

Rhonda Gillard
Principal

Jeanne Daigle
Assistant Principal



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BELL SCHEDULE:

8:10 Arrival
8:25 Class begins/Tardy Bell
3:25 Dismissal

REGULAR LUNCH SCHEDULE:

Leap Connect: 11:25-11:45
Pre-K: 12:10-12:30
Kindergarten: 11:50-12:15
1st Grade: 12:00-12:25
2nd Grade: 11:30-11:55
3rd Grade: 11:15-11:45
4th Grade: 11:40-12:05
5th Grade: 11:10-11:35

Message from the Principal:

Dear Bluff Ridge Primary Students and Parents,

I hope everyone had a Fantastic Summer! Whether you are new to Bluff Ridge, or a returning student/family, we look forward to you being part of our Falcon Family. Our mission is to partnership with students, families, faculty, central office and community resources to work together to reach the highest level of academic achievement for all students. It is our vision to create and sustain a positive school culture that puts students first and ensures every student achieves social, emotional and academic success. We welcome you to get involved in our school and encourage every student and parent to embrace the opportunity to make this a great school year!

This handbook is designed to help build a successful partnership between school and families by providing you with information about policies and procedures for Ascension Parish School System and Bluff Ridge Primary.

We are excited about this upcoming school year and looking forward to creating some AWESOME memories!

Sincerely,

Rhonda Gillard

School Calendar

Ascension Parish School System

August 4-8, 2022	Professional Prep. Days
Tuesday, August 9, 2022	1 st Day Students Attend
Friday, September 16, 2022	Staff Development (Student Holiday)
Friday, January 13, 2023	Staff Development (Student Holiday)
Wednesday, May 24, 2023	Last Day Students Attend
Thursday, May 24, 2023	Official Closing of School

HOLIDAYS

September 5, 2022	Labor Day
October 10-12, 2022	Fall Break
November 8, 2022	Election Day
November 21 – 25, 2022	Thanksgiving Holidays
December 22 – January 4, 2023	Christmas Holidays
January 16, 2023	Dr. Martin Luther King's Birthday
February 20-22, 2023	Mardi Gras
April 7-14, 2023	Easter Holidays

GRADING PERIOD ENDINGS

October 7, 2022	1 st Grading Period
December 21, 2022	2 nd Grading Period
March 14, 2023	3 rd Grading Period
May 24, 2023	4 th Grading Period

PARENT-TEACHER CONFERENCE DAYS (Primary Schools)

October 24, 2022
March 20, 2023

Falcons "RISE" to the challenge!

Responsibility-- Responsible means trusted, dependable, and reliable. Prepared means that you get ready beforehand.

Integrity—Integrity means being honest and having a strong moral principle.

Safety-- Safe means in a way that does not cause harm.

Excellence—Excellence means to develop skills and habits for successful learning.

All Class Fees and Sales can be PAID ONLINE!

Online School Payments can be made at <https://apsb.schoolcashonline.com/>



BLUFF RIDGE PRIMARY SCHOOL
2022-2023 Year-at-a-Glance
Early Dismissals and School Holidays



