Welcome to the 2017-2018 school year! Byrd Avenue Primary, home of the Eagles, is a Pre K-1st facility. We are very excited and eager to have you and your child as part of our school. The faculty & staff have worked diligently to have everything prepared for our fabulous students. We have high expectations for every child to reach his/her potential and be very successful this school year. We provide rigorous and relevant academic, social, emotional, and physical learning experiences for our students to become independent college and career ready citizens of the 21st century.

With our combined efforts, we will build strong relationships. Safety and security is a priority and ensuring that your child feels safe at school is critical. Communication is a necessity to build strong relationships. We encourage you to contact your child’s teacher or the administrators with any concerns or questions. Developing a collaborative relationship is the key—TEAMWORK!

A famous quote from Benjamin Franklin: “An investment in knowledge pays the best interest.” Due to our new structure and dedication to high quality, research-based best practices, every student will learn to his/her full potential. We offer individualized instruction for our students through RTI (Response to Intervention) and differentiated instruction embedded in the core curriculum and flexible grouping. We increase student engagement and achievement using Accelerated Reader, Thinking Maps, Individualized Learning Plans, Differentiated Instruction, and Technology Embedded Learning. Our students have access to the following technology/tools on a regular basis: Smartboards, Smart Tables, Accelerated Reader, Nooks, classroom computers, and technology standards-based instruction. Enrichment activities include: Chorus, Dance, P.E., Music, Art. Also, we offer JPAMS, the district-wide student information system which can be utilized from home for parents to stay up-to-date on schedules, assignments, and grades.

Our students are served nutritious, hot breakfasts and lunches daily through the National Nutrition Program. We take pride in our endeavor to help our students stay healthy. Our students are given the opportunity to start their day well-nourished with a nutritious breakfast and continue the day well-nourished with a nutritious lunch. Healthy snacks are available for students to purchase at recess.

We have the opportunity to bring about change. We ask that we all work as a team to collaborate and continue to strive for excellence. Byrd Avenue Primary is a GREAT school and our students are GREAT! Thank you for the opportunity to work with your child!

“Believe, Achieve, Succeed”
Melissa Moses
Mission of Byrd Avenue Primary
We will all learn and grow together.

Vision
Our vision at Byrd Avenue Primary is to prepare children to become 21st century independent learners who are college and career ready.

School Goals
• We will hold high expectations.
• We will intellectually engage all students.
• We will adapt the curriculum to meet individual needs with RTI.
• We will collaborate to meet the needs of ALL.
• We will seek out and share best practices, collect and analyze data, and use varied assessment tools to guide instructional decisions.
• We will monitor each student’s learning in a timely manner.
• We will provide a safe, healthy, and inviting learning environment.
• We will encourage parental involvement and community partnership with the school.
• We will provide character instruction.

Discrimination
No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity.

Daily Schedule
• 7:45 A.M.-- SCHOOL/INSTRUCTION BEGINS
  Please make necessary arrangements for your child to arrive at school on time. We ask for your direct cooperation in helping us keep classroom interruptions at a minimum.
  All subjects are important, but reading and math require uninterrupted time for instruction to be effective.
• 7:50 A.M. --Tardy bell rings
  When a student is late, the entire class is disrupted. When students are late, you must bring them into the office. Students must obtain a permit from the office before they are allowed to class.
• 2:50 P.M.-- SCHOOL ENDS
**Arrival/Departure**

1. The building opens at 7:05 A.M. **DO NOT** drop a child off before 7:05 A.M. because no one will be on duty, and you will be held responsible for him/her.
2. Please allow your child to ride the bus, if possible.
3. Every attempt should be made to set up medical and dental appointments after school hours. If appointments must be made during school hours, they will be excused with a note of verification from the doctor when the student returns.
4. Written notes from home must be signed by the parent/guardian to change mode of transportation. We strongly discourage students changing their mode of transportation because it is confusing to them. **Calling the school to make a change in transportation will not be accepted, only written notes from parents/guardians.**
5. All students should have a plan in place with their parents in case of an emergency. An emergency phone number should be on file as well as a parent/guardian number.
6. Students riding to and/from school by car should have a Byrd Avenue School tag with their name on the dashboard of their car. They will not be able to leave the school without this identification. Students who do not have the school tag on the dashboard of their car will need a parent to come to the office to pursue checking out process.

