments will not be sent home; however, the cover sheet with the grade will be sent home if the assessment is graded. If you would like to view the test, please contact the teacher for an appointment to view the test.

Broadmoor's Edulastic Parental Plan 2023-2024

After all students have taken the assessment, the teacher will send home the graded cover sheet with an explanation of how to log into Edulastic to see the actual assessment. Once the graded cover sheet is sent home, that means the parent can view the assessment for a minimum of 5 days. Parents will be notified of this procedure during open house. Teachers will also send a message explaining the process through School Status after the first test.

ELECTRONIC AND TELECOMMUNICATION DEVICES:

Possession of cell phones is allowed, but the use of cell phones on a school campus during the instructional school day, this includes on the school bus to and from school, is strictly prohibited unless authorized by the principal or their designee. Possession and/or use of other electronic and telecommunication devices such as iPod, iPad, MP3, CD players, etc., are strictly prohibited unless authorized by the principal or school designee in any elementary or secondary school building, or on the grounds thereof while school is in session or in any school bus used to transport public school students.

A violation of these provisions may be grounds for disciplinary action including, but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

CELL PHONE DISCIPLINARY ACTIONS:

Guidelines for usage of an electronic telecommunication device:

First Offense:

Confiscate phone

Contact parent or guardian to pick up phone/sign contract

Note in discipline record

Warning of possible loss of right to possess phone

Second Offense:

Confiscate phone

Contact parent or guardian to pick up phone/sign contract

Loss of right to possess phone for 2 weeks

Note in discipline record

Third Offense:

Confiscate phone

Contact parent or guardian to pick up phone/sign contract

Loss of right to possess phone for remainder of the school year. Note in discipline record

***** Any violation of the above contract for any level of offense will result in school disciplinary actions:

1st offense: ISS on campus, Saturday school, or after-school detention

2nd offense: 1 day OSS

3rd offense: 2 day OSS

4th offense: School will contact CWA

Other offenses with the use of cell phones will be punished with the appropriate disciplinary actions according to the offense including, but not limited to:

1. Taking pictures with the phone
2. Cyberbullying
3. Cheating
4. Inappropriate pictures taken and sent to others

Phones are never returned to the student. A parent or guardian must pick up the phone unless the student is emancipated or eighteen (18) years old.

Private Property: The School Board/school shall endeavor to protect the property of others while on School Board property but does not guarantee the safety of any personal item while on school property. Therefore, the School Board/school or any of its employees shall not be responsible for any personal items stolen or damaged on school premises or property or any school-sponsored event.

MANDATORY SCHOOL UNIFORM POLICY

PHILOSOPHY

The Terrebonne Parish School Board believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing.

The policy of the School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are

evidence of affiliation with drugs, alcohol, violence or gang-related activities or exhibits profane or obscene language/gestures. **The principals of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided. Any substantial complaint concerning the dress code shall be dealt with by the school administration.**

All students attending Terrebonne Parish Schools are required to adhere to the Board's mandatory uniform policy. (See TPSD code of conduct for specific uniform policy)

Broadmoor Elementary follows the uniform/dress code policy set forth by the Terrebonne Parish School District.

The following procedures are followed at Broadmoor for dress code violations.

First offense: Verbal warning by faculty member. Infraction form sent to office and violation recorded.

Second offense: Dress code letter sent home to parent, violation recorded, and correction of infraction.

Third offense: Dress code letter sent home to parent, violation recorded, parent phone call, and student receives 1 day of detention.

Fourth offense: Dress code letter sent home to parent, violation recorded, parent phone call, student will attend 2 days of study hall.

Fifth offense: Dress code letter sent home to parent, violation recorded, parent phone call, student sent to 1 day of after school detention.

Sixth Offense: Office referral, parent notification, disciplinary action.

Repeated violation of this policy will be considered willful disobedience and may result in appropriate disciplinary action. **Dress code violations will start over in January.**

DISCIPLINE PROCEDURES

To establish reasonable consistency in the school, a uniform Positive Behavior Support Plan will be used to promote appropriate behavior, to acknowledge those exhibiting the expectations, and to work with students that need assistance for compliance. It is the purpose of the school to operate in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend Broadmoor School.

The school's primary goal **is to educate, not to discipline.** However, when the behavior of the individual comes into conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole. The Terrebonne Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulation, student codes of conduct, and directions of principals, teachers, and any other authorized school personnel during any period of time when the student is under the authority of school personnel.