Date(s)	Activity	Time
Thursday, August 4 – Monday, August 8	Preplanning	
Tuesday, August 9	Students First Day	
Monday, September 5	Labor Day Holiday	Holiday
Wednesday, September 7	Q1 Interim Reports Go Home	
Thursday, September 15	Early Dismissal (Strategic Planning)	1:25pm
Friday, September 16	Staff Development Day	Student Holiday
Friday, October 7	1 st Grading Period Ends	
Mon., October 10 – Tues., October 11	Fall Break Holidays	Holidays
Tuesday, October 18	Early Dismissal (Strategic Planning)	1:25 p.m.
Monday, October 24	Parent/Teacher Conferences (Parent/guardian only) / Report Cards	Student Holiday
Tuesday, November 8	Election Day	Holiday
Thursday, November 10	Early Dismissal (Strategic Planning)	1:25 p.m.
Monday, November 14	Q2 Interim Reports Go Home	
Mon., November 21– Fri., November 25	Thanksgiving Holidays	Holidays
Tuesday, December 6	Early Dismissal (Strategic Planning)	1:25 p.m.
Wednesday, December 21	2 nd Grading Period Ends	
Wednesday, December 21	Early Dismissal (Vertical PLC/ PD)	1:25 p.m.
Thursday, December 22- Wednesday, January 4	Christmas Holidays	Holidays
Tuesday, January 10	Q2 Report Cards Go Home	
Thursday, January 12	Early Dismissal (Strategic Planning)	1:25 p.m.
Friday, January 13	Staff Development Day	Student Holiday
Monday, January 16	Dr. Martin Luther King Holiday	Holiday
Monday, February 6	Q3 Interim Reports Go Home	
Tuesday, February 7	Early Dismissal (Strategic Planning)	1:25 p.m.
Monday, February 20-Wednesday, February 22	Mardi Gras Holiday	Holidays
Tuesday, March 7	Early Dismissal (Strategic Planning)	1:25 p.m.
Tuesday, March 14	3 rd Grading Period Ends	
Monday, March 20	Parent/Teacher Conferences (Parent/guardian only) / Report Cards	Student Holiday
Thursday, April 6	Early Dismissal (Strategic Planning)	1:25 p.m.
Friday, April 7-Friday, April 14	Easter Break	Holidays
Friday, April 21	Q4 Interim Reports Go Home	
TBA	LEAP TESTING	
Tuesday, May 9	Early Dismissal (Strategic Planning)	1:25 p.m.
Monday, May 22	Early Dismissal	2:25 p.m.
Tuesday, May 23	Early Dismissal	1:25 p.m.
Wednesday, May 24	Students' Last Day Early Dismissal	12:25 p.m.
Thursday, May 25	Report Cards Mailed	

***Spring Testing Dates will be announced at a later date**

Grading Period Ends
Friday, October 7, 2022
Wednesday, December 21, 2022
Tuesday, March 14, 2023
Wednesday, May 24, 2023

Reports Cards Go Home
Monday, October 24, 2022
Tuesday, January 10, 2023
Monday, March 20, 2023
Thursday, May 25, 2023

Bluff Ridge Primary Rules and Regulations

ARRIVAL AND DEPARTURE

Supervision is NOT provided for students who arrive before 8:10 am or remain later than 3:25 pm. Although faculty and staff may be on campus before 8:10 am each day, they have other duties they may be responsible for and cannot commit to supervising students at this time. These procedures are designed for the safety and well-being of your child. Please adhere to these time frames.

Student Check-Outs and Check-Ins

If your child arrives at school after 8:25 a.m., an adult **must** accompany the child to the office to sign him/her in for the day. Students who check in late or leave early will be considered absent or tardy from any subjects they miss. A record is kept of all absences and tardiness. If you need to pick up your child during the school day, you must come in and sign out your child. Only adults 18 years or older who are on the student's contact list may check a student out of school. Anyone checking out a student will be asked to present a picture I.D. No student will be allowed to check out after 3:00 unless it is an extreme emergency. If you need to check your child out for any reason, please make sure you arrive prior to 3:00. **For safety reasons, no one is allowed to remove his or her child at the bus or car/ daycare van area.**

Legal Custody

If there is a legal custody dispute involving your child, the parent, foster parent, or caregiver who is awarded legal custody of the child by the court or the state, the school must be supplied with a current copy of the court decree. Release of the child from that point forward will be determined by the instructions in the court or state decree. Without such a legal document in the child's file, in accordance with Louisiana law, the child may be released to either parent, upon presenting proper identification. Bluff Ridge Primary School will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be able to visit the child at the school, or who shall be able to pick up the child, until courts have decided the legalities of the issue. One parent instructing staff that the other parent is not to see or receive the child will not be accepted without a current legal document or restraining order. **School administrators will only use the current document that is on file at the school.**

Attendance

Elementary students (K-8) must be present a minimum of 170 days to be eligible to receive credit for the course taken. In accordance with Louisiana attendance laws, students may be excused for whole or partial day absences for the following reasons: personal illness with verification by a licensed healthcare provider (notes written by legal guardians will not be accepted as an excused absence), serious illness in the student's immediate family, death in the student's immediate family (copy of obituary must be presented), or appearance in court required by subpoena. The school must receive documentation within three days of the student's return to school for an absence to be excused. Students are permitted to make up any schoolwork that is missed.

For Semester 1 (Aug-Dec) at 5 Unexcused Absences, your child will be referred to the Office of Child Welfare and Attendance. For Semester 2 (Jan-May) at 7 Unexcused Absences, your child will be referred to the Office of Child Welfare and Attendance. For the complete details about the policy, please refer to the APSB handbook. This handbook can be accessed at www.ascensionschools.org. Hover over the 'Families' tab, click on 'Calendars and Publications', then click on 'Handbooks.'

