

ALICE BIRNEY



ELEMENTARY SCHOOL

STUDENT HANDBOOK

Dream Big! Shine Bright!

Be Intentional!

2025-2026

THIS SCHOOL HANDBOOK BELONGS TO:

NAME _____

ADDRESS _____

CITY _____ **ZIP** _____

PHONE _____

GRADE _____ **HOMEROOM** _____

Our Vision

An Alice Birney student will be nurtured in a supportive environment where they can thrive in language development and critical thinking skills while becoming confident, responsible citizens.

Our Mission

Our mission is to create a learning environment in which students are actively engaged while learning the skills necessary to become responsible, respectful, and productive life-long learners.

Administration

Principal

Ninon Ledesma

Email: Ninon.Ledesma@jpschools.org

Assistant Principal

Zachary Fields

Email: Zachary.Fields@jpschools.org

Telephone: (504) 885-1044

BEAR Care: (504) 780-3910

Social Worker: (504) 780-3908

School Hours

Students

8 AM - 2:50 PM

Before Care

7:00 AM- 7:30 AM

After Care

3:20 PM- 6:00 PM

School Website

<https://www.jpschools.org/birney>

- Policies & Procedures for Students/Parents: <http://jpschools.org/families/student-policies/>

ATTENDANCE FOR GRADES PRE-K THRU 5

When a student is absent from school for any reason, the parent/guardian is asked to call the office in the morning. **When a student returns to school, a note from the parent/guardian must accompany the student within 3 days of the absence.** The note must state the reason for the absence and be signed and dated by the parent/ guardian and/or physician. **If a child is absent for 3 or more days and returns with a doctor's note, the absence will be exempt.** The student is still marked absent. Do not plan out of town trips during the academic school year.

According to state guidelines and our school system calendar, an elementary student is not allowed more than fourteen (14) unexcused absences during the school year in order to receive grades and be considered for promotion to the next grade. Vacations or family trips of any kind are considered unexcused absences. If a student has three or more unexcused absences, they will be referred to the school's truancy officer and will receive a letter home informing parents of the attendance problem.

Our school system recognizes the reasons listed below that would result in an absence being classified as an excused absence. Excused absences do not count toward the total number of absences a student is allowed during a school year. Documentation is required for the student to make-up work.

Reasons for Excused Absences

1. A physical or emotional illness as verified by a doctor's note within three (3) days of the absence(s) for the student
2. An extended hospital stay as verified by a doctor's note for the student
3. An extended recuperation from an accident as verified by a doctor's note for the student
4. An extended contagious disease within a family as verified by a doctor's note for the student
5. For educational purposes with prior school system approval
6. A death in the immediate family with an obituary note
7. A religious observance of special and recognized holidays of the child's faith
8. A natural catastrophe or disaster

For any other extenuating circumstance(s) parents/legal guardians must make a formal appeal to the Supervisor of Child Welfare and Attendance at the appropriate region office. An absence resulting from a suspension will be considered an unexcused absence.

Attendance is very important. Parents/Guardians, we need your help in stressing that every minute in school is important. To set the educational tone, classes will not be interrupted to deliver messages to students or to deliver things that they are responsible for bringing to school.

Transportation plans, end of day plans, and/or any arrangements for your child's departure from school must be made before the child comes to school and begins the school day so your child understands what he/she is going to do at the end of each day. This includes plans for rainy afternoons. A written note approved by an administrator must be submitted to change any

dismissal procedure. This note must be submitted by 8:00 AM on the day of the change. Students will not be allowed to call home for forgotten articles.

Students should not be signed out prior to the end of the day. The end of the day period is crucial. Valuable instruction time is missed. Notices are being distributed, homework is being assigned, and end-of-the day activities are taking place. Only extreme emergencies will be considered, and only with the permission **of the Administrators** will a student be allowed to sign out early. Parents are asked to make dental, medical and other appointments before or after school hours. **NO STUDENT WILL BE SIGNED OUT AFTER 2:30 P.M.** For perfect attendance, a student may not be tardy nor sign out early to earn a perfect attendance award. (Exception on Awards Day)

Parents/Guardians are reminded to read all notices, school calendars, school website and informational materials sent home. Great effort is made to keep parents informed of activities at school.

