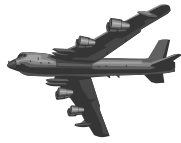


BELLAIRE ELEMENTARY SCHOOL



Bomber Pilots are SOARing into Life-Long Learning

Dear Parents,

Welcome to Bellaire Elementary School! We hope you had a wonderful summer break. A new school year is always exciting. It is with great honor and pride that your student joins the dedicated faculty, staff, and parents of Bellaire to begin the 2023-2024 school year. I look forward to building an educational relationship with both new and returning families. Together we will inspire life-long learning and achievement for all Bellaire Bombers!

With the start of a new school year, it is important that we foster a learning environment with clear goals for positive academic achievements, attitude, and behavior. Our VISION at Bellaire Elementary is WE PREPARE INDIVIDUALS FOR LIFE-LONG OPPORTUNITIES TO SUCCEED. Our MISSION is GROWING THE WHOLE CHILD THROUGH A SYSTEMATIC, INDIVIDUALIZED APPROACH TO LEARNING. We encourage all children to embrace the expectations of BOMBERS SOAR in their daily choices and interactions. These expectations are outlined in this handbook. Positive goal setting is the first step towards long lasting achievement. Our teaching staff is dedicated to understanding the needs and interests of your child and lessons are developed to meet those needs. It is our desire to help each child develop his/her abilities to the fullest. Through a collaborative school and parent commitment to each student, this will be a special year of growth and development for your child.

Parents are encouraged to become involved by joining our Bellaire PTO Booster Club. Be looking for parent volunteer requests throughout the year via School Messenger. We appreciate your help and involvement.

Sincerely,

Alyshia Coulson

Alyshia Coulson
Principal



***This handbook is a fluid document that may need to be amended during the school year as unforeseen situations arise. Changes may be made as federal, state, and parish guidelines are put into place. This is only a guide. It does not encompass every expectation or possible scenario.**



SCHOOL INFORMATION

Building opens at 7:50 AM. Students should be in the classroom by 8:05.

Dismissal time is 3:00 for all PK & K students.

1st-3rd students: Walkers @ 3:05 / Car Riders @ 3:08.

TEXTING, USE OF CELL PHONES, AND USE OF TOBACCO PRODUCTS (INCLUDING E-CIGARETTES) ARE PROHIBITED IN CAR LINE / SCHOOL ZONE AREA.



MORNING DROP-OFF: Students may be dropped off at the bus ramp in the morning between 7:50 and 8:05. Students must exit the vehicle when you are in the BLUE zone. Please do not park in the bus ramp area. The bus ramp area is one lane only. Do not pass other vehicles in this area. Students may NOT be dropped off on the street, at stop signs, or in the front parking lot. Parents (or adult) **MUST** escort children to and across the designated crosswalk, which must be used so that we can ensure proper traffic flow and safety. After 8:05, you must bring your child in the front office to sign them in.

STUDENTS MAY NOT BE DROPPED OFF BEFORE 7:50 AS THERE IS NO ADULT SUPERVISION PRIOR TO 7:50 AND STUDENTS ARE NOT ALLOWED ON CAMPUS WITHOUT PROPER SUPERVISION. PARENTS OF STUDENTS DROPPED OFF EARLY WILL BE CONTACTED TO RETURN TO THE SCHOOL TO GET THEM.



WALKERS: Your child is a WALKER if you park and walk up to get your child or if they walk home on their own. Walkers are dismissed from the two doors that exit near the bus ramp. **YOU MUST HAVE A SCHOOL ISSUED WALKER TAG TO PICK UP YOUR CHILD IN THE WALKER LINE** or go to the office with ID. The parking spaces near the bus ramp are for staff only. Parents **MUST** park in the church parking lot across from the designated crosswalk. You **MUST** walk with your child to and across the designated crosswalk. For safety, children are not allowed to cross the street alone or with another student. If you do walk up to get your child after school, you must wait outside the building for dismissal so the teacher can concentrate on each child's individual needs. (PLEASE NOTE THAT THIS IS NOT A PROPER TIME FOR PARENT/TEACHER CONFERENCING.)



CAR RIDERS: Your child is a CAR RIDER if you drive through the car pick-up line. **YOU MUST HAVE A SCHOOL ISSUED CAR TAG TO PICK UP YOUR CHILD IN THE CAR PICK-UP LINE** or go to the office with ID. Car riders are dismissed from the two doors that exit near the bus ramp. Parents should wait behind the crosswalk until all walkers have crossed and the SRO waves them forward. Children who have not been picked up by 3:15 will be brought to the office area and parents will be called. We ask that you *please* be here on time for afternoon pick-up. Late pick-ups will be addressed by the principal.



BUS RIDERS: Students that ride a bus are to report immediately to their assigned buses. Students will not be allowed to ride a bus home with another student **without written permission from parents of BOTH students** and approval from the administration. The note will be given to the bus driver after the principal has signed it. This permission can only be granted on rare occasions and if there is adequate space on the bus.



CHECK-OUTS: You must check your child out of school in the front office. Children can only be released to adults listed on Oncourse portal (driver's license is required). **NO CHECK-OUTS WILL BE ALLOWED AFTER 2:30.** All check-outs are entered into the attendance system as an afternoon tardy or half-day absence depending on the check out time - see absences #1. Just like in the morning, all late arrivals or early check-outs are counted even if it's just a couple of minutes. Truancy will automatically receive a report after every **6 tardies/absences**.

GENERAL INFORMATION:



1. **ABSENCES:** Unexcused absences and/or tardies will be referred automatically to the Bossier Parish Truancy Center after every 6 days out. All absences are considered unexcused unless we receive a doctor's excuse or obituary **within 5 days of absence**. The system will no longer accept doctor's notes after 5 days from date of absence; therefore, those days will remain unexcused. Check-ins before 10:00 and check-outs after 1:15 are considered AM/PM tardies. Check-ins after 10:00 and check-outs before 1:15 are half day absences. Students with any absences (full, half, excused or unexcused) will be exempt from perfect attendance. When a student has been absent 2 consecutive days, you may email teacher to request homework be sent to the office for pick up. Please email teacher before 11 a.m. to allow time to have work ready by 3:05 p.m.



2. **BIRTHDAYS:** The school celebrates birthdays by announcing the child's name on our Friday morning announcements and giving them a "Bomber Birthday" sticker and a "Happy Birthday" pencil from the office. Deliveries for birthdays or special occasions (balloons, stuffed animals, etc.) are **not** allowed to be sent to school. **ARRANGEMENTS MUST BE MADE WITH THE TEACHER** if you wish to send **PREPACKAGED** birthday snacks to school. Note: this is not a birthday party celebration with guests, only sending birthday treats (cupcakes or small treat-no pizza). Due to class schedules and time, we ask that you drop off the treats at the front office for the teacher to pass out when time is available. **PLEASE CONSULT WITH THE TEACHER IN ADVANCE ABOUT POSSIBLE FOOD ALLERGIES IN YOUR CHILD'S CLASS.**



3. **BOOKS:** Each student is responsible for library books and classroom books that are checked out and/or issued to him/her. Any lost or damaged book must be paid for by the parent/guardian. A refund can be requested if the book is found and turned in. Students may not participate in extra-curricular activities when textbook/library money is owed. (Ex. A student cannot purchase a yearbook or participate in Snack Friday if textbook money is due.)