School Visitor

Bluff Ridge Primary School strives to provide students, parents, and other visitors with a safe, warm, and welcoming environment. Parents are encouraged to participate in school events and visit the school often. To maintain and ensure the safety of your child, the following rules exist:

- Visitors will not be granted entry to school and/or will be asked to leave if the following exist:
 - Wearing of clothing that promotes sex, drugs, alcohol, violence, or hatred
 - Use of inappropriate language
 - Making threats or impolite treatment of students, staff, or other visitors
- All visitors are required to sign in and sign out through the front office and wear a visitor's badge.
- If you are an employee of APSB visiting Bluff Ridge Primary School, please sign in and out through the front office like other visitors.

Class Request

We use a variety of data sources to ensure our classes are well balanced and designed to best meet the needs of each individual child. Therefore, we are unable to take parent/guardian request for specific teachers or class placement. We want to assure you that much thought and consideration is taken in placing each child in an appropriate class setting.

Birthdays and Other Special Days

In order to protect our valuable instructional time, the following rules must be adhered to:

- Students are **not** permitted to receive deliveries of flowers, cookie bouquets, balloons, or other gifts during the school day or delivered to school.
- Birthday parties are **not** permitted during school hours. This includes sending cupcakes, cakes, or other treats to the classroom or cafeteria.
- Students may not distribute party invitations at school unless the entire class or all of the boys or all of the girls are invited.
- Employees may not give out the names, phone numbers, or address of other students to parents or children.
- Class parties are limited to CHRISTMAS and EASTER only. If you send treats, please send individually wrapped treats. **Please do not send homemade or baked goods.**
- The Christmas Party, Easter Party, and class field trips are events for the students at Bluff Ridge Primary School. **While we welcome parents/guardians to attend these events, we ask that siblings and/or other children of any age who are not enrolled at Bluff Ridge Primary School not attend these events.** This is to keep everyone safe and ensure there is enough space for our students to enjoy these events.
- Our Thanksgiving, Christmas, and Easter lunches are very popular events that many families look forward to each year. The holiday meals will be served to all students; however, due to the extremely high turn-out of these events, we have to divide the holiday meal invitations by grade levels and limit the number of guests to **two** per student.

Pre-K, K, Leap Connect, and 5th grade students' guests will be invited to the Thanksgiving lunch

3rd and 4th grade students' guests will be invited to the Christmas lunch

1st and 2nd grade students' guests will be invited to the Easter lunch

Cafeteria

Bluff Ridge Primary offers a complete breakfast and lunch meal program. Students have the option of eating the meal provided by the cafeteria or bringing a bagged lunch from home. No outside food, other than a bagged lunch prepared at home may be brought into the cafeteria to be consumed by the students or visitors. A bagged lunch does not include food items that must be heated. Carbonated beverages are not allowed at school. Students are not permitted to purchase items from vending machines located in the teacher's lounge. Purchase of snacks from the cafeteria is permitted. VIOLATIONS OF THIS RULE COULD RESULT IN OUR SCHOOL LOSING FEDERAL FUNDING. Please be cooperative in this matter.

All school meals must be paid for in advance of the meal service. The cafeteria's computer software allows for prepayment of meals by the day, week, month, and even year. School calendars and meal payment notices sent home with the students serve as a reminder to send money for school meals. To ensure that every child receives a meal, the Child Nutrition Program will extend a three-day grace period to the students in PreK-8th grade with no money in their accounts. This is for LUNCH ONLY. After the fifth day of the grace period, balances must be paid in full or the student's plate will be pulled, and an alternate lunch will be provided.

If you do not want your child eating breakfast at school, please send a note and the account will be flagged in case your child tries to purchase breakfast. Money for days absent or overpayment will remain in your child's account if s/he is enrolled in an APSB school. It will carry over to the next year or school.