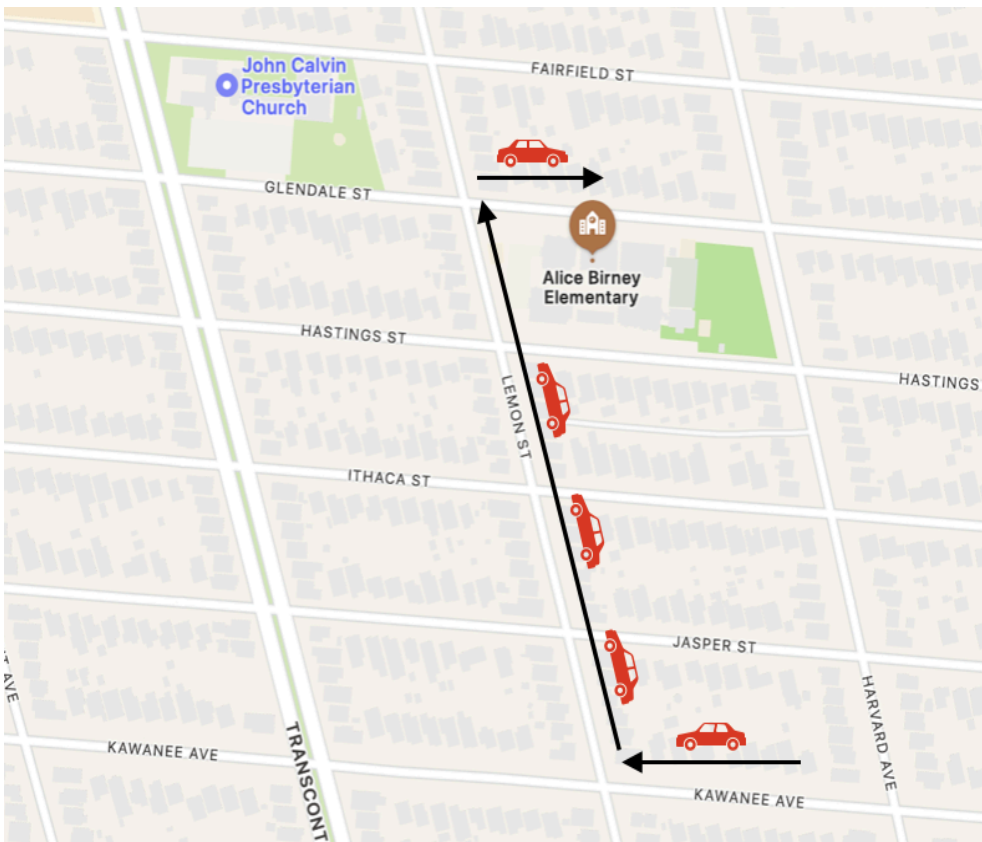
Students who return to school after having a communicable disease/condition (chicken pox, mumps, fifth disease, ring worm, pink eye, etc.) must present the school with a medical excuse from a doctor or the health unit before the child will be allowed to reenter the classroom.

Lice Policy: If any student is found to have head lice or nits, the parent/guardian will be notified and the child will be sent home. The child may return to school when he/she is nit free and the parent submits a signed Treatment Response Form indicating the child has been treated.

ARRIVAL AND DISMISSAL

CAR RIDERS

- Drive down Lemon St. from Kawanee Ave to Glendale St. Take a right turn on Glendale St. and unload at Gate # 4.



- All students, Pre-K-5th grade, who are morning car riders must be dropped off beginning at 7:30 a.m. on Glendale Street at Gate # 4.
- After the 8:00 a.m. bell, students are tardy. Parents must bring students to the office to be signed in.
- All students, Pre-K-5th grade, who are afternoon car riders must be picked up beginning at 2:50 p.m. on Glendale Street.
- Students must exit or enter the car on the passenger side and use the sidewalk closest to the school to enter the school.
- Do NOT block driveways or the flow of traffic.
- No vehicles may join the line from any side street.
- All vehicles must line up in a single file.
- Drive on the correct side of the street.