4. **BOOSTERS:** We want Bellaire parents to be involved with school programs. We need help in the workroom, library, snack shop, picture days, school committees, etc. If you are interested in helping in these areas, please join our Bellaire PTO Booster Club (forms will go home in August). Note: BPSB fingerprinting is required for some volunteering activities. We do ask that babies and/or pre-schoolers not be brought during volunteer times, classroom parties, or selected field trips as it is a distraction to activities. Please remember to sign in at the front office when you come to volunteer. We appreciate you!



5. **BREAKFAST:** Every child is eligible for a free breakfast from the cafeteria; however, students **MUST arrive by 8:00 A.M. to have sufficient time to eat.** Students may NOT bring a breakfast from home.



6. **BUS BEHAVIOR:** School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted. The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator. When riding the school bus, every student will:

- Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
- Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
- Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
- Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
- Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
- Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
- Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
- Adhere to the dress code for each school.
- Not eat on the bus. (Students may carry water on the bus in plastic bottles)
- Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students. See Transportation website for additional bus safety tips.



7. **CLOTHES - EXTRA UNIFORM:** All Kindergarten and 1st grade students are required to have an extra set of uniform clothes in their backpack AT ALL TIMES. (Please place in a Ziploc bag with student's name). This is for bathroom, lunch, playground, or art accidents. Students will be allowed to change themselves for all clothing soils except for bowel movement accidents, which requires a parent or guardian to come to the school to assist student with clean up.



8. **COMMUNICATION / SCHOOL RELATED INFORMATION:** Parents should check student Take-Home folders every day for important school/class/student information. The school also communicates information regarding assignments, grades, emergencies, and school events through email, Oncourse parent portal, and the School Messaging system so it is important that you check these resources regularly and keep the school apprised of any changes to your contact information. (Instructions for setting up your OnCourse account are sent home at the beginning of the school year.) To contact your child's teacher, please email them using this format: teachersfirstname.lastname@bossierschools.org. A list of teachers can be found on our website, bellaire.bossierschools.org. Teachers are required to respond to email within a 24-hour period.



9. **CONFERENCES/GRADES:** Parent-Teacher Conferences will be scheduled as needed. Teachers are required to update grades in the OnCourse Parent/Student portal weekly. Progress reports & report cards will be shared through the OnCourse portal.



10. **DISMISSAL ROUTE:** It is our policy that students maintain a consistent dismissal procedure to avoid confusion. STUDENTS MUST GO HOME THE SAME WAY EACH DAY UNLESS YOU SEND A SIGNED NOTE TO SCHOOL STATING OTHERWISE AT LEAST 24 HOURS BEFORE THE CHANGE IS TO OCCUR. DO NOT CALL AND REQUEST A CHANGE OF WAY HOME. IF AN EMERGENCY OCCURS REQUIRING A CHANGE IN YOUR CHILD'S DISMISSAL PROCEDURE, YOU MAY EMAIL janis.caldwell@bossierschools.org AND WAIT FOR EMAIL CONFIRMATION. Requests sent to teacher emails WILL NOT BE HONORED as we cannot ensure a break from instruction to see it.



11. **EARLY CLOSING:** On rare occasions, Bossier Parish could have an Emergency School Closing. It is important that you have a plan in place with your child's teacher in the event we must send students home early. Although parents will be notified by our messaging system, it is impossible for us to directly notify every parent when this happens, so let your child know what he/she needs to do in case of an emergency. **Unless the teacher has written instructions to the contrary, your child will be sent home the way he/she normally leaves school.**



12. **HOMEWORK:** Homework is a way for children to practice and reinforce what they learned in school and is also an excellent way for us to communicate the skills taught each day to parents. Louisiana offers free on-line homework assistance and tutoring services through the State Library of Louisiana and their local public library. You may access this website link on Bellaire's homepage as well as the Bossier Parish School Board homepage. Although homework is primarily the responsibility of the student, there needs to be a partnership with parents providing guidance and encouragement for homework completion. Please follow up to see that your child completes his/her homework daily.



13. **ILLNESS:** When your child is sent home with a fever, vomiting, or diarrhea **he/she should not return to school unless they are fever free for at least 24 hours without medication.** Students sent home by the school for fever, vomiting, or diarrhea will be excused.



14. **INJURY:** Minor injuries will be treated at the office or by the school nurse when she is available. Some injuries may require parental attention; therefore, you may be notified by the school and asked to come assess the injury. For this reason, it is imperative that you keep your parent portal on Oncourse current at all times.



15. **LUNCH:** All students are eligible for a school lunch at no charge. Students who wish to bring a lunch from home **must have it with them when they arrive on campus each day.** Lunch boxes brought after 9:30 will not be accepted. Louisiana State Law prohibits soft drinks and restaurant food in the cafeteria. Staff members may not heat lunches for students. Students who do not arrive at school with a lunch will be provided a school lunch at no cost. Food allergies must be reported to cafeteria manager on the proper form completed by a doctor and listed on Oncourse under student health information.

While breakfast and lunch are free, students may wish to maintain money in their lunch account for extras such as bottled water, extra milk, and/or extra desserts. Lunch money is tracked on the computer and can be accessed through the BPSB website. Our cafeteria manager can assist you with your child's lunch account at 549-6316. Checks should be indicated as 'lunch money' with your child's name and teacher's name on the memo line. If there are no funds in a student's lunch account, they will not be permitted to purchase "extra" lunch items.



16. **MEDICATION:** Medication should be given before and after school. Should medication be required at school, it must have a prescription label on the bottle or box and there must be a Bossier Parish School Board Medical Form completed and signed by both the parent and the doctor who prescribed the medication. Students may NOT bring medication to school with them. All medication **must be brought to school by an adult** and will be kept at the school until an adult picks it up. See section III of the Bossier Parish School System Student Handbook.



17. **MONEY:** School fees must be paid on the Bossier Parish School Cash Online System @ bossierparish.schoolcashonline.com. When sending money to school purchase items, please send exact change in an envelope clearly marked with what it is for. Note - overage amounts will be treated as school donation for that particular event. Checks should be made payable to Bellaire Elementary School with the student's name, teacher's name and what it is for in the memo line. We ask that you do not combine payments for different purchases. Please keep each purchase separate as they go into separate accounts.



18. **ONCOURSE**: Parents are REQUIRED to register for Oncourse to access students' grades, attendance, assignments and up-to-date information concerning the classroom and/or school.



19. **PE**: Students have PE classes EVERY day of the week. Due to safety concerns and ability to properly participate in PE activities, PLEASE BE SURE TO SEND YOUR CHILD TO SCHOOL IN TENNIS SHOES EVERYDAY. Make up testing and additional academic support may be offered during PE classes 2-3 days a week.



20. **PERSONAL ITEMS**: Please be sure your child's personal items (jackets, gloves, purses/wallets, lunchbox, backpacks, etc) are marked with his/her name. Although we have a LOST & FOUND by the cafeteria, students do not always recognize their own things. Toys, cell phones, electronics, playing/trading cards, etc. are not permitted at school or on the bus. Please be sure that your child does not bring them. TOY GUNS ARE NOT PERMITTED ON SCHOOL PREMISES AND WILL RESULT IN DISCIPLINARY ACTION. Unclaimed items will be donated after school ends each year.



21. **PERSONAL ELECTRONIC DEVICES**: No student, unless authorized by the school principal or his/her designee, or as permitted under the *Bring Your Own Technology* (BYOT) initiative, shall use, or operate any cellular telephone, personal computer, laptop, electronic instrument, iPad, iPod, tablet device, e-reader, or similar devices during the normal school hours of operation in any Bossier Parish school building, on the grounds thereof, or in any school bus. Normal school hours can include detention: before, during or after school. Violation of this policy shall be grounds for disciplinary action by the school, including, but not limited to, suspension and/or expulsion from school. Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly. The school shall not be responsible for confiscated items if not picked up by parent within ten (10) days of the last day of school. The School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property. A properly authorized medical device worn by a student shall not be considered to be in violation of this policy.