Attached to this handbook is a form called Request for Assistance. This form is used by both parents and teachers. If a parent is seeking assistance in the area of social emotional behavior needs, they can fill this form out and return it to school. Our PBIS committee meets monthly and discusses students with social emotional and behavior concerns. Once the form is reviewed, the parent will be contacted and provided feedback on their concerns. (See appendix 1)

Each teacher will endeavor to hold every student accountable for his/her behavior in school or on the grounds of Broadmoor School. We suggest you review the information your child's teacher sends home regarding behavior/conduct. As the classroom teacher most effectively handles matters of discipline, he/she has permission to correct student misbehavior by imposing temporary loss of privileges at recess, assigning punish work, and/or lowering a student's conduct grade.

Section One, beginning on page 5 of the Code of Student Conduct, outlines the laws and procedures regarding disciplinary action, as the code applies to all students enrolled in the Terrebonne Parish Public Schools in pre-kindergarten through grade 12 and adult education. It is the policy of the School Board that misbehavior of any kind will not be tolerated. Please take time to review these procedures related (but not limited) to drugs, weapons, telecommunication devices, etc. to assist your child in assuming responsibility for their own behavior:

- Dress and grooming are to conform to the Terrebonne Parish School Board mandated policy (See Student Code of Conduct). **The administration will determine if a student's attire or appearance is disruptive to the educational process.**
- School property (building and materials) is public property and will be treated with respect. NO ONE IS TO DESTROY OR DAMAGE PUBLIC PROPERTY.
- Cigarettes, tobacco, lighters, matches, alcoholic beverages, knives, guns, or weapons of any sort are NOT allowed at school (See Student Code of Conduct).
- Students are NOT allowed to buy, trade, sell, or give away items on school grounds.
- Students are NOT allowed to bring pets, animals, or insects to school.
- Obscene or inappropriate language is prohibited at school.
- **All visitors must sign-in at the office.**
- Students may NOT threaten any student, teacher, or staff member nor make a threat to commit any act that would disrupt, impair, or interfere with the process, procedure, or function of the school.
- Students are not allowed to bring toys to school including but not limited to fidget spinners, fidget cubes, Pokémon cards, stuffed animals, etc.

REWARDS FOR APPROPRIATE BEHAVIOR

- Compliments Count Awards
- PBIS Monthly Rewards
- Praise
- Student of the day
- Classroom Rewards Determined by Teacher

- Cardinal Cash Rewards
- Special Dress Day Rewards
- Cafeteria Grid Rewards
- PBIS 9 Weeks Reward

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR IN THE CLASSROOM

- Warning
- Lowered Conduct Grade
- Note Home
- Parent Phone Call
- Behavior Reflection
- Loss of Recess
- Office Referral

OFFICE REFERRALS

If a student fails to respond to consequences issued by the teacher, then he/she will be referred to the office. Students are given ample opportunity to explain the circumstances to the administrator prior to the imposition of any consequence. The seriousness of the office referral or number of previous office referrals will determine the consequence issued by the office. Administrators refer to a discipline matrix when determining the appropriate consequence for misbehavior. **If sent to the office with a discipline referral from class, a student will receive an "F" in conduct.**

CONSEQUENCES FOR OFFICE REFERRAL

- Conference with Student/Warning
- Conference with Parent
- Detention – loss of recess.
- Service Hours
- Restitution
- After School Detention
- Saturday School
- In School Suspension
- Out of School Suspension
- Expulsion

THE INFORMATION LISTED BELOW IS FOUND IN THE TERREBONNE PARISH CODE OF CONDUCT BOOK:

- 1. School Bus Rules**
- 2. Internet Usage**
- 3. Search and Seizure**
- 4. Search of an Individual**
- 5. Student Dress Code and Grooming**

PBIS

*** The following page lists school areas and states the expectations for behavior specific to those locations. These expectations are the foundation in which Broadmoor students develop character and learn to make positive choices. We "SING" the Cardinal Rules.

S- Safety First; I- Interact Responsibly; N- Never Give Up; G- Give Respect.