Free/Reduced Lunch: Parents are encouraged to apply for free or reduced-price meal benefits; however, parents are required to pay for meals until benefits are approved. **A new free/ reduced lunch application is needed each year.**

APSB Prices	Breakfast	Lunch
Reduced	\$.30	\$.40
Primary Full Pay	\$1.45	\$2.70
APSB Employee	\$2.05	\$4.35
Visitor	\$2.30	\$4.60

MEDICATION POLICY

As a general principle, medication will not be given at school. However, in extreme cases when the taking of medication is necessary for a child to be able to attend school, state law requires certain conditions be met. The State Board of Elementary and Secondary Education (BESE) and the Louisiana State Board of Nursing to ensure the health, safety, and welfare of children who need medicine during the school day have put these required conditions in place. The requirements are:

1. Complete all the required information, sign the PARENT/GUARDIAN REQUEST/CONSENT form, and return it to the school office.
2. A Louisiana licensed physician/dentist must complete and sign the PHYSICIAN'S ORDER FOR MEDICATION AT SCHOOL form and return it to the school office. A PHYSICIAN'S ORDER is also necessary for a medication that might ordinarily be available over the counter.
3. A parent or guardian must deliver medication. Students are not allowed to transport medication of any kind. This is in violation of the APSB drug policy.
4. The parent or guardian must count and document the amount of medication delivered to the school with the designated school personnel. Do not send medication with the student.
5. No more than a 35-day supply shall be brought to school.
6. Medication must be in a container and properly labeled from a pharmacy.
7. Provide names and telephone numbers of persons to be notified in case of a medication emergency.
8. Administer the initial dose of medication outside of the school jurisdiction allowing at least 12 hours observation for adverse reactions before the student returns to school.

At the beginning of each school year and anytime there is a change in medication (e.g. dosage or time) a new PARENT/GUARDIAN REQUEST/CONSENT form and a PHYSICIAN'S ORDER FOR MEDICATION AT SCHOOL form must accompany the new medication. Under no circumstances will a parent be allowed to make changes in dosage or time of medication without a written doctor's order.

Illnesses/Communicable Diseases

No pupil suffering from any communicable disease shall be permitted to attend public or private schools in Louisiana. The principal shall exclude any child from the school who is suspected of having any communicable disease, pending an examination and report by a registered physician or health officer. This includes ringworms, lice, pink eye, and any other contagious disease or symptoms. Any student sent home from school with fever or any type of viral symptoms should not return to school for at least 24 hours after symptoms cease.

Accidents

Teachers are assigned to duty on the school campus each day and at every recess. Your child is appropriately supervised in the classroom and on the campus. However, accidents do happen. In the event that an accident does happen, your child will receive immediate attention. We will contact you or an emergency number as soon as possible. Your child will be made as comfortable as possible until you arrive at school to take care of the matter. In extreme emergencies, the principal or designee reserves the right to take proper action in assuring that the student receives the medical attention that is necessary.

Grading System

Bluff Ridge Primary will adhere to the Ascension Parish Grading system as follows:

ASCENSION PARISH SUMMARY OF GRADING AND PROMOTION

Grading Scale:	93 -100 = A	4 quality points
	85 - 92 = B	3 quality points
	75 - 84 = C	2 quality points
	67 - 74 = D	1 quality point
	0 - 66 = F	0 quality points

- Grades 1-5 – Teachers shall use letter grades on report cards and in the grade book.
- Grades 1-12 – Fractions of .5 and above will warrant the next higher letter grade or percentage grade.
- A student is required to have at least a 1.0 overall average and a 1.0-second semester average to pass for the year.
- In grades 1-12, a failure the second semester is a failure for the year regardless of the grades of the first semester.

Counselor

Our guidance counselor is available to students who need assistance with any problem they might have. Issues the counselor may see students about include interpersonal skills, adjustment problems, loneliness, problem solving, death, and divorce, just to name a few. Parents are invited to discuss any difficulties that they feel may be hindering the progress of their child. Parents should make an appointment to be sure the counselor is available when they visit the school.

Personal Items

All personal items belonging to students should be labeled with the student's name. Anything lost should be reported to the teacher. Anything found should be turned into the office. Students are to check for lost items at recess or before school. Articles left at the end of the year will be taken to a donation site.

Students are not allowed to bring any items to school to sell or trade for personal profit. Items will be held in the office until a parent is able to pick them up. Students are not allowed to bring toys, gadgets, electronic devices, fidget spinners, or other items that are not part of the instructional program. Such items will be confiscated by the teacher or bus drivers and parents will be required to claim them from the school.

Students in grades PreK-5 cannot use any cell phones or any other personal electronic devices (MP3 device, smart watches, personal texting devices, iPods, iPads, tablets, etc.). In the event of a violation of this policy, the cell phone or electronic device will be confiscated and must be claimed by the parent from the principal or principal's designee. The parent/ guardian must come to school to retrieve the device.

