

# **BALL ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK**

### **2024-2025**



**89 Camp Livingston Road**

**Ball, LA 71405**

**Office: (318) 640-5394**

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*Christy Roberts*  
*Principal*

*Lauren Lloyd*  
*Asst. Principal*

*Elizabeth Mathews*  
*Lead Teacher*

*Deborah Tarver*  
*Secretary*

## 2023-2024

# School Calendar

In addition to the Rapides Parish School Calendar, please mark your calendars for the following dates so that you are able to make plans accordingly.

## 2024-2025 School Calendar

**August 5-7** Staff Professional Development

**August 8** School Opens for Students 1,3,5 grade

**August 9** 2,4,6 grade, Prek parent meeting

**August 12**  $\frac{1}{2}$  of Kindergarten,  $\frac{1}{3}$  of PreK **August 13**  $\frac{1}{2}$  of Kindergarten.  $\frac{1}{3}$  of Prek

**August 14** All of Kindergarten reports,  $\frac{1}{3}$  of Prekindergarten

**August 15**  $\frac{1}{2}$  of Prekindergarten **August 16**  $\frac{1}{2}$  of Prek **August 19** All of Prekindergarten

**Sept. 2** Labor Day

**Sept. 16** Staff Professional Development/Student Holiday

**October 9** End 1st Nine Weeks

**October 14-16** Extended Work Day for PTC.

**Oct. 17-18** Fall Break

**Oct. 21** Teacher PD Student Holiday

**Nov. 5** Election Day

**Nov. 11** Veterans Day Observed

**Nov. 25-29** Thanksgiving Break

**Dec. 20** End of Semester

**Dec. 23- Jan. 3-** Holidays

**Jan. 6-7** Staff Professional Development

**Jan. 20** Martin Luther King Day

**Feb. 10-13** Extended Work Day PTC

**Feb. 14-** Holiday

**Feb. 17-** Teacher PD Student Holiday

**March 3-4** Mardi Gras

**March 13** End 3rd Nine Weeks

**March 24-28** Extended Work Day PTC.

**April 18-25** Easter Spring Break

**May 22** End 4th Nine Weeks and End of 2nd Semester (Last Day for Students)

**May 23** Teacher Work Days



# MISSION STATEMENT



**At Ball Elementary we...**

**BUILD** ourselves and others up to  
**ACHIEVE** our greatest potential.

**We LEARN** from our mistakes and make  
**LASTING** changes to better ourselves,  
our school, our community, and our  
world.

## **Bobcat Rules**

1. We are **respectful** to ourselves and others.
2. We make **responsible** and safe choices.
3. We show **grit** and never give up.
4. We are **compassionate** through our words and actions.
5. We are **unified** as one family.



# VISION STATEMENT

Ball Elementary School  
shall provide a learning environment  
that allows students to develop  
academically, socially, and physically  
with a positive attitude toward self and others.  
We strive to join with parents and the community  
in  
preparing each child  
to become a productive citizen  
with a sense of responsibility  
and an interest in continued learning.



# DISTRICT VISION, VALUES, AND MISSION STATEMENT

Rapides Parish Schools are *relentlessly committed* to providing a supportive and innovative educational system that **engages** our community, **empowers** individuals, and **elevates** our people to their maximum potential.

## We Believe...

- ★ Our STUDENTS can and will achieve as well or better than any other students across our great state and across our country.
- ★ Our TEACHERS and STAFF can and will help our students achieve at such high levels.
- ★ Our PRINCIPALS and SCHOOL LEADERS can and will lead our teachers and students to these high levels.
- ★ Our PARENTS and COMMUNITY can and will support and celebrate this success.

## **District Values**

- ❑ All students will **read** on grade level by the end of 3rd Grade **(PK-3rd)**.
- ❑ Students in grades **4-8** will meet maximum **growth** targets, effectively engage in interests and opportunities, and make connections with high school and career opportunities.

## **NEW MISSION:**

***Rapides Parish Public Schools will increase the number of students meeting proficiency in all reportable categories by 10%.***

# Admissions

Every child is welcomed to our learning community. Parents should provide the following information when registering at Ball Elementary.

Birth Certificate	Immunization (Shot Record)
Picture ID (legal guardian)	Transfer Record (if available)
Social Security Card	Proof of Residency (electric bill or lease/mortgage No gas, internet, water, etc.)