**Bus Transportation**

Riding the bus is a privilege. Improper conduct on the bus will result in disciplinary actions. Refer to the Bogalusa City District Handbook for further details. Students will not be allowed to get off the bus except at their designated spot unless they have written permission from the parent/guardian. All bus changes have to be cleared through the Bogalusa School Board Office and principal or principal designee.

**Car Rider Arrival**

Parents should have students ready to get out of car when they pull up. Once stopped, students will be directed to go to their designated place on the school campus. Cars have to stay in a single line on the north side of the school by the auditorium to drop students off. For the safety of all students, no student should exit a car from loading/unloading area unless an adult addressing school business is accompanying him/her.

**Walkers**

Kindergarteners cannot walk home by themselves. **DO NOT** send any students to school before 7:05 A.M. because no one will be on duty, and you will be held responsible for them.

**Attendance**

Attendance is a key factor in student achievement. Students are expected to be present and on time. Louisiana law requires every parent, guardian or other person residing within this state having control of school age children to require such child/children to attend public or nonpublic school, and in the event of failure to do so, shall be subject to penalty.
Byrd Avenue Primary is part of the City of Bogalusa Juvenile Court Truancy/Court Review Program. This program is designed to work cooperatively to reduce truancy (attendance), tardies, early dismissals and underachievement.

Regular attendance and arriving on time is essential to success in school. A student not only misses instruction and work on a day of absence, but is not prepared for the next day. Students are to have a written note from their parent/guardian explaining their absence when returning to school. You have 5 days to turn it in to the office. After 5 days, it will not be accepted. If it is a prolonged absence, a telephone call is requested.

(PLEASE NOTE: When your child is going to be absent, phone the school and give a reason for the absence. Even if you phone the school office, you must send a medical note to school; if not a medical note, a written note must be presented upon the return to school. After 10 absences accumulate, a doctor’s note will be required in order for further absences to be excused. After 10 unexcused absences, your child will have violated the attendance mandated by the state to progress to the next grade. Attendance is one of the criteria mandated for promotion. Students with excused absences will be permitted to complete make-up work.)

Parents/Guardians can expect a phone call from the school as well as our JPAMS Message System when their child is absent from school. Refer to our District Handbook for more details with absences.

**Car Riders Departure**

Vehicles should have a tag, provided by the school, on the dashboard. Vehicles should line up in four-five rows. To enter the line-up, turn on Redwood Avenue beside the Chevron Station on Marshall Richardson Road. There will be one way to enter and exit the school campus. You will not be able to park across or down the street and walk to pick up any student due to safety reasons.

**From 2:15-2:45, students cannot be checked out.** Students who need to avoid traffic delays for appointments or emergencies must **be picked up by 2:15**.

**Parking**

Cars are not permitted to park directly in front of the school building when coming for a conference due to this being a fire zone. Please park in the parking lot when entering the main entrance.

**Late Arrivals**

Students who arrive later than 7:50 A.M. must be accompanied by a parent/guardian to the front office to be signed in. Tardiness should be avoided to maximize instruction time.

Parents/Guardians of students that accrue 3 absences will be notified with a letter by school office personnel. Students accumulating 5 absences will be reported to the child welfare supervisor and truancy officer.

**Tardies/Early Dismissals**

Students should be in the classroom and ready to begin each morning at 7:45 A.M. If not present by 7:50 AM, a student will be counted tardy. If a student is tardy, it is the responsibility
of the parent/guardian to come into the office and wait for him/her to receive a permission slip to enter the classroom.

The following tardies/early dismissals will be excused:
1. Student illness up to 10 unexcused absences (regular illness may require doctor’s notes)
2. Student medical appointments (doctor note required)
3. Tardies occurring due to eating breakfast at school are excused only if that student is a bus rider who has arrived late.