Procedure for Tardiness

The first bell rings at 7:30 a.m. Children should be in their class by 8:00 a.m. or they are considered tardy. Tardy students **must** be accompanied to the office by an adult. No student may report directly to his/her class.

On Tuesday, August 12th, we will begin enforcing the following Jefferson Parish Schools Policy

which is on page 46 in the Procedures and Policies for Parents and Students handbook. Tardiness (Late Arrival) Procedures 1. The following procedures for student tardiness in ELEMENTARY SCHOOLS shall be followed prior to the suspension of a student for excessive unexcused tardiness, a minimum of the following actions shall be taken by the principal/designee: a. 1st and 2nd tardy in each semester - Verbal warning to students with signature of student on the Late Arrival Card. b. 3rd tardy in each semester - A non-suspension conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor. c. 4th and 5th tardy in each semester - school detentions of one hour or other disciplinary action. d. Continued unexcused tardiness may result in in-school suspension, other disciplinary action, or a referral to the Juvenile Court system. According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on the school calendar and a standard 375 minute instructional day, a student can miss no more than 14 days of school to be eligible for promotion.

AWARDS

Honor Roll - Students must earn A or B in each promotional subject. Students must also earn satisfactory in Health/P.E.

BEAR CARE

Before and After school care is provided. For more information, call 504-780-3910 between 2:50 p.m.-6:00 p.m. Registration forms can be obtained in the office.

BULLYING

The administration, faculty, and staff of Birney believe that all students have a right to a safe and healthy school environment. We have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers.

Bullying will not be tolerated.

The definition of bullying includes three (3) important components:

- 1. Bullying is aggressive behavior that involves unwanted, negative actions.**
- 2. Bullying involves a pattern of behavior repeated over time.**
- 3. Bullying involves an imbalance of power or strength.**

Bullying typically includes a pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- Written, electronic, or verbal communication, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- Electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- Repeatedly and purposefully shunning or excluding from activities.

The following actions will be taken when bullying is reported:

1. Investigation:

- The investigation will begin no later than the next business day in which school is in session after the report has been received by the school official.
- The investigation will be completed no later than ten (10) school days after the date the written report of the incident is submitted to the school official.
- The reporting form can be located on the Louisiana Department of Education's website, www.louisianabelieves.com.
- The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately.

2. Notification:

- Parents or legal guardians of the victim and accused student will be notified of the investigative procedure.

3. Discipline:

- Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action and/or counseling.

4. Follow Up:

- Complainants will be notified of the findings of the investigation; however, due to privacy policies assigned consequences will not be shared or discussed.

False accusation by students may result in age-appropriate consequences which shall include, at minimum, disciplinary action and/or counseling.

BUS CIRCLE

Parents/Guardians and students are never to walk in between buses and/or automobiles to enter the school. Parents/Guardians and students are required to enter the school by walking on the sidewalk.

BUS STUDENTS

Parents/legal guardians are asked to ensure student safety at bus stops by supervising their children both in the mornings and the afternoons.

- Bus students are assigned a specific bus stop based on their address.
- Students may only ride their assigned bus.
- Bus students must have proper behavior on the bus and must respect and follow the bus driver's rules and instructions. Behavior that will not be tolerated on the school bus includes; not following the driver's instructions, fighting, screaming, bullying, moving around and/or standing while the bus is in motion, and any other action which threatens the safety and welfare of students on the bus.
- Students who disobey the safe riding practices on the bus or who do not listen to the bus driver will have the appropriate bus discipline form completed by the bus driver, documenting the incident. Repeated offenses may result in a student being suspended from the bus by the principal and/or assistant principal. In the afternoon, if a student misses the bus, he/she must call someone to pick him/her up. **The person must be listed on the child's emergency card.** Students are not allowed to bring objects too large to be held in the student's lap or placed under a seat.