22. **SPIRIT SALES**: Spirit items including shirts may be ordered from <https://bellaireelementary.itemorder.com/sale> during specific times of the year. Parents will be notified through the Oncourse School Messaging System when the spirit website is open for purchasing items.



23. **SUPPLY LISTS & FEES**: Grade level supply lists can be found on our school website (bellaire.bossierschools.org) and are due at the beginning of school. Fees are due at the beginning of the school year and must be paid by the Bossier Parish School Cash Online System @ bossierparish.schoolcashonline.com. In addition to the school-wide \$10 technology fee, which is used to purchase technology equipment, supplies & software, there is a \$5.00 grade level fee for grades 2-3

for the following: 2nd grade-to purchase social living supplies and 3rd Social Studies/LEAP supplies. Kindergarten and 1st grade have only a fee for supplies in place of list as teachers will purchase ALL supplies needed throughout the school year. *Families in need of economic financial hardship must contact the office to apply for waiver of fees.*



24. **TRANSFER:** Please notify the office at least 2 days prior to the students last day. The drop papers will be completed after lunch on the student's last day. NOTE: ALL OUTSTANDING LIBRARY BOOKS AND FEES MUST BE PAID BEFORE DROP PAPERS CAN BE SENT.



25. **TECHNOLOGY FEES & POLICY:** A Technology Fee of \$10 is required of each child by beginning of school through the Bossier Parish School Cash Online System @ bossierparish.schoolcashionline.com. These funds will be used to purchase technology equipment/supplies and software programs. Students are responsible for damages to any school technology (including but not limited to chromebooks, headphones, etc) if not used properly. *BPSB COMPUTER ACCESS & USE POLICY includes the following: The purpose of the internet is to support research and education in and among academic institutions in the US by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any US, state, local, or school district regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. The use of the internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, staff, or District Technology Committee. Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the internet service provider, or other networks that are connected. No software, programs, or files may be installed or downloaded by any user without the prior permission of administration. (Complete Computer Access & Use policy can be found in the Bossier Parish School System Student Handbook.)*



26. **TOBACCO:** Bellaire, along with all Bossier Parish Schools, is a drug-free campus. Tobacco products, including e-cigarettes, are PROHIBITED on school grounds.



27. **VISITORS: ALL VISITORS MUST SIGN IN AT THE OFFICE, WEAR A VISITOR'S STICKER, AND MUST OBTAIN PERMISSION FROM THE OFFICE BEFORE ATTENDING CAMPUS ACTIVITIES.** Parents are not allowed in the classrooms before, during, or after school without a scheduled conference with the teacher. Please note that cell phones disrupt the learning environment and should be silenced when entering the building.



28. **WELLNESS:** Bellaire has implemented nutritional education programs that promote lifelong healthy eating practices and quality physical education programs that emphasize participation in lifelong physical activities.



Bellaire Elementary School

SCHOOL DRESS CODE

The Bossier Parish School Board has adopted a uniform dress policy for all schools in our system. The colors/regulations for school uniforms at Bellaire are:

*****CLOTHING SHOULD BE UNIFORM STYLE AND FREE OF DESIGNER LABELS OR TAGS*****

*****SHIRTS MUST BE TUCKED IN AT ALL TIMES*****

SHIRTS: Solid Red, White, Light Blue, or Navy - Polo style (undershirts, long/short, worn must be uniform colors-red,white,blue). White blouses – red or navy trim is acceptable. Shirts must be school uniform. No zippers on shirts. School uniform t-shirts may be worn every day. No personally made spirit shirts allowed. Small monogramming of student initials are acceptable.

PANTS, SHORTS, CAPRI PANTS, SKIRTS, SKORTS: Navy or Khaki. Length of shorts and skirts MUST be longer than wearer's fingertips by side. Please no fabrics such as corduroy, knit, satin, or velour. Cargo style, side or snap pockets, and sagging style are not acceptable. SHORTS OR LEGGINGS (solid red, white, blue, khaki) MUST BE WORN UNDER JUMPERS / SKIRTS. No holes in jeans on designated jean days.

JUMPERS/DRESSES: Red, Navy, Khaki, or designated Red Plaid (only red & navy on plaid). Polo knit dress Red, Navy or Khaki acceptable. SHORTS OR LEGGINGS MUST BE WORN UNDER JUMPERS / SKIRTS / DRESSES (solid red, white, blue, khaki).

SHOES: Students have PE every day so tennis shoes are needed daily. No specification as to color but shoes must be FLAT with closed toe & closed heel. Heels (low or high) are NOT allowed including wedges, slides, flip-flops, beach shoes or Crocs. NO LIGHT UP, GAMING, OR SQUEAKY SHOES.

SOCKS/TIGHTS: MUST WEAR SOCKS OR TIGHTS EVERYDAY. Leggings/Long Socks must be SOLID COLOR ONLY- White, Gray, Red, White, Navy, or Khaki.

BELTS: 1st-3rd grade ONLY: Solid uniform color, brown or black belt MUST be worn with all pants/shorts that have belt loops.

COATS/JACKETS/SWEATSHIRTS/HOODIES: PER BPSB POLICY, NO HOODIES ALLOWED. Solid Navy, White, Gray or Red. Bellaire sweatshirts (only school sold approved spirit shirts-not personally made) may be worn everyday over uniform top. Non-uniform jackets may be worn to school and at recess but must be removed when entering the building.

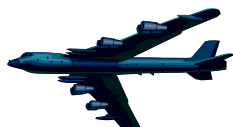
SWEATERS: Solid Red, White, or Navy sweaters may be worn in the classroom. All others must be removed when entering the building.

ACCESSORIES/HAIR/NAILS/MAKE UP: Jewelry should not be a distraction and dangling earrings are not permitted. Hats are not permitted. Hair style cannot be a distraction – no mohawks or colored hair. No head scarves. No fake fingernails and nails must be kept short to prevent scratches or nail injury. Make up is not allowed at school and children will be asked to wash face to remove.

BACKPACKS: All students need a regular (any color/design) backpack - NO ROLLING BACKPACKS.

ALL KINDERGARTEN & 1ST GRADE STUDENTS MUST HAVE AN EXTRA SET OF CLOTHES IN THEIR BACKPACK AT ALL TIMES (IN LABELED GALLON ZIPLOC BAG).

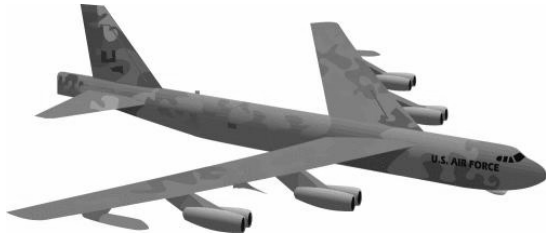
LOOKING FOR A PLACE TO SEND OUTGROWN SCHOOL UNIFORMS?
BELLAIRE WOULD LOVE TO HAVE THEM! PLEASE SEND ANYTIME! THANK YOU!



BOMBERS are looking COOL for SCHOOL!!

Positive Behavior Support Program

THEME: BOMBERS SOAR!



Safe

Organized

Accountable

Respectful

Why?

