

August 6, 2009

To the family of:    Student Name  
                             Student Address  
                             City, State Zipcode

Dear Family:

The East Baton Rouge Parish School System (EBRPSS) is preparing for the new school year. Part of that preparation includes informing you of a federal law that requires school districts to offer families a choice of schools. When schools are identified as in need of improvement, you have the choice to transfer your child to a higher performing school in the same district. Your child's school has been identified as a school in need of improvement, and you are allowed the choice of enrolling him or her in another EBRPSS school. To help you understand how the choice program works, here are some answers to questions you may have:

**1. Why was Capitol Elementary School identified as a "school in need of improvement," and how does it compare to other schools in East Baton Rouge Parish and in the rest of Louisiana?**

Capitol Elementary School was identified as a school in need of improvement because it failed to meet performance goals established by the state in the areas of standardized tests, attendance and dropout rates. The school received a 2008 School Performance Score (SPS) that placed it in the category of an Academically Unacceptable School. Although new school performance scores are not yet available, Capitol Elementary School **is predicted** to remain in Academically Unacceptable Status during the 2009-2010 school year.

The Louisiana Department of Education maintains the accountability information for all schools in East Baton Rouge Parish and the state of Louisiana. The information may be accessed via the Internet at <http://www.louisianaschools.net>. You also may contact the EBRPSS Federal Programs Office for more information at (225) 922-5584.

**2. What is Capitol Elementary School doing to address the problem of low achievement, and what is the School System and the state doing to help them address the problem?**

The administration is evaluating all areas of instruction aggressively at Capitol Elementary School. This evaluation includes interviews and surveys of students, teachers and parents to determine what areas need to be improved. The survey information will be used to prepare a proactive School Improvement Plan. This plan requires classroom instruction and teacher training that focuses on improving the areas in which students at Capitol Elementary School are having difficulty. In the meantime, the school is exploring tutoring, mentoring and other types of assistance to improve student achievement.

**3. How can I become involved in addressing the problems that caused Capitol Elementary School to be identified as a school in need of improvement?**

Parents are encouraged to arrange a private conference with their child's teachers to discuss ways to improve his or her academic performance. They also are invited to become members of the School Improvement Team at Capitol Elementary School. The School Improvement Team is composed of the principal, teachers and parents and works to improve the education and overall learning experience of all students at Capitol Elementary School. Even if a family member does not serve as a member of the School Improvement Team, he or she is encouraged to attend meetings to discuss possible improvements in any area of instruction.

**4. Do I have to transfer my child to another school?**

No. The decision is entirely up to you. If you choose to have your child remain at his or her current school, all you have to do is make sure he or she is registered and attends the school on the first day of class, August 7.

**5. To which schools may my child transfer?**

You may choose one of the following schools for your child to attend. On the enclosed application, please place a number 1 by your first choice.

Bernard Terrace Elementary 241 Edison Street Baton Rouge, LA 70806 225-343-5769	2008 SPS: 76.4	Brookstown Elementary 4375 East Brookstown Drive Baton Rouge, LA 70805 225-7355-0382	2008 SPS: 69.0
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**6. Is my child guaranteed a place in my school of choice?**

It is possible your child may not be granted enrollment in the school that is your first choice. Students will be granted enrollment in the schools above based on enrollment limits, income levels and individual achievement scores.

**7. How will my child get to my school of choice?**

We will provide free transportation for your child to and from the school as long as your current school does not make adequate yearly progress on the statewide assessment program standard. This applies if your transfer application is approved. In the future, we may not be able to provide free transportation if your current school improves and meets state standards.

**8. What is the deadline for applying?**

If you decide you want to send your child to one of the receiving schools, the enclosed Choice Request Form must be received in the EBRPSS Federal Programs Office at the Instructional Resource Center (IRC), 1022 South Foster Drive, no later than Friday, August 28. If we do not receive the transfer form from you by August 28, your child will remain enrolled in his or her current school. Hand delivered applications will be accepted until 4:30 p.m. Applications received by mail or fax may not show a date later than August 28.

**9. When will you tell me if my transfer application is approved?**

We will send official notification of your status to you, your current school and your school of choice during the week of September 7. Approved transfers must be complete by 4:30 p.m. Friday, September 25. **NO transfers will be granted after Friday, September 25.**

**10. What if you choose to have your child continue to attend Capitol Elementary School?**

Students at Capitol Elementary School may be eligible to receive extra academic assistance through a program known as **Supplemental Educational Services (SES)**. These services are offered free of charge and are intended to help your child improve his or her academic performance. You will be contacted very soon if your child is eligible for **SES** and you choose for your child to remain at Capitol Elementary School. Please call Diane Helire at (225) 922-5514 if you have questions about the SES program or would like help in choosing a provider.

**Additional Questions?**

If you have any further questions about the School Choice Program, you may contact your child’s school or:

EBRPSS Federal Programs  
Instructional Resource Center  
1022 South Foster Drive  
Baton Rouge, Louisiana 70806

Contact: Susan Wolfe  
Phone: (225) 922-5584 or (225) 922-5556  
Fax: (225) 922-5642  
E-mail: [swolfe@ebrschools.org](mailto:swolfe@ebrschools.org)

Sincerely,

| John Dilworth, Superintendent

Enclosure: *Choice Request Form*

**No Child Left Behind School Choice Application**  
 Public School Choice (Section 1116)

East Baton Rouge Parish School System  
 Federal Programs  
 Instructional Resource Center  
 1022 S. Foster Drive  
 Baton Rouge, Louisiana 70806  
 Phone: 225.922.5584, 5556  
 Fax: 225.922.5642



**\*\*Submission Deadline: Friday, August 28, 2009 (applications submitted after this date will NOT be accepted)\*\***

**Capitol Elementary**

Student Name: \_\_\_\_\_ 2009-10 Grade: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
 City, ST, ZIP: \_\_\_\_\_  
 Name of Parent or Legal Guardian: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Indicate special programs in which your child currently participates:

- Special Education
- English as a Second Language
- Gifted and/or Talented

**Please write the number "1" next to your first choice.**

\_\_\_\_\_ Bernard Terrace Elementary School  
 \_\_\_\_\_ Brookstown Elementary School

\_\_\_\_\_  
 Parent/Guardian Signature Date

Comments \_\_\_\_\_

**\*\*Submission Deadline: Friday, August 28, 2009 (applications submitted after this date will NOT be accepted)\*\***

\*EBRPSS will make an effort to assign your child to your first school choice; however, we cannot assure you that we will be able to honor your request. After transfer applications are submitted and if there is insufficient capacity at a school to accommodate students who request a transfer, EBR shall give priority to the lowest achieving children from low-income families. Students with the lowest income and test scores will receive priority in Section 1116 transfers.

**OFFICE USE ONLY**

- APPROVED
- DENIED

Application Received:

Application Posted: \_\_\_\_\_  
 Notification Mailed: \_\_\_\_\_  
 Transfer Posted: \_\_\_\_\_  
 Transfers Notified: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
 Signature, NCLBA Coordinator of Instruction and Choice

\_\_\_\_\_  
 Date

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