CAFETERIA

- Students can eat breakfast beginning at 7:30 in the cafeteria.
- Students will stop being served at 7:55.
- Each student will also receive a free lunch each day.
- Lunch numbers will be used to account for the lunches each day.
- All conduct in the cafeteria will be respectful and well mannered. Talking quietly will be allowed during breakfast and lunch.
- Students cannot eat food from an outside provider such as McDonald's, Burger King, Raising Canes, etc.

CHILD ABUSE

All faculty and staff of Birney are compelled by law to report any and all suspected cases of child abuse [ACT#609].

CONFERENCES

Parents can arrange a conference with their child's teacher during the teacher's planning time whenever any problems or concerns arise. If the problem is not resolved at the teacher's conference, arrange a conference with an administrator. Please send a note with your child or email to the teacher with the date you would like the conference to be held.

COMMUNICATION

Newsletters are communicated monthly to keep the parents/guardians informed of school events and/or holidays. Jefferson Parish School's website is jpschools.org.

Our school's website is birney.jpschools.org/.

Please check with your child regularly for any notices, test folders, interim reports etc. You may use ClassDojo to communicate with teachers. Make sure the Front Office Staff has your correct cell phone and email address in order to receive important text and email messages.

COPIES FROM OFFICE

Requests for copies of any student records, (ie. birth certificate, past report cards), must be submitted in writing and addressed to the office. A three day notice is required.

CRISIS PREPAREDNESS

In keeping with the safety of the school, Birney has a "SPOE", "a single point of entry" for students in grades Pre-K-5th. Parents/legal guardians must sign into the office and sign out before they leave.

DISCIPLINE OF STUDENTS

Birney faculty and staff will provide a productive, healthy and safe environment for all students in which to express their feelings, opinions and ideas. We will continue to follow and support the "Regulations Regarding Discipline of Students, Suspension, and Expulsion", as stated in the JPSchools Procedures & Policies for Parents and Students.

As each child is unique with individual needs, student discipline will be implemented according to

the child's specific need. We will teach and reteach appropriate behavior to provide students the tools for success in school. There will be many opportunities for the child to learn through modeling, discussion, conferences, behavior reports, detentions, and last resort behavior referrals. Through this process, the teacher will be in communication with the parent providing the child with home and school support. Please remember that all student expectations can be found at the core of our PBIS expectations: Be Safe; Be Respectful; Be Responsible

EMERGENCY CARD

- An emergency card will be given to each student when they enter school.
- This card must be filled out completely in ink with current information, working phone numbers, email addresses, and signed by the parent/guardian.
- The school must be able to contact the parent/guardian or physician by phone if the child becomes ill or injured.
- **It is the parent's/ guardian's responsibility to inform the school of any changes on the emergency card.**
- Parent/Guardian must name a "doctor" and "phone."
- A Parental Conference Form will be sent home and the policy enforced if the information is not up to standard on the emergency card.
- Parents are to sign the bottom of the Emergency Card.
- If a student is sick and parent or guardian does not respond in a timely manner, the school shall contact Jefferson Parish Sheriff office for a wellness check.

A child may be released only to those persons listed on the emergency card. No students will be released after 2:30 p.m.

EMERGENCY SCHOOL CLOSING/CONDITION

If the weather causes the school to close, stay tuned to WWL Radio (87 on the dial), WWL TV, and our Facebook page for necessary information. Also, text and email messages will be forwarded to updated phone numbers and email addresses that you share with our Front Office Staff. Parents should have an emergency plan and discuss the plan with their child (children).

FIELD TRIPS

The purpose of field trips is to provide the student with cultural and educational experiences outside of the classroom. One field trip is allowed for each semester. Parent/guardian permission forms will contain all necessary information about the trip. The forms must be signed and returned to the teacher with any money required for the trip by the deadline date.

When possible, parents may volunteer to chaperone on field trips. Parents may not smoke on field trips. To help supervise the students, no other children may go with you.