Note: The school is not responsible for the loss or non-permitted objects at school.

Transportation

BUS RIDER PROCEDURES

Bus drivers utilize the same discipline program on their buses that teachers use in their classroom. The bus driver must insist on appropriate behavior on the bus. If there is a problem with a student, the driver will contact the parent to help resolve the problem. Parental and student cooperation will help make your transportation safe and comfortable. The school bus is provided for your convenience and is a privilege. The student has the responsibility of following the rules and regulations to enjoy this privilege. If a student misbehaves on the bus, the student may qualify for disciplinary action, suspension, or expulsion from the bus. Determination of suspension or expulsion from the bus will be at the discretion of the principal or assistant principal. Students must follow school rules at all times as well as on the bus.

- If your child is nine years old or younger, **an adult must be present at the bus stop in the afternoons** in order for the child to be allowed off of the bus. If there is no adult visible to the driver, your child/children will be brought back to school and will have to be picked up by an adult on his/her check-out list.
- Bus pick-up and drop off times are estimates and will likely vary from day to day. In order for you to avoid missing the bus, **please have your child/children waiting at the bus stop at least fifteen minutes before the estimated pick-up time** that the driver gives you.
- **Parents or other non-employee adults are not permitted to board the bus at any time.**

If changes need to be made to a student's regular mode of transportation, those **transportation changes must be made in writing through the office**. Students are not permitted to get off at a different stop unless it is approved by the office and with written permission from the parent. The office cannot take an email, telephone, or fax request to change transportation plans. This is for the protection of your children.

Be sure to sign up to receive Remind messages for your child's assigned bus in order to receive updates regarding changes to pick-up and drop off times.

CAR RIDER PROCEDURES

- Please remember that **instruction begins at 8:25 in the morning**, so car riders should **arrive to school no later than 8:23**.
- If you arrive **after 8:25, you will be asked to park in our parking lot and go into the school to check in your child.**
- If your child needs to eat breakfast, you should arrive no later than 8:15. The cafeteria will close at 8:20 to allow all students to get to class on time.
- Students who ride home in a car on a **REGULAR** basis will be issued an official car tag with an identification number. Only those who ride home in a car on a **REGULAR** basis will receive a tag.
- The car tag with identification number must be visible when picking up your child/children.
- For students who are occasionally picked up, a parent must send a car rider note to school. If you do not have a car tag, you will be asked to park in our parking lot and enter the school, show ID, pick up temporary tag, and proceed through the car rider line to pick up your child. We highly encourage the person picking up in carpool to report to the front office before 3:00 pm.

Morning Drop Off:

- Enter the parking lot at the first entrance coming from I10.
 - Merge into Carpool Lanes A, B, C, or D. Lanes A and B will then merge into Lane 1, while Lanes C and D will merge into Lane 2.
- (Morning Only)**
- Lanes 1 and 2 will be unloaded at the same time to move the lines quickly. All cars should be completely stopped and placed in park during the unloading process.
 - If you are dropping off a Pre-K student, please merge into Lanes C or D in order to utilize the right lane (Lane 2), closest to the building. Once parked, roll the window down to signify you need assistance with getting your child/children out of the vehicle.
 - Duty teachers will signal with a whistle to alert students it is time to unload from the vehicle.
 - Students should exit from the **right (passenger) side** of the vehicle.
 - Vehicles will remain stopped and in park until all students have unloaded, then will be signaled by the duty teacher to exit the parking lot.
 - When exiting the parking lot, cars in the left lane must turn left and cars in the right lane must turn right.
 - All students must be dropped off from the carpool line. Students should not enter or exit the school from a parked car.
 - Listen and watch duty teachers to ensure safety for all students.
 - Smoking and cell phone use prohibited within the carpool line.
 - If coming from Airline on Highway 73, be sure to leave a gap at the bus entrance for buses to enter and exit.