The following tardies/early dismissals will be unexcused:
1. Overslept
2. Car trouble/Missed bus, car rider line took too long
3. Appointments for individuals other than the student

The number of unexcused tardies or unexcused early dismissals from school will contribute to the total number of unexcused school days which will be included in filing truancy.

Parents/Guardians of students who have multiple tardies/early dismissals will be contacted to form a plan of improvement. Before and/or after school time may be part of the plan of improvement for those students with numerous tardies. It is the goal of Byrd Avenue Primary to provide the most comprehensive education possible. Please feel free to contact the school. Refer to Bogalusa City District Handbook for further details. It is our desire to work with you to ensure success for your child/children.

**EAGLE NEWS**

You will receive a monthly newsletter keeping you abreast of school activities, rules, and other pertinent information.

**Bus Information**

Bus transportation is free of charge. A camera is installed on each bus. Routes are established from the Bogalusa City School District. If you have questions regarding bus routes or safety, contact the secretary at 985-281-2100, and you will be connected to someone in transportation who can help you resolve the issues at hand. Buses unload students at the northeast entrance to the school building. Buses load students at the front entrance to the building. No vehicle should block the bus lanes either in the morning or afternoon loading/unloading times. Students are expected to conduct themselves in a safe, orderly, and considerate manner both on the bus and at their bus stop. A handout is enclosed regarding bus rules. Also, you can refer to the District Code of Conduct.

Violations are reported in writing to the principal by the driver. A copy is given to you, the bus driver, and the child welfare/maintenance supervisor. First offenses usually result in a verbal warning with parent notification. Further offenses may result in detentions, bus suspensions, alternate school suspensions, or out of school suspensions. Refer to District Handbook for more details.

If a student needs to ride a different bus, ride to a different location, or any other circumstance different than the regular schedule, approval must come from the Bogalusa School Board.
Office. Also, a written note of permission from the parent/guardian must be sent to school. The note must be approved by the principal or principal designee.

Cafeteria

Our School Cafeteria is meeting tough, new, federal nutrition standards for school meals, ensuring that meals are hot, well-balanced and provide students all the nutrition they need to succeed at school. We are part of the National School Lunch, School Breakfast, Fresh Fruit and Vegetable, After School Snack and Summer Food Service Programs. Our meals are USDA Healthy Certified and have been awarded the Healthier US School Challenge Gold Award of Distinction.

We provide a clean, relaxed atmosphere, in which students can enjoy nutritious meals. Due to the federally funded program, commercial foods (McDonald’s, Burger King, etc.) are not permitted in the cafeteria or common area. Students are not allowed to bring soft drinks and should not be sent to school with glass containers.

The cafeteria uses computer accounting which tracks the number served and the activity in each student’s account. Breakfast/lunch will be at no cost for the 2015-16 school year.

Parent encouragement of good behavior is vital for a pleasant atmosphere for both students and adults. In order to keep the cafeteria clean and pleasant, the following rules need to be followed:

- The serving area is a QUIET zone. Students do not talk unnecessarily.
- There should be no line skipping or letting someone in front of you.
- Students should obtain everything on the first trip through the serving line; such as: milk, food, utensils, napkins, etc.
- Students should respect cafeteria/school staff at all times.
- There should be no flipping, throwing food, or bothering another student’s tray.
- The floor, seat, and table space should be left clean.
- Students will not change seats or tables unless instructed by an adult.

Parents visiting during lunch are welcome to eat with their child. We ask that you eat only with your child. Family members are welcome to eat with a child as long as permission has been granted by a parent/guardian and approved by the principal.

Discipline

Bogalusa City Schools’ Code of Conduct provides consistency, direction and support for parents, students and teachers. The ideal classroom environment is one free from disruption, one in which teachers can teach and students can learn. We will use a three tier intervention process to influence positive student behavior. These interventions are crucial to helping students succeed.
School Wide Code of Conduct:
- C- Come Prepared
- L- Listen and Learn
- A- Always Respectful
- W- Willing to be Responsible
- S- Safety Assured

Refer to the Bogalusa City School District Handbook for Students and Parents for further details regarding rules of conduct and possible disciplinary actions.