## School Day

### **Arrival:**

- Ball Elementary school day is from 8:25 A.M. to 3:25 P.M.
- Do NOT park and walk students to the sidewalk or door. Students must be dropped off from their vehicle utilizing the car rider line.
- No students are to be dropped off or on campus before 7:50 A.M. (there will be no supervision until that time.)
- Car Riders will begin unloading at 7:55 A.M. after the buses unload.
- The front door will be closed at 8:25 A.M. After 8:25 A.M., you must come in to sign your child in. Your child will be marked tardy after 8:25 A.M.
- Excessive tardies, absences, and check outs will be reported to the Child Welfare and Attendance Office and/or Families In Need of Services.

### **Dismissal:**

- **THERE WILL BE NO CHECKING OUT AFTER 3:00 P.M.**
- A picture ID is required when checking a student out. NO EXCEPTIONS!
- Buses and daycares will begin dismissal at 3:25 P.M.
- Car riders will be dismissed at 3:30 P.M. after the buses are loaded.

### **Check Out Policy:**

- Students should not be checked out of school early, unless it is for an appointment or an emergency.
- Early checkouts will be excused with a doctor's excuse, attendance at a funeral of an immediate family member, and other extenuating circumstances approved by the principal.
- If you find it necessary to check your child out early, do not call the school ahead of time to have your child waiting in the office. Students will be called upon your arrival.
- NO checkouts after 3:00 P.M. You must have a picture ID to check out your child.

### **Legal Custody:**

- It is the parent's responsibility to fully inform the school of all circumstances in their particular situation. Documents of custody must be presented to the school office for a copy to be kept on file. We ask that all personal matters be handled outside of the school.

### **Car Rider Rules:**

- Do not pass another car on the left if your child was loaded/unloaded before cars in the front of the line.
- **Our policy is that your child will exit on the right side of the vehicle. Please stay in your car while unloading for the safety and efficiency of the car line for all families.**
- **THE NEW LAW states that a student can not exit the vehicle without an adult there to greet them. Please have students wait in the vehicle until a staff member comes to release them.**
- All car riders will be loaded in the car. Do not get out of your vehicle. However, we will not put students in car seats and /or buckle them in the seat. Please pull forward and into the side parking lot to buckle your child if they need assistance.
- There is only one car rider line (turning into the 2nd driveway of the far parking lot) to be formed. Students will not be picked up at any other location.
- Be patient and remember that our goal is to load all students safely.
- All students will be supervised inside the building until the students' ride pulls up in front of the school. **Please DO NOT COME INSIDE** to pick up your car rider.
- We ask that you do not line up for car riders until 3:15 P.M. in order to provide the maximum amount of safety possible.
- **YOU will be given two brightly colored signs. Please display these signs in your front window (preferably hanging from your rearview mirror). Please keep this sign visible until your child is loaded.**
- If you are late in the afternoon three times, we will require the student to ride the bus.





### **Transportation Changes:**

- Any student that changes the normal way they leave school **MUST** have a note from the parent/guardian, and it must be approved by the office. These must be sent to the school in the mornings with each child (please do not send one note for all students- each teacher needs a separate note). Changes will not be made after 12:00 noon except for extreme emergencies. **Changes will need to be sent by note or by fax (640-9396) by 12:00 noon only- not through digital communication.**
- **Bus Drivers WILL NOT drop students at alternate addresses. Students are only allowed to ride their regular bus!!!**
- Students must abide by all bus rules for safety. Students NOT following bus rules will be subject to disciplinary actions, including but not limited to; suspension or denial of transportation privileges.

### **Attendance:**

- It is the responsibility of the parent/guardian to make sure their child attends school on a regular basis.
- When your child has reached an excessive amount of absences or tardies, you will receive a letter of warning. According to FINS, you may be referred after five (3) unexcused absences.
- Acceptable documentation of an unexcused absence must be given to the teacher or attendance clerk **within five (5) days** of the student returning to school.
- It is the student's responsibility to make up for all missed assignments, projects, or tests within a reasonable amount of time (usually 3 days).
- PLEASE UNDERSTAND that an excused absence is still an absence, it is just excused from **FINS** and allows students to make up work.