1. To enable our students to have greater success in complying with school expectations in an effort to have their "best behavior."
2. To reduce "at-risk" behavior.
3. To help support teachers in obtaining better student behavior, thus creating an atmosphere more conducive to learning.

How?

1. Provide and post school-wide expectations for each area of the school where students will be found.
2. Provide lesson plans for teachers that are to be taught early in the school year and reviewed throughout the year, thus ensuring student understanding and awareness of expectations.
3. Systematically supervise students. Provide a positive support system with incentives to recognize expected behavior and interventions for at-risk behaviors.
4. Review relevant data regularly to monitor program effectiveness.



SOAR MOTTO

Bellaire Bombers are Safe, Organized, Accountable and Respectful!

GO BOMBERS!



Bellaire Behavior Expectations by Setting

Safe
Organized
Accountable
Respectful

LOCATION	EXPECTATION
Classroom	<ul style="list-style-type: none"> • Keep hands and feet to self • Be prepared • Make good behavior choices • Show respect and kindness to all
Playground/Recess	<ul style="list-style-type: none"> • Rocks/leaves/wood chips stay on the ground • Use all equipment properly • Line up when the whistle blows the first time • Run when feet hit the grass • Be kind to trees • No climbing trees
Blacktop beside Gym	<ul style="list-style-type: none"> • Walking only • Stay off the ramp and sidewalk • Rocks stay on the ground
Hallways	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Feet in the 2nd white square • Walk quietly • Stop at corners
Cafeteria	<ul style="list-style-type: none"> • Enter quietly, remain in line, wash hands • Stay in your seat • Raise your hand for help • No sharing food • Talk softly after eating • Clean your area, dispose of tray and line up quietly
Library	<ul style="list-style-type: none"> • Enter and exit quietly • Respect others • Use all library materials properly
Restrooms	<ul style="list-style-type: none"> • Soft voices only • Take care of your business • Flush and then wash your hands • Give people privacy
Gym	<ul style="list-style-type: none"> • Hands and feet to yourself • Walk in and sit on your spot • Be a good sport • Have fun
Assemblies and Special Events	<ul style="list-style-type: none"> • Enter and exit quietly • Sit on bottom • Be a good audience • Wait to be dismissed
Bus	<ul style="list-style-type: none"> • Stay seated in assigned seat • Keep hands, feet, and objects to self • Soft voices and kind words • Toys, foods, and drinks not allowed • Keep school tools in your backpack

BOMBERS SOAR

Positive Behavior Plan Recognitions

RECOGNIZING STUDENTS:

- **Individual Student Recognition**
 - Handshakes and positive greetings
 - "Leader" jobs in classroom and around school campus
 - **"S.O.A.R" Tickets** awarded for outstanding efforts in meeting expectations, showing respect by practicing positive interactions with classmates, and demonstrating leadership skills. Tickets are earned by students and cashed in for various rewards.
- **Student of the Week Award**
 - One student selected from each teacher for "Student of the Week" recognition
 - Criteria: Good attendance; meeting SOAR expectations; meeting academic goals or improvement
 - Students of the Week are recognized by their classroom teacher and recognitions/activities may vary.
- **Student of the Month Award—FLIGHT LEADERS**
 - One student selected from each teacher for recognition as the Flight Leader
 - Criteria: Good attendance; meeting SOAR expectations; meeting academic goals or improvement
 - Students are recognized at a celebration each month - Pizza with the Principal
- **Whole Class Recognition (Teacher/Grade Level Discretion)**

The teacher gives the class a letter from the word BOMBERS SOAR. Once a letter has been awarded, it cannot be taken away. When BOMBERS SOAR is spelled, the teacher can reward the class. Reward suggestions:

 - No homework night
 - Music time (teacher monitored)
 - Play a game (inside or outside)
 - Outside break time
 - Snack/treat
 - Students pick seats
 - Short video
 - Other that the teacher may select



QUARTERLY RECOGNITION:

"SOAR REWARD": At the end of each nine weeks, students will be rewarded with a grade level celebration for those students that meet the following criteria:

KINDERGARTEN:

- No office referrals - This includes major infractions
- Meet the following behavioral criteria for the 1st-4th 9 weeks:
 - 1st 9 Weeks - 5 or less sad faces
 - 2nd 9 Weeks - 4 or less sad faces
 - 3rd 9 Weeks - 3 or less sad faces
 - 4th 9 Weeks - 2 or less sad faces

FIRST GRADE:

- No office referrals - This includes major infractions
- DOJO must be at least:
 - 1st 9 Weeks - 70% positive
 - 2nd 9 Weeks - 75% positive
 - 3rd 9 Weeks - 80% positive
 - 4th 9 Weeks - 85% positive

SECOND GRADE:

- No office referrals - This includes major infractions
- DOJO must be at least:
 - 1st 9 Weeks - 70% positive
 - 2nd 9 Weeks - 75% positive
 - 3rd 9 Weeks - 80% positive
 - 4th 9 Weeks - 85% positive

THIRD GRADE:

- No office referrals - This includes major infractions
- DOJO must be at least:
 - 1st 9 Weeks - 70% positive
 - 2nd 9 Weeks - 75% positive
 - 3rd 9 Weeks - 80% positive
 - 4th 9 Weeks - 85% positive
- No more than 3 missing or incomplete class assignments

Activities will be held on the playground or gym (if possible). Dates for **SOAR REWARD** will be determined by grade levels and held at the end of each 9-week period.

RECOGNIZING PARENTAL INVOLVEMENT

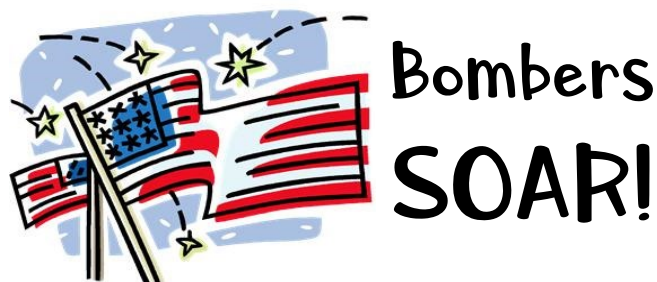
- Bomber S.O.A.R. tickets sent home after students are recognized at school
- Positive phone calls and/or notes
- Parent volunteer opportunities posted on Oncourse / Booster Remind

RECOGNIZING SCHOOL SPIRIT ACTIVITIES

Committees comprised of volunteers from the faculty, staff, students, and community will plan and execute activities throughout the school year to promote school spirit, unity, and SOAR goals.

Activities can include, but are not limited to, the following:

- Literacy Night
- Library Night
- STEAM Fling
- Book Fair
- Back to School Night
- Parent Night
- Monthly birthday luncheon for faculty and staff



MINOR Infraction Definitions – Bellaire Elementary School

1. Class disruption	Low intensity, inappropriate disruptions which result in disruption of learning environment
2. Minor aggression	Low intensity pushing or shoving which does not result in physical conflict/fighting as described in major infractions. Example: "play fighting," shoulder punching, unintentional pushing in line
3. Inappropriate language	Low intensity use of inappropriate language. Example: accidental slip, poor word choice Use of obscene language or profanity toward an adult or authority figure is considered a major infraction.
4.Minor damage to property	Low intensity damage to school property or property belonging to others. This would include damages that the student is able to "repair" such as cleaning writing on a desk or a wall. Serious damage to any property is considered a major infraction.
5.Inappropriate touching	Low intensity touching of another person Example: tapping, poking softly
6.Sleeping in class	Sleeping during times of instruction or independent work
7.Minor disrespect and/or defiance (to adults)	Brief and low intensity failure to comply/respond to adults in an appropriate manner. Example: off-task, ignoring, not following directions
8.Bringing non-school items to school.	Bringing any item to school which is not required for school activities or assignments.
9.Teasing or harassment	Minor physical contact and/or verbal aggression which is not serious in nature. This does not include physical contact such as hitting or punching or other actions described in major infractions. This also does NOT include bullying, which is when a person is REPEATEDLY AND/OR INTENTIONALLY harmed by another person.
10.Dishonesty	Lying, possession of someone else's property, signing parent's signature, presentation of something as their own, or any other action which involves lack of honesty. First offense is minor—subsequent offenses are major.
11.Other	Any behavior not described above which is minor in nature.