Good Citizenship
Developing young people into citizens who are responsible and respectful must always be a primary focus for our students and staff. Habits of responsible citizenship enhance academic achievement.

The following items are not allowed at school:
Toys, cards, knives, fireworks, glass containers, beepers, cell phones, videos, electronic games, headsets, and other electronic devices. Refer to the Bogalusa District Handout for other items not allowed at school. The only exception would be an item that the teacher has requested for educational purposes. If it is permissible, you will receive a letter from the teacher. If brought to school, the item will be taken away and returned at the end of the year or directly to the parent or guardian of the student. It will cost you a fee to pick up a cell phone that has been taken from your child(ren). See the Bogalusa District Handout for information on cell phones, also.

Anti-bullying Policy
Bullying is a form of aggression, and it occurs when a person(s) willfully subjects another person (victim), to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) of any school site or school-sponsored activity or event.

Bullying is not allowed at Byrd Avenue Primary. All students have a right to a safe and healthy school environment. Behavior that infringes on the safety of any student will not be tolerated. See the Bogalusa District Handbook for information on bullying.

Dress Code
Bogalusa City Schools believes that a dress code policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for student by removing many of the distractions associated with various types of clothing.

The principal will make the final decision as to what is considered proper or improper dress according to the guidelines provided. Any substantial complaint concerning dress code shall be dealt with by the school administration.
All Bogalusa City Schools, students are required to adhere to the dress code policy. Students attending Bogalusa City Schools will be required to wear uniforms to class. Uniforms shall be worn as follows:

Students attending Byrd Avenue Primary will be required to wear uniforms to class. Uniforms should be worn as follows:

**Boys:** Red polo style shirt with 2 to 3 buttons and collar; red sweatshirt; or red School Spirit shirt
- Khaki pants-pleated or straight front
- Khaki shorts in close proximity to the knee
- No outside labels on khaki pants

**Girls:** Red polo style shirt with 2 to 3 buttons and collar; red sweatshirt; or red School Spirit shirt
- Khaki pants-pleated or straight front
- Khaki skirt, jumper, or shorts in close proximity to the knee
- No outside labels on khaki pants

All students may wear layered undershirts in solid white or school colors.

**Other Dress Code Requirements**
Jackets: School affiliated and/or navy blue or black coats and jackets may be worn. Any heavy coat may be worn when weather is 32 degrees or lower.
- Students are not to wear clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.
- Footwear must be worn properly fastened. Footwear should be a conventional shoe with a back. Slippers, sandals without back straps, and flip-flops are unacceptable. Solid black or white socks shall be worn when appropriate.
- Students are expected to exhibit good hygiene and appropriate dress. If the administration determines a change of clothing is needed, students will be asked to call home.


Students should have their names in all clothes that are removed; such as, sweaters, sweatshirts, jackets, backpacks, etc. Please check Lost and Found when your child is missing items.

Please send a change of clothing for Pre K and Kindergarten students.

**Special Events**
Students may purchase school spirit shirts from the office. Order forms will be sent home. The price of school shirts will be $9.00. Students can wear these shirts instead of the polo style shirts with their khaki bottoms. The teacher will notify you of special plays/programs that will be held at Byrd Avenue Primary. Due to these programs, students may need to wear clothing different than school uniforms. Also, once a month, we designate a Friday for a “Dress Down”
day. Students wear clothing of their choice for $1.00. A note will be sent home to inform you of the “Dress Down” day.

**Report Cards**

Report cards are issued at the end of every nine weeks’ grading period throughout the school year. Progress reports are sent home 4 ½ weeks into each grading period.