### **Emergency Procedures of Early Dismissal:**

- The following are some emergencies that could occur and necessitate the closing of school during the day. **It is imperative that we have a current phone number on file at the school in the event that such may occur.**
  - \* Fire
  - \* Bomb Threat
  - \* Bad Weather
  - \* Other

**\* A message will be sent out on the school PowerSchool messaging system and through the teacher's classroom APP (Finalsite). Also, please connect to the whole school Finalsite APP for updates.**



## **Instructional Information:**

- Communication is an essential part of the educational program. We believe it is very important for parents and teachers to maintain close contact concerning student progress.
- **All parents/guardians must be connected to the classroom teacher's communication Finalsite APP.**
- You may schedule a meeting with your child's teacher during their planning time any day of the week.
- Grades will be in the gradebook by the following Tuesday. Work will be able to be viewed through Google Classroom and/or PowerSchool. Monthly school calendars, letters, announcements, and other important information will be sent through our whole School Finals site app. Important information is also posted on our school website and our school facebook page and group.
  - <https://sites.google.com/rpsb.us/ballbobcats/home> Website
  - [www.facebook.com/ballbobcats/](http://www.facebook.com/ballbobcats/) Facebook Page
  - <https://www.facebook.com/groups/112199802149403/> Facebook Group
- Parents can monitor student progress at any time through the PowerSchool parent portal. Your child's PowerSchool username will be available at Open House and given to the students. This username and password is valid for your child's school career in Rapides Parish until they graduate.



## **Grading Scale**

90-100 A      80-89 B      70-79 C      60-69 D      0-59 F

## **Progress Reports:**

Progress reports will be sent the fourth week of every nine-week period. If grades are below a C average or if there is a concern, please call the office to make an appointment with the teacher.

## **Parent/Teacher Communication:**

**Each teacher will set up a class communication system with you through Finals site App, and Google Classroom. Daily announcements, agendas, homework logs, and all communications will go through these avenues of communication. Teachers may set up a folder for any physical communication you need to send to school, but the day to day communication will be through these digital avenues.**

## **School Fees:**

- The Rapides Parish School Board requires a \$10.00 supply fee for each student. It is requested that the fee be paid at the beginning of the year so that materials and supplies can be purchased for use throughout the school year.
- When sending money to school, please write the child's name, teacher's name, and what the money is designated for on the outside of the envelope. (**NO CHECKS ACCEPTED**). Please send all payments in an envelope. Ball Elementary is not responsible for lost money.

## **Positive Behavior & Intervention Supports (PBIS):**

PBIS- Positive Behavior Intervention Support is a program that encourages positive behaviors. This district-wide program is designed to meet each school's needs to promote a safe, positive, caring environment. Rules and regulations are consistent, with a system that rewards acceptable student behavior. PBIS lessons focus on conflict resolution skills, giving each student the tools and confidence to deal with situations at school and in the community. We will be using our House System to encourage appropriate behavior, academic progress, and character development. Your child will be assigned to a House (or group) that they will earn points for daily. They will form a unity with their house and with our school through these activities.



## **Discipline Policy:**

It is necessary that students learn to develop self-discipline and regulation in order to fully access their learning opportunities. Our staff will be using interventions to help your child regulate and acclimate in the school setting. If a student is struggling with regulation and abiding by the classroom contract then a minor infraction report will be used to communicate and track behaviors and strategies to support.

Minor Offenses will result in the student receiving a MIR (Minor Infraction Report).  
Consequences for MIR Forms are as follows:

**1<sup>st</sup> MIR:** Conference with student (warning)

**2<sup>nd</sup> MIR:** Conference with student/notify home to parent or guardian (student may have additional consequences).

**3<sup>rd</sup> MIR:** Conference with student/contact parent or guardian by phone or in person for a conference (student may have additional consequences)

**4<sup>th</sup> MIR:** Conference with student/parent/administration (student will have consequences)

**5<sup>th</sup> MIR:** State referral (student will have consequences)

#### **ITEMS NOT PERMITTED AT SCHOOL:**

- Weapons (guns or knives, real or fake)-will result in recommendation for expulsion
- Fidget spinners or like devices
- Toys, games, trading cards
- Watches that have games
- Expensive items
- Family heirlooms that would be difficult to replace
- Glass jars or objects
- **Cell phones, iPods, iPads, and other electronic devices. If seen or heard will be confiscated and given to an administrator.**
- ANYTHING that distracts from the learning process in the classroom.