Any student, who habitually violates school rules in the classroom and/or on the campus, will be required to have a parent/guardian accompany him/her on the field trip or be excluded from the field trip. **Denial of a field trip for any student must be approved by an administrator.** After paying for a field trip approved by the teacher and/or principal - NO REFUNDS. Student behavior can affect field trip participation.

According to the Jefferson Parish Procedures and Policies for Parents and Students, "Parents

who serve as chaperones on field trips are responsible to the teacher. No person 17 years or younger shall be allowed to participate in a school sponsored field trip unless he or she is a student of the school involved in the activity."

If a child receives medication at school and goes on a field trip, the parent/guardian or trained school personnel must accompany the child on the field trip to administer medication.

When sending payment for a field trip, or any other reason, please put the child's name/grade level and the teacher's name on the envelope and label the purpose for the money.

IN ORDER FOR A STUDENT TO PARTICIPATE IN ANY EXTRA CURRICULAR AND/OR CO-CURRICULAR ACTIVITIES, HIS/HER INSTRUCTIONAL FEE MUST BE PAID! The Technology Fee IS \$15.00 and instructional fee is \$10.00 WHICH IS DUE OCTOBER 1, 2025.

FRONT GATE, SINGLE POINT OF ENTRY

- To gain entry into the school, you must push the buzzer.
- You will be asked about the nature of your business, and you will have to show a picture identification, ie Driver's License, State issued identification, and/or a government issued Passport.
- Parents and visitors must be dressed respectfully to enter campus.

GRADES

INTERIM REPORTS

- Interim reports will be sent home the 5th week of each marking period.
- The receipt for the interim is to be signed and returned to school.
- If your child's teacher requests a conference, please call the office to schedule a time.
- During the third marking period, notification is given for any student "in danger of failing".

REPORT CARDS

- Report cards will be sent home at the end of each nine weeks.
- Please sign the report card and send it back to the teacher.
- Report cards for the fourth nine weeks will be mailed.
- If you would like a conference with the teacher, indicate it on the back of the report card.

Grading Scale for Regular Courses

Grade Percentage

A 100-90

B 89-80

C 79-70

D 69-60

F 59-0

LIBRARY RULES

1. Children can take only two books at a time from the shelves.
2. Books can be taken from the library only after they have been checked out.
3. Another book can only be checked out once the prior book is returned.
4. Children are responsible for any books that they check out. If a book is lost or damaged, students must pay the fee to replace the book.
5. Excellent conduct is expected at all times.

MEDICATION

Students **are not to have in their possession** on school grounds any types of drug, prescription medication, vitamins and/or any over the counter medication. (*Parish Policies and Procedures for Parents*).

The parent/guardian must bring the prescription bottle to the school nurse with instructions for dosage, time, etc. clearly stated on the bottle with the student's name. The proper forms which can be obtained from the school, must be completed and signed by the physician before medication can be administered. For non-prescription drugs, the same procedure must be followed. Any change in medication, time or directions must be approved by the nurse.

PARTIES

Parents are allowed to bring store bought cupcakes, cookies, or brownies to school in celebration of their child's birthday. They must provide snacks for the entire class. No balloons or other party items. No party invitations will be distributed unless for the entire class at school.

PHYSICAL EDUCATION PROCEDURES

HEALTH CONCERNS

If your child has any health concerns which may affect his/her physical education, please notify both the homeroom teacher and the P.E. Department in writing. If your child cannot participate in P.E. for the year, an appropriate statement must be filled out by your doctor and returned to the school.

RULES AND REGULATIONS

For safety reasons, your child must wear tennis shoes. All students participate in P.E. class, unless a doctor's excuse, in writing, is on file in the school office. Parental notes are acceptable for 1-3 days; after that, a medical excuse is required.

P.E. activities will be adjusted, as needed, according to weather conditions. Please make sure your child is dressed for the weather.

P.E. is an integral part of the child's physical progress.

P.E. RULES

- Wear tennis shoes every day.
- Respect your classmates and teachers.
- Show good sportsmanship.
- Try your very best.