Revised 8/23 CH

BELLAIRE ELEMENTARY- MINOR INFRACTION REPORT

Dear Parent/Guardian: We respectfully request your support to resolve the problem behavior mentioned below. This form is used to document a recurring classroom behavior incident. The student has been taught the expectation concerning the infraction. This is not an official office referral, however, continuation of this inappropriate behavior may result in an office discipline referral. Thank you for your help in this matter.

STUDENT: _____	GRADE: _____	HOMEROOM TEACHER: _____
----------------	--------------	-------------------------

1st Infraction: Location: _____ Referring Teacher: _____ Date: _____

Intervention (Check)

☐ Restate Expectation ☐ Verbal Cue ☐ Loss of Dojo/Color change ☐ Student Conference w/ _____ ☐ Restorative Practice
☐ Parent Contact (circle) phone/email/note (date) _____ ☐ Time Out ☐ Seat Change ☐ Loss of Privilege ☐ Other _____

2nd Infraction: Location: _____ Referring Teacher: _____ Date: _____

Intervention (Check)

☐ Restate Expectation ☐ Verbal Cue ☐ Loss of Dojo/Color change ☐ Student Conference w/ _____ ☐ Restorative Practice
☐ Parent Contact (circle) phone/email/note (date) _____ ☐ Time Out ☐ Seat Change ☐ Loss of Privilege ☐ Other _____

3rd Infraction: Location: _____ Referring Teacher: _____ Date: _____

Intervention (Check)

☐ Restate Expectation ☐ Verbal Cue ☐ Loss of Dojo/Color change ☐ Student Conference w/ _____ ☐ Restorative Practice
☐ Parent Contact (circle) phone/email/note (date) _____ ☐ Time Out ☐ Seat Change ☐ Loss of Privilege ☐ Other _____

*COMMUNICATION EXCHANGE BETWEEN STAFF & GUARDIAN IS REQUIRED BEFORE 4TH INFRACTION CAN RESULT.
Exception (check one): ☐ parent cannot be reached after multiple attempts ☐ 4th infraction is an automatic major referral.

4th Infraction: Location: _____ Referring Teacher: _____ Date: _____

Intervention (Check)

☐ Restate Expectation ☐ Verbal Cue ☐ Loss of Dojo/Color change ☐ Student Conference w/ _____ ☐ Restorative Practice
☐ Parent Contact (circle) phone/email/note (date) _____ ☐ Time Out ☐ Seat Change ☐ Loss of Privilege ☐ Other _____

PARENT SIGNATURE: _____ DATE: _____

White: Teacher

Yellow: Administrator

Pink: Parent

BES-MIR: REV. 8/23

MAJOR Infraction Definitions – Bellaire Elementary School

01 Willful disobedience	High intensity, willful refusal by student to comply with teacher/adult requests
02 Treats an authority with disrespect	
03 Makes an unfounded charge against authority	Student falsely accuses an authority figure of an infraction
04 Uses profane/obscene language	High intensity use of inappropriate language (verbal and/or gestures) by student
05 Commits immoral or vicious practices	High intensity infractions which are outside of the accepted rules and expectations of the school
06 Conduct or habits injurious to his/her associates	Any action by student which causes someone to be hurt or could cause someone to be hurt (physical or emotional injuries)
07 Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	Use or possession of any substances considered 'CONTROLLED SUBSTANCES' such as paint thinner, airplane glue, aerosols, etc., that are not "drugs"
08 Uses or possesses tobacco, lighter or matches	Use or possession of a lighter, matches, cigarettes, cigar, chewing tobacco, snuff, etc.
09 Uses or possess alcoholic beverages	Use or possession of alcohol
10 Disturbs the school or habitually violates any rule	An accumulation of 4 minor infractions or a major occurrence of disruption
11 Cuts, defaces, or injures any part of public school buildings/vandalism	Actions by student resulting in substantial destruction, disfigurement, or damage of property
12 Writes profane and/or obscene language or draws obscene pictures	Written profanity/obscenities, including words or drawings, of a severe nature
13 Possess weapons (s) as defined in Section 921 of Title 18 of the US Code. *Use of code 13 requires additional submission of the Weapon Type code.	Possession of specific weapons prohibited by Federal law
14 Possess firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length $2\frac{1}{2}$ -refer to code 31)	Possession of any item which may be used as a weapon such as hair picks, razors, etc.
15 Throws missiles liable to injure others	High intensity occurrence of throwing any object which could or does cause substantial injury to a person
16 Instigates or participates in fights while	Actions involving serious physical contact

under school supervision	during which injury could occur such as hitting, kicking, punching, pulling hair, hitting with an object, etc.
17 Violates traffic and safety regulations	High intensity violation of safety or traffic rules which could result in injury or major disruptions
18 Leaves school premises or classroom without permission	Deliberately leaving an authorized area or deliberately entering an unauthorized area
19 Habitually tardy and/or absent	FOR USE BY OFFICE ONLY
20 Takes another's property or possessions without permission	Possession of, having passed on to another person, or being responsible for the removal of another person's property
21 Commits any other serious offense	Any other high intensity problem behaviors which do not fit in any other category described above. When this is the selected infraction, the referring teacher must specify the behavior.
30 Discharge or use of weapon(s) prohibited by federal law	
31 Possesses pocket knife or blade cutter with a blade length $2\frac{1}{2}$	
33 Use of OTC medication in a manner other than prescribed or authorized	
34 Possession of Body Armor	
35 Bullying/Harassment (*complete Bullying Form)	High intensity behavior, physical or verbal, which is considered a threat to another person
36 Cyber Bullying (*complete Bullying Form)	
37 False Alarm/Bomb Threat	
38 Forgery	
39 Gambling	
40 Public Indecency	
41 Obscene behavior or Possession of Obscene/Pornographic Material	
42 Unauthorized use of Technology	
43 Improper dress	
44 Academic dishonesty	
45 Trespassing Violation	
46 Failure to Serve Assigned Consequence	
47 Misusing Internet/Violates electronic/technology policy	
48 Sexual Harassment	
49 False Report	
50 Crime of Violence (per RS 14:28)	

In accordance with R. S. 17:416(A) the purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at the school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences.