SING—the Cardinal Rules

AREA	Safety First	Interact Responsibly	Never Give Up	Give Respect
<p>All common areas (to include: classrooms, cafeteria, playground, hallways and passing areas, restrooms, arrival and dismissal areas, special events areas, restricted areas, and bus)</p>	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet & objects to self • Get adult help for accidents and spills • Use all equipment & materials appropriately 	<ul style="list-style-type: none"> • Follow school rules • Remind others to follow school rules • Follow adult directions and/or designated signals • Take proper care of all personal belongings and school equipment • Be honest • Follow game rules • Use hall pass when needed 	<p style="text-align: center;">Attitude is everything.</p> <p style="text-align: center;">Never consider the possibility of failure; as long as you persist, you will be successful.</p> <p style="text-align: center;">Courage is being afraid but going on anyhow.</p>	<ul style="list-style-type: none"> • Use kind words and actions • Wait for your turn • Clean up after self • Say yes ma'am/sir, no ma'am/sir, please and thank you • Walk silently in lines • Be silent when directed by any adult or designated signal • Listen carefully when announcements are being made
<p>Cafeteria</p>	<ul style="list-style-type: none"> • Keep all food to self • Sit with feet on floor, bottom on bench & facing table 	<ul style="list-style-type: none"> • Get all utensils, milk, & condiments when 1st going through the line • Clean up area before leaving • Wash hands properly • Eat breakfast silently • Be ready to say your lunch number • Enter and exit in silent, single file, straight lines 	<p style="text-align: center;">Failure is the path of least persistence.</p> <p style="text-align: center;">You may be disappointed if you fail, but you are doomed if you don't try.</p> <p style="text-align: center;">Perseverance is the hard work you do after you get tired of doing the hard work you already did.</p>	<ul style="list-style-type: none"> • Allow anyone to sit next to you • Raise hand and wait to be recognized • Use quiet voices with your close neighbors while using time wisely to finish eating • Follow teacher directions for entrance and exit
<p>Playground (recess)</p>	<ul style="list-style-type: none"> • Walk to and from the playground • Wait for duty person to enter the playground 	<ul style="list-style-type: none"> • Put all trash in garbage cans • Use restroom and get water • Freeze at first bell 	<p style="text-align: center;">Perseverance is the hard work you do after you get tired of doing the hard work you already did.</p>	<ul style="list-style-type: none"> • Play fairly • Include everyone • Share equipment

	<ul style="list-style-type: none"> • Stay within the boundaries/designated area • Be aware of activities/games around you • Play without roughness or fighting • Let what belongs on the ground stay on the ground • Walk on cement areas • Keep doorways clear • Remain seated for rainy day recess 	<ul style="list-style-type: none"> • Walk silently to lines at second bell • Leave the classroom only once during rainy day recess (restroom/water) 	<p>Life doesn't require that we be the best, only that we try our best.</p> <p>We can do anything we want to do if we stick to it long enough.</p> <p>A person who aims at nothing is sure to hit it.</p>	<ul style="list-style-type: none"> • Use quiet voices for rainy day recess
Hallways and passing areas	<ul style="list-style-type: none"> • Remain in your line • Observe personal space of others 	<ul style="list-style-type: none"> • Remain on sidewalks 	<p>Failure is NOT an option.</p>	<ul style="list-style-type: none"> • Hold the door open for the person behind you
Restrooms	<ul style="list-style-type: none"> • Keep feet on the floor • Keep water in the sink • Use soap/water for washing hands • Put towels in garbage can 	<ul style="list-style-type: none"> • Flush toilet after use • Return to room promptly • Use a bathroom pass when needed • Keep walls clean – with no writing 	<p>212° - Go the extra degree – it separates the good from the great.</p> <p>ATTITUDE DETERMINES ALTITUDE</p>	<ul style="list-style-type: none"> • Knock on stall door • Respect the privacy of others • Use restrooms without talking or making noises
Arrival and dismissal areas	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Wait in designated areas • Wipe feet if wet 	<ul style="list-style-type: none"> • Arrive between 8:15-8:30 only • Tardy students check in at the office with parent/guardian 		SEE COMMON AREAS
Special events and assemblies	Wait for arrival and dismissal signal	SEE COMMON AREAS		<ul style="list-style-type: none"> • Use audience manners • Sit on bottom
Restricted Areas (office, health room, counselor)	Check in office before entering	<ul style="list-style-type: none"> • Use hall pass or slips provided by teacher when needed 		<ul style="list-style-type: none"> • Wait to be recognized before entering any restricted area • Use quiet voice
Bus	<ul style="list-style-type: none"> • Remain seated • Go home after exiting bus 	<ul style="list-style-type: none"> • Be on time • Follow bus driver's rules 		SEE COMMON AREAS

BREAKFAST/LUNCH PROGRAM (some activities are on hold for the 21-22 school year)

Terrebonne Parish School Board offers a breakfast and lunch program for all students on a pre-pay basis. **This year all students at Broadmoor are on free breakfast and lunch.**

Students must arrive at school by 8:15 to enable adequate time to eat breakfast. Students must report directly to the cafeteria upon arriving to school if he/she wants to eat breakfast. This includes students in the car line.