Following is the grading scale for Kindergarten:

- **O** - 93-100
- **S** - 75-92
- **N** - 67-74
- **U** - Below 67

Following is the grading scale for 1st-2nd Grade students:

- **A** - 93-100
- **B** - 85-92
- **C** - 75-84
- **D** - 67-74
- **F** - Below 67

**Telephone Use**

No students are allowed to use the telephone except during emergencies. Permission to use the phone will be granted if the teacher, secretary, and/or administration feel that the call is necessary. Transportation arrangements for students should be worked out between child and parent prior to the start of the school day.

**Textbooks/Library Books**

Parents/Guardians shall accept full responsibility for the proper care, return, or replacement of textbooks/library books. If a book has been unduly abused, mutilated, lost, or destroyed, it must be paid for before issuing another one.

**Visiting the School**

Although parents are welcome, the teacher cannot be effective if interrupted during class time. If a conference is needed, please send a note or call the office ahead of time. Visits to the classroom should be scheduled with the teacher and cleared through the office.

All parents and visitors must report to the office before going into areas of the building. All parents must have a Visitor Pass from the office to go to any area in the school.

**Withdrawals/Telephone and Address Changes**

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. You will need to place the emergency contact on the student’s information form.
Parents should notify the school prior to a student’s withdrawal. A withdrawal form has to be filled out prior to a student entering another school system for records to be forwarded.

**Use of Internet**

Students will be given appropriate instruction in internet safety, security, and appropriate online behavior. The information sheet on Internet Use is enclosed in this handbook and needs to be signed and returned to the teacher.

**Parties**

In celebrating your child’s birthday, we are no longer allowed to accept cupcakes. It needs to be something healthy and nutritional. Please do not send invitations for parties to school to be handed out unless everyone is invited. There will only be two parties in the classroom: Christmas and End-of-the-Year.

**Snacks**

Your child will be permitted to buy snacks during recess. All snacks on school premises have to be healthy and nutritional, even if bringing them from home. I encourage you to purchase snacks at school because they follow the nutritional guidelines that we are required to follow. If your child brings a snack to school that does not follow the state’s nutritional guidelines, the snack will be taken. The cost of snacks is $1.00. If you want your child to purchase a snack(s), please send the snack money in quarters or one dollar bill amounts. We can’t accept pennies because we do not have time to count them. Send money daily, not weekly. We are unable to accommodate the cashing of checks or large bills.

**Field Trips**

For a student to go on a school-sponsored field trip, a permission slip must be signed and returned to school. All students are required to ride the school bus charted bus to their destination. Students are not allowed to ride with parents in a private vehicle. If parents want to go on a school-sponsored field trip, they have to be fingerprinted through the Bogalusa School Board Office, and the school board office will notify us of the approval or disapproval. Students cannot leave from the destination with their parents/guardians. They must ride back on the bus.

Students who have had good classroom behavior will be allowed to attend field trips. Students earning a “D”, “F”, “N”, or “U” on their report card in behavior will not be allowed to attend unless a parent goes with them. Students who repeatedly have detention or suspended two or more times will not be allowed to attend field trips. Students must be accountable for their behavior.

**Medicine**

No teacher can give medication. Medication is given by the secretary, nurse, or principal/principal designee. In order for medication to be given at school, a doctor has to sign for this medication to be distributed. Parents need to pick up a medical packet to be completed by the doctor. Medication must be brought to school by the parent in the original container.
Over-the-counter medication will not be administered. Students are not allowed to bring any type of medication to and from school.

**Property Damage**
Students who destroy school property shall pay for such destruction or damage according to the value set by the administrator but not to exceed the cost of full repair or replacement.

**Student Information/Emergency Sheets**
***These sheets are very important. They provide us with the needed information for emergency situations. PLEASE RETURN THESE IMMEDIATELY! We will only allow students to check out to the persons who have been listed on the emergency sheet. Please list at least 3 numbers. Update addresses and phone numbers as they change.