Afternoon Pick Up:

- Students will be issued a car tag. Each family will receive two tags. Additional tags may be purchased in the front office. Please display this tag from the rearview mirror in your car during dismissal time. Duty teachers will call out your child's number to alert him/her. All children within the family should memorize their families assigned number.
- Enter the parking lot at the first entrance coming from I10.
- Merge into Carpool Lanes C or D **ONLY**. Lanes C and D will merge into Lane 2. **(Afternoon Only)**
- Vehicles will remain stopped and in park until all students have loaded, then will be signaled by the duty teacher to exit the parking lot.
- When exiting the parking lot, cars in the left lane must turn left and cars in the right lane must turn right.
- **For safety reasons, parents must go through the carpool line. Students may not be removed from the car rider area to walk to a parked vehicle.**
- If your child needs assistance buckling the seat belt, please pull up into the parking lot to buckle your child.
- Listen and watch duty teachers to ensure safety for all students.
- Smoking and cell phone use prohibited within the carpool line.
- If coming from Airline on Highway 73, be sure to leave a gap at the bus entrance for buses to enter and exit.
- Any car without a tag will be asked to park and sign out the child in the office to ensure the students' safety.

Home-School Communication

We believe that maintaining open lines of communication between school and home is of utmost importance. If you have questions or concerns regarding your child, please follow our protocol of contacting your child's teacher first, either via email or by calling our office at (225) 391-2050. The easiest method to use to communicate with teachers is email. The teachers, however; will not interrupt instructional time to send and receive emails. Please allow faculty/staff members 24 hours to respond to emails. Your patience is appreciated.

Communication Binder

Students in K-5 have communication binders for parent/ teacher communication.

School Messenger & Remind101

In the event of school closures, transportation changes, drills, etc., parents will be notified via school messenger and/ or Remind 101. **Be sure to sign up to receive Remind101 messages.** Text the message **@9gbg9e** to the number **81010** or open your web browser and go to the following link: **rmd.at/9gbg9e**. Follow the instructions to sign up for Remind. You will be prompted to download the mobile app.

Online Returning Student Form

Parents of returning students should have received an email in July containing your child's snap code. Each student who finished the school year with us last year, should complete a RETURNING STUDENT FORM. This form serves as an update for contacts as well as one to one contract, consents for internet, assemblies, sports etc, and student handbook page. Any student transferring between one of our public schools can use this online form as their registration packet for the new school. The English and Spanish returning form can be found on our schools' website. Please notify the school if any changes occur during the school year. You may notify the school guidance clerk via email at ora.spears@apsb.org

Monthly Calendar

School calendars are sent home at the beginning of each month. They contain important school information, including early release dates and times. Please check for one monthly.

Newsletters

Newsletters will be sent home by the teacher each Monday. Newsletters will include information about what skills the students are focusing on for the week. Additionally, assessment dates and other important classroom information can be found on the teachers' weekly newsletters.

Test Papers

Test envelopes with graded papers will be sent home weekly. These folders serve as one method of communication regarding your child's progress.

Conferences

It is the goal of the faculty and staff of Bluff Ridge Primary to work with students and parents as a team. There will be two assigned parent-teacher conference dates. Parents are encouraged to attend these conferences to discuss any concerns and learn about his or her child's progress.

At any time during the school year, parents may request a conference with a teacher or administrator. This may be done by calling the school office at (225) 391-2050 or by sending a note or email directly to the teacher. All conferences must be scheduled at an appointed time. If you are unable to attend a scheduled conference, please call in advance to cancel and reschedule. **Classroom concerns should be addressed with the teacher before administration is contacted.**

Homework

Homework is assigned to reinforce skills that have been taught in the classroom. Students should not spend an excessive amount of time on homework. If your child does not have homework, encourage them to read or show you what they learned that day. Ask questions and encourage them to talk about what they are learning at school.

Websites/ Facebook

Websites maintained by the district and school can be found at www.apsb.org. Our school website can be found by clicking on our school name under the listing of primary schools. Online payments, school information and student grades can be accessed from these sites. Facebook will be updated with important information throughout the month. You can find our Facebook page by searching Bluff Ridge Primary.

Dress Code

Uniforms

Following the APSB uniform policy, helps to maintain order on campus, teaches responsibility, and helps students to follow our schoolwide expectations daily.