Students will be allowed to purchase additional items if there are sufficient funds to cover the cost of meals. We recommend you send extra money if you approve these purchases. **It is the parent's responsibility to inform the cafeteria manager if they do not wish to have money in their child's account to be used for the purchase of extra food items.**

To accommodate the large number of students in the limited space available, we are not able to invite guests to accompany their children to lunch. The school will host special events in which students may invite one or two guests.

Parents who attend PTC meetings or watch classes receive a lunch pass to eat with their child.

Soft drinks are NOT allowed in the cafeteria. Milk, fruit juices, and fruit punches are allowed. Glass bottles should NOT be sent to school.

Any questions regarding the breakfast/lunch program should be directed to the cafeteria manager or the principal.

SNACKS & BIRTHDAYS- Birthdays: Birthday celebrations are best spent at home with family and friends, with the exception of pre-k and kindergarten. **Therefore, we ask that first through sixth grade refrain from planning them here at school, where maximum use of instructional time is vital to student success.**

Students are asked not to bring chewing gum or sunflower seeds for snacks to school. These snacks have posed problems in the past with cleanliness for our school. Students caught chewing gum or eating sunflower seeds will be sent to detention for recess. In addition, we would prefer that students refrain from wearing rubber bands or bracelets that resemble rubber bands. These can pose danger to others if used inappropriately.

TOYS

Students are not to bring toys to school. This includes but is not limited to Pokémon Cards, Fidget Spinners & Fidget Cubes. If students are caught with toys at school, they will be taken away and the parent will be notified to come pick them up.

CHILD CARE

Broadmoor School participates in the before and after school child care program for the convenience of our parents. If you are in need of this program, contact the office or the child care director for more information. Child care begins on the first day of school and continues throughout the year.

SCHOOL SUPPLIES

While we do keep the necessity of your buying school supplies down to a minimum, it is suggested that your child have some additional items at school for his/her use in the classroom. A list should have been sent with your child's last year report card. Extra copies are available by the office.

MEDICATION

Terrebonne Parish School Board Policy prohibits teachers and staff from administering medication to students without a proper authorization form, which must be obtained from the office. Medication may be administered at school when a doctor prescribes it, and the physician completes the appropriate forms. All medication, with the appropriate paperwork completed, must be administered by the school health aide or trained staff.

If it becomes necessary for your child to have medication while at school, please contact the office and we will get the necessary forms to you. Short term medications are better given at home and not through the school. **Students are not allowed to keep prescribed or over-the-counter medication in their possession.**

NOTE – In the case of an emergency, school personnel will not hesitate to solicit the services of emergency medical units. School personnel are authorized to utilize these services when deemed in your child's best interests. Parents are encouraged to provide the school with accurate and up-to-date emergency telephone numbers.

MONEY AT SCHOOL

Please make sure when sending money to school that it is labeled with your child's name and the purpose of that money. Small children have difficulty explaining why they have money. Please make sure all checks are made payable to Broadmoor School. We will sell concessions (snacks) during the afternoon recess. **This price is \$.75.**

PARENT CLUB

Broadmoor School has an active parent club. Parents and other interested members of the community are encouraged to join. Our club sponsors many events throughout the year as well as many of our day to day activities. There are many ways in which even working parents can help us at school. Please try to become involved. Only through working together can we provide the best education possible for your children. More information will be sent home regarding the Parent Club. If you do not receive such information, please call school.

GENERAL INFORMATION

- 1. Deliveries:** Deliveries of flowers, balloons, or gifts will not be accepted by the school for delivery to students. **Students will not be allowed to call home for textbooks, assignments, or band instruments.** Any forgotten items that are delivered to the school office should be tagged with the student's name and placed in the basket outside the front doors. Buzz the office to let them know what items you have delivered. Never place any type of medication in the basket. If you have medication to drop off, please buzz the office and let them know you are bringing medication. They will direct you in the correct manner. Students will be called to the office during recess to pick them up. **We ask that you do not have balloons, flowers, or other celebratory items brought or delivered to school for students.** They are not allowed to have these items in class or on the bus.
- 2. PK/Kindergarten:** All pre-k and kindergarten students are given name tags at the beginning of the year. These tags are to be worn **daily** until everyone is comfortable that your child can identify important information. For your child's safety, (s)he should know the following:
 - First and last name
 - Street address
 - Parent's names
 - Phone number
 - Lunch number
- 3. Supplies:** Replacement folders are available at a cost of \$2.00. Assignment Pads (Grades 2-6) are available for a replacement cost of \$3.50.
- 4. Principal's Monthly Newsletter:** A Principal's monthly newsletter will be sent home and will include valuable information for parents to read including dates of important activities.
- 5. Telephone use:** The office telephone is for business use and may be used by students only in the case of emergency or illness. Students will not be called to the telephone, and only urgent messages are delivered.
- 6. Lost and found items:** Items lost during the school day are placed on the school "lost and found" rack, located in the cafeteria. Small items are located in the "lost and found" drawer in the office. Parents are encouraged to label all items, including jackets, sweaters, coats, wallets, etc. with a permanent marker. Any items remaining in the "lost and found" box at the end of the school year will be donated to a charitable organization.
- 7. Student of the month:** One student is selected from each homeroom on a monthly basis to receive Student of the Month recognition. Student signs will be given out each month and are to be returned on the date requested. (Please clean your sign of mud or water prior to returning it to school).