Name of Student:	Phone:	Grade/Section:	
Name of Teacher/Staff:	Teacher/Staff/Location:		
Name of Principal:	School:		
Check One: <input type="checkbox"/> Regular Education <input type="checkbox"/> 504 <input type="checkbox"/> Special Education	Date of Incident:	Time:	Location:

Time Code:	01 Before School on Grounds, 02 During Class, 03 Between Classes, 04 After Normal School Hours & Supervised, 05 To/From School, 06 At Bus Stop or Transfer Station, 07 During School Extracurricular/Assembly Event, 08 Recess, Club, Free Time, 09 Homeroom, 10 Breakfast/Lunch
Location Code:	01 Classroom, 02 Restroom, 03 Lunchroom, 04 Hallway, 05 Playground, 07 At Bus Stop or Transfer Station, 08 Parking Lot, 09 Locker Room, 10 Cell Phone, 11 Internet, 12 To or From School, 13 School Sponsored Event, 14 Home, 98 Offsite Program, 99 Other _____

INFRACTION/REASON CODES (Check all that apply)

- | | | | |
|---|--|--|--|
| 01. <input type="checkbox"/> Willful disobedience | 11. <input type="checkbox"/> Cuts, defaces, or injures any part of public school buildings/vandalism | 17. <input type="checkbox"/> Violates traffic and safety regulations | 36. <input type="checkbox"/> Cyber Bullying (*complete Bullying Form) |
| 02. <input type="checkbox"/> Treats an authority with disrespect | 12. <input type="checkbox"/> Writes profane and/or obscene language or draws obscene pictures | 18. <input type="checkbox"/> Leaves school premises or classroom without permission | 37. <input type="checkbox"/> False Alarm/Bomb Threat |
| 03. <input type="checkbox"/> Makes an unfounded charge against authority | 13. <input type="checkbox"/> Possesses weapon (s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code. | 19. <input type="checkbox"/> Is habitually tardy and/or absent | 38. <input type="checkbox"/> Forgery |
| 04. <input type="checkbox"/> Uses profane and/or obscene language | | 20. <input type="checkbox"/> Takes another's property or possessions without permission | 39. <input type="checkbox"/> Gambling |
| 05. <input type="checkbox"/> Commits immoral or vicious practices | | 21. <input type="checkbox"/> Commits any other serious offense | 40. <input type="checkbox"/> Public Indecency |
| 06. <input type="checkbox"/> Conduct or habits injurious to his/her associates | 14. <input type="checkbox"/> Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 1/4" - refer to code 31). | 30. <input type="checkbox"/> Discharge or use of weapon(s) prohibited by federal law | 41. <input type="checkbox"/> Obscene behavior or Possession of Obscene/Pornographic Material |
| 07. <input type="checkbox"/> Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | | 31. <input type="checkbox"/> Possesses pocket knife or blade cutter with a blade length < 2 1/4" | 42. <input type="checkbox"/> Unauthorized use of Technology |
| 08. <input type="checkbox"/> Uses or possesses tobacco, lighter, or matches | | 33. <input type="checkbox"/> Use of OTC medication in a manner other than prescribed or authorized | 43. <input type="checkbox"/> Improper dress |
| 09. <input type="checkbox"/> Uses or possesses alcoholic beverages | 15. <input type="checkbox"/> Throws missiles liable to injure others | 34. <input type="checkbox"/> Possession of Body Armor | 44. <input type="checkbox"/> Academic dishonesty |
| 10. <input type="checkbox"/> Disturbs the school or habitually violates any rule | 16. <input type="checkbox"/> Instigates or participates in fights while under school supervision | 35. <input type="checkbox"/> Bullying/Harrassment (*complete Bullying Form) | 45. <input type="checkbox"/> Trespassing Violation |
| | | | 46. <input type="checkbox"/> Failure to Serve Assigned Consequence |
| | | | 47. <input type="checkbox"/> Misusing Internet/ Violates electronic/ technology policy |
| | | | 48. <input type="checkbox"/> Sexual Harassment |
| | | | 49. <input type="checkbox"/> False Report |
| | | | 50. <input type="checkbox"/> Crime of Violence (per R.S. 14:2B) |

REMARKS/DESCRIPTION OF INCIDENT:

ACTION(S) TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | |
|--|---|---|
| 011 <input type="checkbox"/> Referred to Office | 022 <input type="checkbox"/> Therapeutic Removal | 030 <input type="checkbox"/> Restorative Practices Implemented |
| 012 <input type="checkbox"/> Referred to Counselor | 025 <input type="checkbox"/> Intervention Room | 173 <input type="checkbox"/> Conference with Parents or Guardians |
| 013 <input type="checkbox"/> Referred to Social Worker | 080 <input type="checkbox"/> Assigned Remedial Work | 175 <input type="checkbox"/> Conference with Principal |
| 014 <input type="checkbox"/> Referred to SBLC | 120 <input type="checkbox"/> Student Conference | 999 <input type="checkbox"/> Other Action _____ |
| 018 <input type="checkbox"/> Secondary Referral (PBIS) | 140 <input type="checkbox"/> Student Reprimand | |
| 019 <input type="checkbox"/> Tertiary Referral (PBIS) | 160 <input type="checkbox"/> Loss of Privileges | |

Contact Parent/Guardian? <input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____	Time: _____	<input type="checkbox"/> Phone Call <input type="checkbox"/> Letter <input type="checkbox"/> Conference Date: _____	Time: _____
RECOMMENDATION(S) BY TEACHER OR OTHER SCHOOL EMPLOYEE:				
Signature of School Employee: _____				Date: _____

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | |
|---|---|---|
| 000 <input type="checkbox"/> No Action - only use if no reportable action was taken | 014 <input type="checkbox"/> Referred to School Building Level Committee (SBLC) | 080 <input type="checkbox"/> Assigned Remedial Work |
| 001 <input type="checkbox"/> Expulsion Recommendation | 016 <input type="checkbox"/> Court Referral Date: _____ | 120 <input type="checkbox"/> Student Conference Date: _____ |
| 002 <input type="checkbox"/> Suspension Out of School from ____ to ____ | 017 <input type="checkbox"/> Enforcement Referral (Arrest Resulted Y N) | 140 <input type="checkbox"/> Student Reprimand |
| 004 <input type="checkbox"/> Suspension In School from ____ to ____ | 020 <input type="checkbox"/> TOR (Time Out Room) | 160 <input type="checkbox"/> Loss of Privileges |
| 006 <input type="checkbox"/> Suspension Alternative Site from ____ to ____ | 030 <input type="checkbox"/> Restorative Practices Implemented | 173 <input type="checkbox"/> Conference w/ Parents or Guardians on: _____ |
| 012 <input type="checkbox"/> Referred to Counselor | 040 <input type="checkbox"/> In School Detention from ____ to ____ | 175 <input type="checkbox"/> Conference w/ Principal on: _____ |
| 013 <input type="checkbox"/> Referral to Social Worker | 043 <input type="checkbox"/> After School Detention from ____ to ____ | 180 <input type="checkbox"/> Corporal Punishment (if checked, complete "Corporal Punishment" Incidence Checklist) |
| | 045 <input type="checkbox"/> Weekend Detention from ____ to ____ | 999 <input type="checkbox"/> Other Action(s): _____ |

Perpetrator: Serious Bodily Injury ☐ Y ☐ N **Medical Treatment:** ☐ Y ☐ N **Victim:** Serious Bodily Injury ☐ Y ☐ N **Medical Treatment:** ☐ Y ☐ N

Contact Parent/Guardian? <input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____	Time: _____	<input type="checkbox"/> Phone Call <input type="checkbox"/> Letter <input type="checkbox"/> Conference Date: _____	Time: _____
SIS Primary Infraction/Reason Code Entered: _____			Signature of Principal: _____	
			Date: _____	

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:

Signature of Student: _____	Signature of Parent/Guardian: _____	Current Date: _____
-----------------------------	-------------------------------------	---------------------

Check appropriate blocks as copies of the document are supplied:

- ☐ Parent/Guardian ☐ School's Pupil File ☐ Employee Filing this Report ☐ Principal

***NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

****Attachments:** Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.

White - Administrator Yellow - Evaluation Center (If Special Ed OSS) or Transportation (If Bus Suspension) Pink - Parent/Guardian Goldenrod - Staff (REVISED 7/7/2017)



P.O. Box 2000, Benton, Louisiana 71006-2000 / Telephone (318) 549-5000 / FAX (318) 549-5044 / www.bossierschools.org

TO: Parents of students in the following schools:

Apollo Elementary	Central Park Elementary	Plantation Park Elementary
Bellaire Elementary	Greenacres Middle	R. V. Kerr Elementary
Bossier Elementary	Meadowview Elementary	Rusheon Middle
Bossier High	Plain Dealing High (PreK-12)	Waller Elementary

FROM: Waylon Bates, Assistant Superintendent of Curriculum & Academic Affairs

DATE: August 10, 2023

SUBJECT: TEACHER CERTIFICATION

Your child's school is receiving funds under the "No Child Left Behind Act of 2001" reauthorized by the "Every Student Succeeds Act of 2015" for Title I supplemental services. You have the right as a parent to request and receive timely information about the professional qualifications of your child's teacher(s).

The Bossier School System is proud of its high rating for certified teachers and continues to actively pursue the most qualified educators to serve your child. If you wish to request information about a teacher's professional qualifications, please contact the school principal or go to the following web page: www.teachlouisiana.net.

Please sign and return this letter to your child's school. Thank you for your support and interest in securing the best education for your child.

Parent/Guardian Signature

Child's Name

School

Date

BOSSIER PARISH SCHOOL SYSTEM - "An Equal Opportunity Educational Agency"

Mitch Downey, Superintendent

Billie Jo Brotherton - 662 Fairview Point Road, Elm Grove, LA 71051 - District 1
Kent L. Bockhaus - 113 Woodcrest Drive, Haughton, LA 71037 - District 2
Yammy A. Smith - 183 Willow Bend Road, Benton, LA 71006 - District 3
Sherri Pool (ELECT) - 2672 Cypress Village Drive, Benton, LA 71006 - District 4
Adam Bass - 324 Paris Place, Bossier City, LA 71111 - District 5
Glenwood L. "Glen" Bullard - 1501 Lexington Drive, Bossier City, LA 71111 - District 6

Craton Cochran - 2317 Ashland Avenue, Bossier City, LA 71111 - District 7
Kenneth M. Wiggins - 3209 Parkland Drive, Bossier City, LA 71111 - District 8
Eric Newman - 321 Chancellorsville Court, Bossier City, LA 71112 - District 9
Sandra "Samm" Darby - 1212 Gibson Circle, Bossier City, LA 71112 - District 10
Robert Bertrand - 4909 General Sterling Price Pl., Bossier City, LA 71112 District 11
Erick Faling - 5368 Bluebell Drive, Bossier City, LA 71112 - District 12

Bellaire

Elementary School



Home of the Bombers

1310 Bellaire Blvd.
Bossier City, LA 70112
Phone: 315-549-6300
Fax: 318-549-6313

Alyshia Coulson, *Principal*
Shelly Bihm, *Asst. Principal*

2023-2024

Title I School-Parent-Student Compact

In order for children to reach their potential as students, the school, parents, and students themselves must be invested in the process. Bellaire Elementary and parents of the students participating in activities, services, and programs funded by Title I, Part A agree with this compact. It outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and provide a partnership that will help each child to achieve the state's high learning standards.

As a PARENT I agree to:

See that my child is punctual and attends school regularly

Support the school in its efforts to maintain proper discipline

Establish a time for home assignments and provide support as needed

Make provisions for a successful home learning experience

Expect my child to behave responsibly and treat others with respect

Attend scheduled parent conferences and activities to the best of my ability

As a SCHOOL we agree to:

Show that we care about all our students

Have high expectations for ourselves, students, and others

Communicate and work with families to support learning at school and home

Provide a safe environment for learning

Respect all differences of students and their families

Provide current feedback to students and families

As a STUDENT I agree to:

Attend school regularly

Come to school each day ready to learn

Complete and submit homework and/or virtual assignments

Respect myself, others, and my school

Accept consequences for my actions at school

Deliver all school paperwork to parent/guardian

Student Name: _____ Grade: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

BOSSIER PARISH SCHOOLS SYSTEM

"An Equal Opportunity Educational Agency"

Request for Assistance (RFA) – PBIS Tier II

Student Name: _____ Referred by: _____

Date: _____ Time: _____ Grade: _____ # of ODR _____ IEP: Y / N _____ 504: Y / N _____

1. What do you hope to gain from this RFA?

Counseling services	Check in/Check out	Mentor	Other
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

2. Check the reasons for secondary intervention (areas of concern):

Areas of concern:		
Behavioral Concerns: <input type="checkbox"/> inappropriate comments <input type="checkbox"/> noncompliance w/ school rules <input type="checkbox"/> refusal to work <input type="checkbox"/> disruptive <input type="checkbox"/> willful disobedience <input type="checkbox"/> not following directions <input type="checkbox"/> class participation <input type="checkbox"/> aggressive behavior <input type="checkbox"/> disrespect <input type="checkbox"/> dishonesty <input type="checkbox"/> attitude/tone Other: _____	Academic Concerns: <input type="checkbox"/> poor organization <input type="checkbox"/> poor study skills <input type="checkbox"/> lack of preparedness <input type="checkbox"/> poor attention <input type="checkbox"/> difficulty completing tasks <input type="checkbox"/> homework issues <input type="checkbox"/> math <input type="checkbox"/> reading <input type="checkbox"/> attitude toward school <input type="checkbox"/> poor attendance <input type="checkbox"/> tardiness to school/class Other: _____	Social/Emotional Concerns: <input type="checkbox"/> withdrawn <input type="checkbox"/> anxious/worried <input type="checkbox"/> isolated from peers <input type="checkbox"/> few or no friends <input type="checkbox"/> difficulty working with others <input type="checkbox"/> poor self-image <input type="checkbox"/> difficulty relating to peers <input type="checkbox"/> difficulty interacting with adults <input type="checkbox"/> depressed/unhappy <input type="checkbox"/> destructive <input type="checkbox"/> aggressive/hostile behavior Other: _____

- ### 3. Check the Function of the Behavior:

Escape	Attention/Control
___ Avoid a demand or request	___ Get desired item/activity
___ Avoid an activity or task	___ Gain adult attention
___ Avoid a person	___ Gain peer attention
___ Escape the classroom setting	___ Get sent to preferred adult
___ Escape the school	___ Gain power/control
___ Other: _____	___ Other: _____

4. Check the classroom teacher interventions tried so far & circle or highlight those that were effective:

General Review	Modify Environment	Modify Presentation/Curriculum	Modify Expectations
__ Review cum file __ Talk with parents __ Talk with previous teacher __ Discuss established rules __ Define limits and expectations __ Discuss consequences __ Speak calmly __ Avoid arguments __ Provide student w/ choices	__ Change seating __ Encourage work breaks __ Reduce distracting stimuli __ Be mobile and interact with student __ Allow cool down time __ Maintain visibility to and from student __ Provide daily organization time __ Teacher cues/signals	__ Reduce length of task __ Color coded organization __ Increase instructional time __ Additional guided practice __ Breaks big tasks down into smaller tasks __ Provide computer __ Provide calculator __ Use visuals/manipulatives __ Provide study guide	__ Give more time __ Tutor/mentor __ Behavior contract __ Assign special classroom duty __ Model expected behavior __ Use of specific verbal praise __ Reward cooperation __ Private conference w/ student __ Conference with parent

5. Parent contacted by phone or conference on _____ (date)

6. Parent response: helpful responsive supportive careless belligerent enabling other

BELLAIRE ELEMENTARY SCHOOL

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT PLAN

BELLAIRE'S VISION: WE PREPARE INDIVIDUALS FOR LIFE-LONG OPPORTUNITIES TO SUCCEED.