\*Any items found in a student's possession will be turned over to the administration for a parent or guardian to retrieve. Ball Elementary is not responsible for any items that are lost or damaged on school property.\*



## **School Meals:**

- **THIS YEAR, OUR SCHOOL RECEIVED THE FREE BREAKFAST AND LUNCH STATUS!! YOU WILL STILL NEED TO FILL OUT A LUNCH FORM.**
- According to Louisiana State Law, no soft drinks and no outside food service foods (restaurants or fast food) are permitted in the cafeteria.
- **Students not eating school lunches MUST bring their lunches to school with them in the mornings. Parents are not allowed to bring them to the school daily.**
- If your student has food allergies, please contact the cafeteria manager. (Mrs. Tammy - 640-9308)
- Breakfast is served from 7:55 A.M. – 8:15 A.M. in the cafeteria.
- **If your child brings their own lunch, teachers will not be allowed to heat up food. Send items that are acceptable to eat from the lunch bag as is.**

## **Health/Medication:**

- **Students are not allowed to bring any type of medication to school whether it is prescribed or over the counter medication.**
- Only prescription medication will be administered at school with proper documentation.
- All medication will be administered by trained personnel after the appropriate documentation is completed by the parent/guardian and the attending physician. Forms can be obtained from the office for the physician and parent to fill out before any medication can be given. The parent must bring medication to the school to observe and verify the count and receipt of medication.
- In case of head lice, ALL nits (eggs) must be removed before re-entering school. An adult must check the student back in school when lice are found so that the student can be checked by certified personnel. A note from a doctor does not mean that the student is able to return to school. Please refer to the Rapides Parish School Board Policies Handbook for the complete policy pertaining to head lice.
- Students with communicable diseases must be clear of symptoms and may be required to have a doctor's statement before returning to school.
- Students with any suspicious rashes/sores on their bodies will be required to be seen by a physician for proper diagnosis and/or treatment. Your child may return to school with a statement from the physician.
- Students must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school.
- **Trinity Clinic - We will have a school based clinic on our campus. The clinic will be sending information home about permission to treat your child. This will all be done through the clinic. If you complete the forms and give permission, your child will be able to take advantage of the school based clinic for health needs.**
- **Trinity Clinic paperwork must be resubmitted yearly.**

## **Uniform Policy:**

The Ball uniform consists of red, navy, black or white tops with navy or khaki bottoms.

- Shirts must be long enough to be tucked in and remain tucked in at all times.
- If belts are worn, the belt must be buckled and should not be hanging.
- Jackets and sweatshirts must FULLY zip or button. **Ball Elementary Spirit Shirt hoodies/sweatshirts are allowed. Jackets will remain unzipped and all hoods off of heads while in the building.**
- Uniform length: skirts, shorts, and dresses must be no shorter than four inches above the back crease of the knee. (length requirement is waived for PreK-3)
- Tennis shoes and/or soft sole shoes are recommended. No backless shoes, Crocs, flip flops, or steel toe boots are allowed.
- Hats and hoods are not to be worn in the building.
- Uniforms should always be in compliance with uniform policy in the RPSB Student Handbook.
- **Students will have the option of wearing any Ball spirit shirts as part of their regular uniform with their uniform bottoms Monday through Thursday. House shirts will be worn on Friday.**
- All hair must be clean, neat, and kept out of the eyes.
- Please see the Rapides Parish School Board Student Handbook for more details.

**On designated free dress days, students must still meet length requirements for their bottoms. In addition, a girl's shoulders must be covered. No spaghetti strap shirts or dresses are allowed.**

### **School Specific Info:**

- House Shirts will be worn only on Friday.
- Jeans may be worn on Friday for \$1.00 with their House Shirt.



## **Parental Involvement:**

If you plan to volunteer or help during any school activity, it is the RPSB policy you must complete the full volunteer packet and be fingerprinted. This includes any field trips, field day, etc.

- **Go to the school first, NOT THE SCHOOL BOARD OFFICE.**
- **Obtain a packet from the school's office and have it signed by the principal.**
- Fill out the packet.
- Follow the directions on the packet to schedule an appointment (The fee is \$20.00)

***You will not be eligible to volunteer until your name appears on the volunteer list showing you are cleared. This process is to ensure the safety and well-being of each and every student at Ball Elementary. Your cooperation and understanding is deeply appreciated.***

# RECEIPT AND STATEMENT OF COMPLIANCE

\_\_\_\_\_  
Student's Name – please print

\_\_\_\_\_  
Homeroom teacher

By signing below, I indicate that I received notification of the following Ball Elementary School Policies:

- ☐ School day
- ☐ Attendance
- ☐ Transportation
- ☐ Instruction information
- ☐ School fees
- ☐ PBIS
- ☐ Discipline
- ☐ School Meals
- ☐ Health
- ☐ Uniforms
- ☐ Parental Involvement
- ☐ Legal custody
- ☐ Volunteers



\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Telephone number

**Please return this signed page ONLY to the classroom teacher who will file it for future reference.**