

West Baton Rouge Parish Schools
Elementary Alternative Center

670 Rosedale Road
Port Allen, LA 70767

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ARRIVAL AND DISMISSAL

The earliest arrival time is 7:30 a.m. Students are not to be dropped off before this time. Supervision will not be provided before 7:30 a.m. Students must be on campus by 7:55 a.m., unless they are on a late bus, in order to eat breakfast. Any student arriving after 8:00 a.m. will be considered tardy and must be signed in at the Alternative Center by a parent/guardian.

School ends at 2:00 p.m. for students. Carpool students must be signed out daily in the alternative center. **Any changes in transportation must be submitted in writing or the student will be sent home via the usual mode of transportation.**

Walkers – For safety reasons, only students who live east of LA Hwy 1 and north of Court Street will be allowed to walk to and from the Alternative Center. Students who walk must arrive at the center on time. On the third instance of a tardy to school, the student will no longer be allowed to walk.

ATTENDANCE

If a student is absent from school, he/she must bring medical excuse or a note within 3 days from his/her parent/guardian stating the reason for the absence and the dates the student was absent. Daily attendance will be communicated to the referring school.

Checking Students Out: Checking out early is equivalent to being late for school. Before anyone can check a student out of school, he/she must be authorized to do so and must be properly identified. Person(s) checking a student out of school must be known by school officials or identification will be required.

Student Illness: Faculty and staff are not allowed to give any student medication. If a child brings medication to school, it will be confiscated, and disciplinary measures will result. Medication will not be returned to the student but will need to be picked up by a parent/guardian. For special circumstances see the parish handbook. If a child is not feeling well enough to participate in class, parents will be contacted. Students who have fever, lice, contagious/infectious diseases, or who are vomiting must be picked up from school and should be symptom free for 24 hours before returning to the Center.

DISCIPLINE

All discipline infractions will be dealt with according to the Alternative Center Discipline Plan and the WBRP discipline policy. Habitual violations of school rules will result in parental contact and student removal from the center for the length of time determined by administrator.

Behavior Log: Each student will receive an individualized behavior log upon referral to the WBR Alternative Educational Center. The staff will monitor and track behavior using the log each day. The log will be initialed by the staff and will serve as means of communication between the staff and the parents. Parents will be required to sign the form nightly as an indication of the child's behavior.

PBIS: We will continue to practice “**Positive Behavior Intervention Support**”. This approach to success, discipline, and practice has been implemented in all West Baton Rouge Parish schools. At the WBR Alternative Center, **we practice RESPECT, act RESPONSIBLY, come PREPARED, work TOGETHER, and stay SAFE.** These are our expectations and guiding principles for our learning environment.

Student Rules/Behavioral Expectations: The following rules and behavioral expectations will be in place for all students assigned to the WBR Alternative Education Center:

- *Raise your hand to speak
- *Keep hands, feet, and objects to yourself at all times
- *Follow directions the first time they are given
- *Stay in your assigned area
- *Keep unkind comments to yourself
- *Get behavior log signed daily

DRESS CODE

Students must follow dress code rules set forth in the WBR Parish Schools Student Handbook (pages 22-24).

A Proper Uniform consists of the following:

- Navy blue polo shirt tucked in
- Solid navy blue or white undershirt (also tucked in and sleeves cannot hang out from under uniform shirt)
- Khaki pants, skirts, skorts (no shorter than 3 in. above knee), shorts, or capris (girls only). All bottoms must fit properly on the waist. No sagging or oversized uniforms are allowed. No extremely tight uniforms are allowed.
- Pants with belt loops must be worn with a belt (not to exceed 1" in width).
- Socks must be worn
- Shoes with laces/Velcro must be laced & tied/fastened at all times
- No sandals, crocs, or flip-flops (backless & open-toed shoes are not allowed)
- Sweatshirts must be navy blue
- No hoods worn in the buildings

- Jewelry must not be cumbersome or ornate (girls' earrings may not dangle; boys should refrain from wearing earrings)
- *Only small purses are allowed and must be kept in the cubby at all times.
- *All book bags must be clear or mesh (no rolling bags).

GRADES

Curriculum: Instruction will consist of a combination of computer-based instruction, teacher-led instruction, and independent practice. Students will be assigned tutorials and lessons on the computer which cover the grade-appropriate Common Core State Standards being taught in the regular classroom. Students will be expected to complete these lessons and assessments at the mastery level. Additional skills will be covered through the completion of projects assigned by the instructor.

Homework: While homework will be minimal, students will still be expected to complete reading homework Monday through Thursday nights as they do at the referring school. This homework will be checked daily and will be part of their reading grade. Students will still have some assignments that will need to be completed at home. Book club projects, daily math fluency, grammar skills practice, and science and social studies activities are likely. Please be sure to check your child's planner nightly for homework assignments.

JPAMS: Graded assignments will be sent to the referring school to be entered into JPAMS. The referring school will be responsible for posting these grades prior to progress reports and report cards being sent out.

PROMOTION/RETENTION: Promotion or retention of any student referred to the WBR Alternative Education Center will be determined by the School Building Level Committee at the end of the school year. Multiple data points will be used to determine grade placement for the following year.

SCHOOL SAFETY

Emergency Forms: It is important for parents to keep emergency contact information updated. We need active phone numbers and current addresses in our system at all times in case a child becomes ill or gets injured at school. Should unforeseen circumstances arise such as the unexpected closure of school, parents need to be able to be notified immediately.

Metal Detectors: Any items taken during a metal detector search must be picked up by a parent/guardian. Any items not picked up by the last day of the school year will be thrown away. Items not permitted at school include:

- Any item consisting of glass
- Sharp, pointy object (scissors, combs, etc.)
- Any and all electronic devices (i.e. PS2, cell phones, iPods, etc.)
- Toys, games and/or movies
- Aerosol cans (perfumes, deodorant, etc.)
- Fingernail polish
- Super glue

· Food/Candy/Gum/Drinks (lunches are allowed)

*Weapons

*Drugs, alcohol, and tobacco products