Students will be expected to adhere to the following:

PANTS, CAPRI PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS, DRESSES

- Shall be khaki (no glitter, shimmer, or other color distraction is permitted)
- Shall fit properly at the waist
- Shorts, skirts, and jumpers must be clearly no more than 3 inches above the kneecap
- Dresses shall be navy, polo-style, with 2, 3, or 4 buttons (no snaps or zippers) with long or short sleeves (no sleeveless or cap sleeves)

SHIRTS / BLOUSES

- Shall be navy oxford, knit, or broadcloth with a collar
- Cannot have labels
- Must always be tucked in

SWEATSHIRTS / SWEATERS / JACKETS (IN INSTRUCTIONAL SETTINGS)

- Shall be solid navy, gray, black or shall be the designated school sweatshirt.
 - The designated school sweatshirt is the sweatshirt sold at school with the official logo
 - Personalized, monogrammed, or vinyl designs will **NOT** be allowed in instructional settings

JACKETS / COATS (OUTDOORS)

- May be any color except jean or camouflage

SHOES AND SOCKS

- Shall be closed in shoes
- Socks and/or leggings shall be solid white, solid khaki, or solid navy

HAIR

- Must be neat, clean, and well groomed.
- No extreme hairstyles
- Hair colors may only be natural colors (i.e. No blue, green, pink, etc.)

JEWELRY / BELTS / ACCESSORIES

- Necklaces and bracelets of any type may **NOT** be worn
- No more than one stud type earring may be worn in each earlobe; no dangling earrings
- Belts must be solid brown, black, or navy. They must be worn on any pants/short/skirts/skort that have belt loops.

The above are a few highlights from the uniform policy. For the complete details about the policy, please refer to our parish handbook. The parish handbook can be accessed at www.ascensionschools.org. Your adherence to these policies is appreciated!

Spirit Days

This year "Spirit Days" will be every Wednesday. **All** students may wear their Spirit Shirt tucked into their uniform pants/shorts with a belt (if belt loops are present). Spirit shirts may be purchased for through the school office.

Dress Down Days

Occasionally, the school will designate specific days as free dress or “dress down” days. Some of these days will be at no cost and some of the days will require a small fee to participate. On these days, students are expected to adhere to the following:

- No hats/caps (unless that specific privilege is “purchased”)
- No sunglasses (unless that specific privilege is “purchased”)
- No backless shirts, tank tops, or spaghetti strap tops
- No midriff baring tops
- No low-rise or extra baggy pants
- Shoes need to be closed toe and have a strap on the back. No heels please.
- No skate shoes (with wheels in soles)
- Proper length shorts (no shorter than 3 inches above the kneecap).
- No offensive logos/t-shirts
- No gang related apparel
- No camouflaged can be worn

*****Students not following dress code will call home for their uniform/appropriate clothes***

Discipline

At Bluff Ridge Primary we believe that students are responsible for their own behavior and that it is our responsibility to teach the children appropriate school behavior. It is also the daily responsibility of the school to assure that no single person interferes with the learning environment and that all students always feel safe. As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in the school, on campus, bus stop, or on the bus going to and from school (R.S. 17:48). It is the final responsibility of the principal to maintain discipline at each school or any school function. Students at Bluff Ridge are expected to be familiar with the rules set forth by the Ascension Parish School Board as defined in the Students' Rights and Responsibility Handbook.

Disciplinary Action

Consequences for inappropriate behavior are given with the purpose of changing the child's behavior, not as punitive. Determination of consequences for disciplinary offense will consider age, developmental level, motivation, intent, and previous disciplinary history of the child. The Principal or her designee will determine when offenses are extreme. School administrators may notify law enforcement officials whenever there is a belief that a criminal offense has been committed or when there has been a major disruption in the learning environment.

IN-SCHOOL SUSPENSION

The purpose of the In-School Suspension Program is to provide a sequence of intervention strategies designed to prevent and/or minimize the frequency of nonproductive social behavioral acts of students.

1. In as much as an In-School suspension is counted as a suspension toward expulsion, notice in writing must be provided as outlined in suspension.
2. **A parent or guardian must accompany the student to the ISSP room by 8:25a.m. The parent must also pick up the student at the ISSP room at 3:25 p.m. No suspended student is to ride to or from school with anyone but a parent/ guardian or emergency contact.**
3. **If an ISSP student is unable to attend due to an emergency or illness, the suspension will take place upon his/her return**
4. Students must remain for the complete day (8:25-3:25).
5. ISSP students will be counted as present for all days in the ISSP room and will receive credit for all work done in the program.
6. **Students must bring all materials needed to the ISSP room.** The student's teachers will assign work assignments. A student must complete all assignments before returning to the classroom.
7. Students who are suspended will not be allowed to participate in any extracurricular activities and/or school wide activities for the duration of their suspension. (e.g. Honor Roll Ceremony, Holiday Parties, Club activities, etc.)