BELLAIRE'S MISSION: GROWING THE WHOLE CHILD THROUGH A SYSTEMATIC, INDIVIDUALIZED APPROACH TO LEARNING.

Bellaire Elementary School believes education requires a partnership between the home and school. To encourage parental involvement, the school shall actively commit to the activities contained in this policy. Parents are crucial stakeholders in carrying out Bellaire's mission and vision.

The Bellaire Elementary Leadership Team and PBIS Team collaborated to review and make any necessary revisions to the Parent, Family, and Community Engagement Plan to ensure alignment with the Bossier Parish Parent, Family, and Community Engagement Plan.

I. Communication

It is the goal of Bellaire Elementary to facilitate open and consistent communication with our parents.

- Create a positive and parent-friendly environment on campus.
- Provide attendance requirements to parents in the school handbook.
- Maintain and update campus websites throughout the academic year to provide parents, students, and community with current information.
- Continue to provide information in order to facilitate effective communication through School Messenger, Oncourse, and other technology integration including web pages and grade information.
- Encourage and promote a sense of care and concern for physical and emotional safety and the health and well-being of students, staff, and parents.
- Establish systems of communication that will ensure that all information about policies, procedures, and expectations are available to all parents.
- Disseminate calendars of school activities to provide advance notice to parents.
- Provide information and guidance on: after-school programs and understanding standards, curriculum, and assessments.
- Hold conferences as arranged by the school or as requested by parents based on student individual needs.
- Conduct surveys for students, parents, and communities to provide responses to school programs, policies, practices, and share information and concerns about students on a regular basis.
- Provide additional opportunities for parents to provide responses to classroom teachers about the academic progress of students.

Types of Communication:

1. Weekly class newsletters
2. Class Dojo/behavior information sent home weekly
3. Oncourse Messaging System
4. Reminders sent home (paper and electronically) regarding events
5. Parent conferences
6. Phone calls and emails to parents
7. Written communications in various languages

8. Use of translators (Spanish, Arabic, and telephone conference system)
9. Calendar of monthly activities from the Parent Center
10. Bellaire Elementary website
11. Showcase students of the month and week (Flight Leaders)
12. Use of Oncourse Messaging System to send messages
13. Family night/Open House held at the beginning of the year as well as Literacy/Numeracy & Library Night and LEAP Parent Night to share information on curriculum and assessment
14. Annual surveys conducted with students and parent

II. Parent Involvement

Bellaire Elementary School takes its obligation to involve parents and the community in educating students seriously. The staff believes that parent involvement is essential for the school to fulfill its mission of building positive relationships so that our children are empowered to achieve beyond expectations. To promote strong and effective parent involvement at Bellaire, the school is committed to actively involving all stakeholders in the educational process. Parent Involvement activities that are ongoing at Bellaire include:

- Providing information in a format and language parents understand (class newsletters, monthly important dates)
- Inviting parents to contribute through volunteer programs previously mentioned in handbook
- Inviting parents to participate in parent-teacher conferences
- Inviting parents to help plan and conduct parties (Christmas parties, PJ Day, Kindergarten Thanksgiving lunch, Kindergarten Easter Egg Hunt)
- Inviting parents to participate by attending school meetings and programs at a variety of times (Open House, LEAP Parent Night, American Heritage Poetry Contest, Mardi Gras Parade, Library Night, Literacy/Numeracy Night, Boo Hoo Breakfast, Field Day, STEAM Fling)
- Inviting parents to serve on committees (Parent PBIS Committee Member, School Improvement Plan, Title I, Leadership Team)
- Survey parents to get their input about school (PBIS Survey at Open House)
- Inviting parents to participate in classroom activities

III. Building Capacity of Parents to Impact Student Learning

Bellaire Elementary will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, as appropriate, to foster parental involvement (including the SBLC process)
- PBIS Committee, parent member
- Parent access to requesting Tier II behavior interventions (PBIS Committee)
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - Louisiana Student Standards (Louisiana Believes website and Bossier Parish Schools website)
 - the State and local academic assessments including alternate assessments
 - how to monitor their child's progress (Oncourse, progress reports, report cards)

- how to work with their child's teachers to improve the achievement of their children
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Bellaire Elementary School will offer parent & family engagement events throughout the year.
- Monthly activities calendars provided by the District (Parent Center)
- Provide technology training by District Parent Center
- District staff provides literacy training and support for parents and schools

IV. Parent and Community Outreach and Volunteering

Bellaire Elementary strives to work with our parents and community partners to develop a strong sense of volunteering and engagement with all pertinent stakeholders through the following programs, activities, and partnerships:

Examples of previous events:

- Barksdale Night
- Field Day
- American Heart Association
- Red Kettle Challenge
- South Bossier Family and Fun Day
- Pack the Pantry
- Bossier Day of Service
- Fire Safety Program
- Shreveport Opera
- Bossier Arts Council Nutcracker
- Plays by Bossier Parish Community College Theater Department
- University observers and student teachers
- Backpack Program
- Facility Usage
- Parkway Student Workers
- Homework Hotline
- Pledge on News & Radio
- Kindergarten Thanksgiving Lunch
- Book Fair (two per year)
- Red Ribbon Week
- Math Fair
- Boo Hoo Breakfast
- Teacher Meet & Greet
- Open House
- Leap Night (3rd grade)
- 3rd Grade Curtis Elementary Visits
- Steam
- Mardi Gras Parade
- Literacy/Numeracy Night
- Library Night

PARENT INVOLVEMENT POLICY

Research shows that parent and family involvement increases student achievement and success. In order to support and promote essential parent involvement, we provide opportunities for parent involvement in the following ways:

1. COMMUNICATION - We work to ensure communication between the home and school is regular, two-way and meaningful. Communication is fostered through the use of newsletters, report cards, progress reports, parent-teacher conferences, course/scheduling information, student handbooks, email, websites, documented phone calls, etc.
2. PARENTING - We help promote and support responsible parenting activities. Activities are planned for parents throughout the school year. Parents are made to feel welcome and all attempts are made to remove barriers such as cultural and language differences. The Bossier Parish Parent Center is open every day for the parents and sessions are held daily to assist parents with their various needs.
3. STUDENT LEARNING - We strive to connect parents to their child's learning by giving them information on how they can help in the learning process. Information is provided on specific projects, grade level expectations, homework, and state testing. Students are helped to set and reach educational goals, etc.
4. VOLUNTEERING – We welcome parents in the school and seek their support and assistance. Parents are given opportunities for volunteerism during and outside regular school hours and a volunteer appreciation event is held for parents.
5. SCHOOL DECISION-MAKING AND ADVOCACY – We ensure parents are full partners in the decisions that affect their children and families. Parents are included in decision making about educational issues and participate in advocacy groups as well as on school improvement committees.
6. COLLABORATING WITH COMMUNITY – We strive to utilize community resources available to strengthen our school programs, family involvement and student learning. Partnerships are developed with businesses and agencies while student participation is fostered in community service. A diverse group of community members is included in school volunteer programs.

Students, staff, parents, community - together we can

SOAR