PRE-K GENERAL INFORMATION

Parent Involvement:

- * **JP Pre-K policies require parents to:**
 - * Attend Parent Orientation in August.
 - * Attend 2 parent conferences on the school calendar.
 - * Sign a parent log for each event you attend.
 - * Attend 2 additional parent meetings throughout the year.
 - * Assist your child with daily homework.
 - * Chaperone field trips and school activities on campus.
 - * Have your child prepared for school and arrive to school on time.
 - * Pick up your child from school on time.
 - * Student must be dressed in correct uniform every day.
 - * Parents are responsible for providing a daily snack or participating in monthly class snacks.

SCHOOL BAGS

No school bags on wheels will be allowed. Suitcases may not be used as school bags.

For all 4th and 5th grade students: (New District Policy Effective June 2025) Only clear, see-through tote bags, backpacks, or any similar articles are permitted. Mesh bags are no longer permitted. Small, non-clear cosmetic bags will be allowed inside clear backpacks for personal hygiene items such as feminine products.

SEARCHES

The school conducts random searches as per the Jefferson Parish School Board Policy to ensure the safety and protection of all students and all adults.

SCHOOL PURCHASES

- School cash online is a website that can be accessed on your phone using www.jpschools.schoolcashonline.com.
- A few of the things available for purchase through the website are school fees, daycare, and donations.
- Checks will not be accepted from students who have a pending financial obligation from the previous school year. All checks sent to school must be labeled with the student's name and purpose of check. (i.e., Field Trip) (This is best if the check is sealed in an envelope with student's name, teacher's name/grade, and in the memo of the check.)
- When the school receives an "NSF" check, no further checks will be accepted by the school for any financial obligations.

TELECOMMUNICATION DEVICE

The Jefferson Parish Public School System recognizes that electronic telecommunication devices have assumed a greater role in the lives of our students. Our district also acknowledges that advances in technology can enhance learning and heighten safety in times of emergency. The policy on electronic telecommunication devices is designed to ensure that the use of such devices neither interferes with teaching and learning during the school day nor endangers the safety and well-being of students.

1. For the purposes of this policy, “electronic devices” include but are not limited to a facsimile system, radio paging service, mobile telephone service, intercom, electro-mechanical paging system, cell phones, digital cameras, camcorders, IPODS, PDA’S, MP3 players, and headphones.
2. Students are allowed to possess electronic devices on campus. However, all electronic devices must be **COMPLETELY OFF** and must not be visible or audible while students are on the school grounds or on the school bus except in those instances described in numbers three and four below or in the event of an emergency. “Emergency” means an actual or imminent threat to public health or safety, which may result in the loss of life, injury, or property damage. Consequences will follow all JPPSS recommendations as stated in the JPStudent Handbook.
3. Electronic devices must be stored in a secure location. Students shall be personally and solely responsible for the security of their telecommunications devices. The Jefferson Parish Public School System shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.
4. Phone communication during the instructional day must occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies.
5. The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student’s assessment will be invalidated. Additional disciplinary action may be taken by the school administration.
6. Violations could result in one or more of the following: temporary confiscation of the device, detention(s) not lasting more than one hour, in-school suspension, and out of school suspension.
7. Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence.
8. Possession of a cell phone by a student is a privilege and may be forfeited by any student not abiding by the terms of this policy. When an electronic device is taken away, an administrator will only return the same to a parent with a signed receipt.

TESTING

All students will participate in JPSchools/LDOE testing according to guidelines. Students and parents will be notified as dates are determined during the year.

TRANSFER TO ANOTHER SCHOOL

Please notify the office when your child will be leaving Birney to transfer to another school. The office will need 24 hours in order to process any drop paperwork for your child.

UNIFORM POLICY

The following list gives conformity to the uniform policy. Any deviations deemed to be a distraction will be addressed by the principal or a designee.