**PUBLIC NOTICE**
Bogalusa City Schools adhere to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, Bogalusa City Schools do not discriminate on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act); or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding the policy may contact Karla McGehee, 1705 Sullivan Drive, P.O. Box 310, Bogalusa, LA.
PLEASE FILL OUT AND RETURN AS SOON AS POSSIBLE.
IN CASE OF AN EMERGENCY OR ILLNESS, WE NEED AT DISPOSAL THE FOLLOWING INFORMATION:

CHILD’S NAME: ___________________________________________
HOME NUMBER: ___________________________________________
BUS NUMBER: _________ CAR RIDER: _________
MOTHER: _________________________________  FATHER: _________________________________
SIBLINGS: _____________________________________________
ADDRESS: _________________________________  ADDRESS: _________________________________
OCCUPATION: _________________________________  OCCUPATION: _________________________________
WORK NUMBER: _________________________________  WORK NUMBER: _________________________________
CELL NUMBER: _________________________________  CELL NUMBER: _________________________________

EMERGENCY NUMBERS: (PLEASE GIVE THE NAMES & NUMBERS OF THE PERSONS WHO HAVE PERMISSION TO PICK-UP YOUR CHILD IN CASE YOU CANNOT BE REACHED. PLEASE BE SURE TO LIST AT LEAST THREE VALID PHONE NUMBERS.)

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PLEASE LIST OTHER PERSONS AUTHORIZED TO TAKE YOUR CHILD FROM SCHOOL CAMPUS.

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PLEASE FILL IN ALL BLANKS ABOVE. IF YOU DO NOT HAVE A PHONE, PLEASE LIST A FRIEND OR NEIGHBOR WHO CAN EASILY REACH YOU. WE MUST HAVE AT LEAST 3 PHONE #’S OF PERSONS WHO CAN BE REACHED IN CASE OF AN EMERGENCY. PLEASE LET THE INDIVIDUALS KNOW YOU HAVE LISTED THEM. IF YOUR CHILD HAS A MEDICAL CONDITION SUCH AS ALLERGIES, OR OTHER LIFE THREATENING CONDITIONS, PLEASE CHECK THE BOX [ ] AND LIST THEM BELOW. ALSO BE SURE TO ADVISE THE TEACHER OF THESE CONDITIONS. IF THERE ARE LEGAL PROBLEMS INVOLVING YOUR CHILD, PLEASE NOTIFY THE OFFICE. IF YOUR INFORMATION CHANGES THROUGHOUT THE YEAR, PLEASE NOTIFY THE OFFICE.
Dear Parent(s),
As you know, the price of school materials has increased greatly over the last few years. At Byrd Avenue Primary, we would like to encourage our students to take pride in their school books and materials.

Please do not misplace or leave them out in the weather.

As a school, we can’t afford to buy new books every school year; therefore, we are asking our parents to help our students be responsible with all materials belonging to Byrd Avenue Primary. You will be asked to pay for a ruined or misplaced textbook/library book, but we would rather have all of our books turned in at the end of the school year.

Thank you tremendously for your help in this matter.

Sincerely,
Melissa F. Moses, Principal

Child’s Signature _________________________________

Parent’s Signature _______________________________
STUDENT HANDBOOK FORM

My parent(s) and I have read the Byrd Avenue Primary School Parent/Student Handbook. If I was not able to read or understand the book, my parent(s) explained it to me. We understand the rules of the Parent/Student Handbook.

Student Signature ____________________________________________

Parent(s) Signature ____________________________________________

Date ________________

(Please sign and return.)
Please complete the attached forms and send them back to school with your child.

**Checklist of Letters to Send Back to School**

_____ **(Most Important) Emergency/Information White Card (Each person who can check out the student must put their signature on the WHITE CARD.)**

_____ Parent & Student Consent Form (Internet, Honor Roll Lists, Online Resources, pictures, video, etc.)

_____ Receipt of Student Handbook Form

_____ Textbook Responsibility

_____ Bogalusa City Schools’ Code of Conduct (This is an additional handout. We need the last page signed and returned. You keep the handbook.)

(YOU DO NOT HAVE TO SEND THIS PARTICULAR PAGE BACK TO SCHOOL. THIS PAGE IS JUST FOR YOUR OWN USE TO BE SURE YOU ARE RETURNING ALL NECESSARY FORMS.)

THANK YOU!!!