8. **Uniform Shirts:** SOLID white or cardinal red. Students are allowed to wear shirts sold by the school (such as spirit shirts, band shirts, club shirts, etc.) on Fridays **only**.
9. **Open Door Policy:** The faculty and staff at Broadmoor School welcome you to become a partner in your child's education and well-being. At any time, feel free to call to schedule an appointment. We are happy to meet and talk with you regarding suggestions, concerns, etc.
10. **Water:** Students are allowed to bring water from home. The water must be in a clear water bottle or school issued clear water bottle.

Broadmoor Elementary
Parental Involvement Policy
2023-2024

Philosophy

Broadmoor Elementary School recognizes that parents are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school.

Goal

The administration, faculty and staff of Broadmoor Elementary is committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement. The Terrebonne Parish School System supports having a PTA (Parent Teacher Association) in every school and provides for the formation of committees and organizations.

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

In order to build an effective home-school partnership, Broadmoor Elementary will provide the following:

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

- A. Teachers inform parents of class procedures, requirements, etc. at Open House held during the first month of the year.

- B. Daily communication is conveyed by use of school wide planners and blue communicator folders.
- C. Teachers and parents can communicate through School Status.
- D. Student test grades and conduct grades are sent home to parents on a weekly basis (every Tuesday).
- E. Progress reports are posted on the Student Progress Center for each child at mid-nine weeks.
- F. Report cards can be viewed on the Student Progress Center each nine weeks.
- G. Parent conferences are scheduled as needed.
- H. A school web page is kept up to date informing parents of upcoming events.
- I. A school wide newsletter, outlining and depicting activities and dates across grade levels, is distributed monthly via the principal's newsletter.
- J. A school Facebook page highlights students and events at school.

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

- A. A parent literature rack located by the office provides information for parents.
- B. An in-school counselor is available for parental support five days a week.
- C. Parents are linked to programs and resources within the community that provide support services to families.
- D. Student Progress Center- Parents/Guardians of children attending Terrebonne Parish Schools will be able to track their children's progress by connecting to the Student Progress Center. This website will allow a parent/guardian to check a child's attendance, grades, discipline, transcript, and state tests scores in "real time."

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

- A. Open House, held during the first month of the year, provides parents with expectations and ideas for helping children with homework, studying, and programs used in class. (2021-2022 it will be virtual)
- B. Parent informational night for testing/literacy/ and or specific subject area is scheduled each year.
- C. The school web page has a link to homework help & Eureka math tips.

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

- A. PTC organization begins member recruiting at Open House during the first month of school and continues throughout the year.
- B. Parent organization assists with the fall and spring fundraisers.

- C. Parent volunteers coordinate gifts and a visit from Santa at Christmas.
- D. Parent volunteers organize and host an annual "Fall Festival" for students.
- E. All volunteers are invited to attend our annual Volunteer Reception held in their honor in the spring.
- F. Parent volunteers assist with hearing, vision, and scoliosis screenings and other events at school.
- G. Parent volunteers plan and prepare treats for students and teachers during LEAP test week.
- H. Parent volunteers assist with library book fairs – one in fall and other in spring.
- I. Parent volunteers plan and prepare treats for teachers during teacher appreciation week.
- J. Parent volunteers plan and prepare for sixth grade end-of-year luncheon.
- K. Parent volunteers help organize and fill goody bags for honor roll reception.
- L. Parent volunteers watch classes while teachers receive job embedded professional development.

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

- A. Parent representative on Parish Committee.
- B. PTC meetings held regularly.
- C. End of the year meeting to plan Parental Involvement Policy.
- D. Parent attends our monthly PBIS meetings and provides input.

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

- A. Literacy Night
- B. School Partnerships with local businesses
- C. Relay for Life
- D. Grandparent day for PK – Donuts with Grandparents
- E. National School Lunch Week-Parents are invited to eat lunch with their child/children.
- F. Various professionals are invited to speak to our 6th grade students about their careers.

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