ALICE BIRNEY UNIFORM					
Pre-K & K students:		1st-2nd Grade Girls:		1st-5th Grade Boys & Girls:	
Purple shirts with Birney Logo.		Blue Jumper (optional)		Forest Green T-Shirt with Birney Logo	
For all Students 1st - 2nd Grade (Boys and Girls)					
Forest Green Polos with Birney Logo Navy Shorts, Skorts or Pants					
OUTERWEAR:	Navy Sweatshirt (Optional)				
	Navy V-Neck or Cardigan Sweater (Optional)				
	ABSOLUTELY NO HOODS or HATS worn indoors. White, green, or black solid colored long sleeve undershirt may be worn UNDER uniform shirt.				
BELTS:	Solid navy or black web (military/scout style), stretch belts or leather belts are acceptable and should be worn as needed.				
SHOES:	Tennis shoes and socks must be worn. No High Tops, sparkles, lights or roller tennis shoes. Shoes with velcro straps for students in Pre-K and Kindergarten are suggested. Velcro straps are recommended for all other students who cannot yet tie their shoes.				
SOCKS:	Students must wear socks that show above the shoe and match.				
LEGGINGS:	Solid white, solid blue, solid black or solid gray leggings may be worn under skirts.				
OTHER REGULATIONS:	All students must wear belts on shorts or pants with belt loops.				
	Pants must be worn at the waist.				
	Only shirts with the Birney logo are allowed.				
	Students may wear heavy jackets outdoors in colder				

	weather.
	(New District Policy Effective June 2025) Dresses, skirts, and skorts, when allowed, <u>must extend to at least two (2) inches above the top of the knee when standing upright.</u>

Uniforms may be purchased at SKOBELS UNIFORMS or KAJUN EMBROIDERY CO.

All students must follow the uniform policy.

VACCINATIONS

LOUISIANA IMMUNIZATION REQUIREMENTS FOR STUDENTS IN ACCORDANCE TO R.S. 17:170 STUDENT IMMUNIZATIONS-SCOPE OF REQUIREMENTS

Required Vaccines for Kindergarten/ First time Enters:

- Two (2) doses of Varicella vaccine
- Two (2) doses of Measles, Mumps, Rubella (MMR) vaccine
- Three (3) doses of Hepatitis B (HBV) vaccine; and booster doses of Diphtheria Tetanus Acellular Pertussis (DTaP) and Poliovirus (Polio) vaccines administered on or after their 4th birthday and prior to school entry.
- If a student is not complete (up-to-date for age), he/she must present a record indicating the student is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

Pre-Kindergarten / Daycare / Headstart:

- Two (2) doses of Varicella vaccine are required in Louisiana schools for entry into the Pre-K, Kindergarten, Daycare, and HeadStart programs for children aged 4 years and older.
- If a second dose of Varicella vaccine has been received at least 30 days after the first dose, no additional doses are required.
- Two (2) doses of Measles-Mumps-Rubella vaccine
- Three (3) doses of Hepatitis B vaccine; and booster doses of DTaP and Polio vaccines administered on or after their 4th birthday and prior to school entry.

All children aged less than 4 years of age enrolled in Pre-K, Daycare, HeadStart, etc. should be vaccinated against and must show proof of immunizations for Diphtheria, Tetanus Acellular Pertussis vaccine (DTaP); Inactivated Poliovirus vaccine (IPV); Haemophilus Influenza Type B vaccine (Hib); Hepatitis B vaccine (HBV); Pneumococcal Conjugate Vaccine (PCV7 - for children less than 24 months of age); and one (1) dose of Varicella vaccine. If the child is not complete or up-to-date for age, he/she must present a record indicating that the child is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

ALICE BIRNEY ELEMENTARY SCHOOL 2025-2026

Please read the following, sign it and send it back with your child to his/her homeroom teacher.

Child's name _____

Date _____ **Homeroom number** _____

_____ I have read and reviewed with my child the rules and regulations, homework and discipline policies of the school/school system in the student handbook, and I will support and reinforce these rules and policies with my child.

_____ I have read and reviewed Birney's drop off and pick up procedures for car riders and will adhere to the traffic rules and regulations.

Signature of parent/guardian

Address

Phone no.

Please return this entire sheet. Thank you.