OUT-OF-SCHOOL SUSPENSION

An Out-of-School Suspension is defined as temporary removal from a school day. Out-of-school suspensions cannot exceed more than 10 days.

Out-of-School Suspension is considered an unexcused absence.

Students who have received an out-of-school suspension will not be allowed to participate in or attend any extracurricular activities and/or school wide activities for the duration of their suspension. (e.g. Honor Roll Ceremony, Holiday Parties, Club activities, etc.)

Definition of Behaviors

Minor Form	Major Form
<p><u>1. Disruption</u> pushing chairs/desks out of frustration (not to harm others) low intensity, but appropriate disruptions</p> <p><u>2. Defiance</u> not responding to teacher refusing to do what teacher requests brief or low intensity failure to respond to adult requests</p> <p><u>3. Verbal/Nonverbal Disrespect</u> talking while the teacher is talking to student talking back, interrupting spit on others eye rolling mocking tone of voice refusal or noncompliance after request by an adult to stop the behavior</p> <p><u>4. Lying</u></p> <p><u>5. Inappropriate Language, Gestures, or pictures</u> uses profanity (frickin, crap, stupid, ugly, etc.) inappropriate gestures (gang signs, middle finger, grabbing crotch)</p> <p><u>6. Property Damage-</u> (minor)Student deliberately causes minor damage to property that can be repaired with little or no effort/funds.</p> <p><u>7. Forgery</u> signs parent's signature or teacher's signature</p> <p><u>8. Theft</u> Intentional stealing of minor items from teachers/students: school supplies, candy, small treats</p> <p><u>9. Teasing/Harassment/Bullying</u> spreading rumors gossip teasing Minor physical contact or verbal harassment that is not serious in nature, no prior incidents between students</p> <p><u>10. Other</u> cheating horseplay Brings a cell phone and uses without permission</p>	<p>1. <u>Willful disobedience</u> Defiance after receiving a minor that day Deliberate choice to break a rule or disobey a directive given by a person in authority.</p> <p>2. <u>Disrespect towards authority</u> Any act which demonstrates a disregard or interference with authority (exceeds basic norms of decency)</p> <p>3. <u>Uses profane language</u> racial slurs, name calling, swearing, or other words in an inappropriate manner</p> <p>4. <u>Is guilty of immoral or vicious practices</u> fakes threats (only if repeated within the same day.) Any act that is dangerous, aggressive, or perceived as disturbing/harassing and not conforming to standard behaviors or norms</p> <p>5. <u>Conduct injurious to others</u> Any act that causes pain, injury, or damage to another: kicking, biting, cutting hair/clothing</p> <p>6. <u>Disturbs school/habitually violates same rule</u> student who gets 1 minor within 2 weeks Behavior is continued</p> <p>7. <u>Major vandalism</u> damage to toilet; cuts/defaces school property; requires cost</p> <p>8. <u>Writes profane language/draws obscene pictures</u></p> <p>9. <u>Throws missiles</u> throws object with INTENT to do harm</p> <p>10. <u>Fighting</u> using fists; very hard pushing</p> <p>11. <u>Leaves area without permission/refuses to leave the area</u></p> <p>12. <u>Stealing</u> money things of value</p> <p>13. <u>Bullying/harassment</u></p> <p>14. <u>Unauthorized use of technology</u></p>

***Consequences will be given by school administrators.**

Positive Behavior Intervention Support (PBIS)

Positive Behavior Intervention Support (PBIS) is a program supported by our school and district. PBIS is a way to teach, promote, and encourage appropriate behavior and to reward students for following established rules. By establishing relationships with students and teaching them to meet our school wide expectations, PBIS supports students as they build their own capacity for self-control and self-discipline. Students who demonstrate the good behaviors or expectations are rewarded with school wide incentives. The goal of PBIS is to promote good behaviors instead of always focusing on the negative aspect of punishing undesired behaviors. The entire Bluff Ridge Primary faculty teaches students to follow the PBIS expectations throughout the entire school year. We love focusing on the positive.

BLUFF RIDGE PRIMARY

Dear Parent/Guardian,

Please remove this page and return to your child's teacher so the school will have a record that you have received and reviewed this Handbook. We hereby acknowledge that we have read and agree to adhere to the Bluff Ridge Primary Handbook. We agree that the student shall be accountable for ALL rules and regulations in this Handbook.

Parent's Signature

Student's Signature

Names of other children attending Bluff Ridge Primary School and grades of each:
