

# **Bayou Woods Elementary**

**“Where Learning is Fun and  
Learning is Forever”**



*At Bayou Woods Elementary, Learning is an Adventure!”*

## **2020-2021 Student Handbook**

**Bayou Woods Elementary**  
35614 Liberty Drive  
Slidell, Louisiana 70460  
985-641-1901- Phone 985-639-0923 – Fax  
<http://bayouwoodselementary.stpsb.org/>

**Mrs. Kathy McDowell**  
Principal

**Mrs. Sheryl Thomas**  
Assistant Principal

**REVISED 9/2/2020**

# **Bayou Woods Elementary School**

## **Mission Statement**

Our mission is to provide a safe nurturing environment where  
Learning is Fun and Learning is Forever.

## **Vision Statement**

Bayou Woods strives to create a supportive and developmentally appropriate learning environment, which promotes lifelong learners who will emerge as successful citizens in the 21<sup>st</sup> century. We achieve this by:

- Respecting each other
- Building self-esteem
- Ensuring developmentally appropriate and relevant educational experiences
- Providing a safe learning environment

## **Our Commitment**

As STPPS navigates the COVID-19 pandemic, we are committed to:

- Providing STPPS students with engaging continuous learning experiences, social-emotional support, and balanced nutrition
- Providing for the safety and well-being of all district employees and students
- Reduce the risk and spread of COVID-19 in our school communities

## Bayou Woods Elementary School

School Hours:	Instructional Day: 8:40 AM – 3:41 PM Office Hours: 8:15 AM – 4:10 PM
School Lunches:	Full Price: \$1.30 per day      \$6.50 per week Reduced: \$ .40 per day      \$2.00 per week (Make checks payable to Bayou Woods Cafeteria or use online payment ("My Payments Plus on stpsb.org website))
Breakfast:	Full Price: \$.75 per day      \$3.75 per week Reduced: \$ .30 per day      \$1.50 per week
Both Breakfast & Lunch:	Full Price: \$10.25 per week      Reduced: \$3.50 per week Milk – 50 cents
Visitor:	Breakfast      \$2.25      Lunch \$4.75

**It is important that EMERGENCY CARDS ARE RETURNED and UPDATED. When updates are needed, please notify in writing BOTH your child's teacher and the office. (See address and phone changes)**

\*Indicates additions or clarifications from previous year's handbook. **Adjustments may be made during the school year, based on needs. Changes will be noted on the website and notifications will be sent home in Gator Talk.**

## Arrival

Please note that Liberty Drive is one way from 7 AM – 9 AM and from 2 PM – 4 PM on school days. **PLEASE ENTER FRONT PARKING AREA FROM WEST SIDE. THE BUS LANE IS FOR BUSES AND HANDICAPPED DROP OFF ONLY and should not be entered anytime during the school day.**

**STUDENTS WHO ARRIVE IN CARS OR WALK TO SCHOOL (from their home of record) ARE NOT TO ARRIVE AT SCHOOL BEFORE **8:10 A.M.** All car riders are to enter through the car ramp unless you have a handicapped permit.**

*With the expected increase of car riders due to COVID-19 restrictions, Bayou Woods will open two carlines in the morning. The original car ramp will serve as the primary ramp, and the secondary ramp will be the parking lot near the playground.*

## Dismissal

The school day ends at 3:41 PM. ***Children who ride in a car must be picked up or dropped off at the car ramp.*** Students should remain in class until dismissal at 3:41 PM. Frequent early checkouts are disruptive to the learning process and can be detrimental to your child's progress. Check Outs are entered into JPAMS to indicate loss of instructional time. ***Please do not check your child out early unless absolutely necessary, i.e. doctor's appointment. Parents should wait in the foyer for the child to exit from the office. If you must pick up your child early, please utilize parking areas, not the bus lane even for a brief time.***

**CAR RIDERS ARE TO BE PICKED UP AT 3:41 P.M. from the car ramp area. We will only use the primary car ramp in the afternoon.** A Name Card, which is requested through your child's teacher, should be clearly displayed on dashboard. If you do not have a name card or your child does not have a permit to be a car rider, you will be requested to go to the front office to sign out your child and show your ID. **PLEASE DO NOT ENTER BUS LANE.** ALL CARS WITHOUT PERMITS MUST DRIVE THROUGH THE CAR RAMP DROP OFF AND PICK UP AREA.

**Students are not to be checked out early on a regular basis. Check Out must be prior to 3:15 PM.** If a child is dropped off early or not picked up at dismissal by 4:00 PM, contacts from the emergency card will be called in order of listing on the emergency card. After all attempts have been made, child will be placed in Gator Club After Care with payment due upon pick up and/or authorities will be contacted.

## Alternate Stop Request and Guest Riders

*Students must be picked up and dropped off at their assigned bus stops only. Permission for exceptions may be granted on a space available basis. The parent/guardian must request in writing to the bus driver and/or the principal to allow for their child to get on/off at a bus stop other than the child's assigned bus stop. The written request must include the name, address and phone number of the adult who will be accepting responsibility for the child.*

## Communicating with Bus Drivers

Please address concerns to the bus driver by phone between 9 a.m. and 1 p.m. or between 5 p.m. and 9 p.m. rather than at the bus stop in the interest of your child's safety.

## Attendance

Prompt and regular attendance is essential in order for children to take advantage of all instructional time. Students may not arrive at school before 8:10 AM unless riding on the bus. Teachers are not on duty until that time. Please be sure your child arrives by 8:35 AM. **Children who eat breakfast at school should arrive no later than 8:25.** The instructional day begins at 8:40 AM.

The tardy bell rings at 8:40 AM. Any student arriving after the tardy bell must be signed in by an adult in the office before reporting to class. \*If you are late, you may need to call the school phone number to be able to enter the building. Students will take their tardy slip with them as they walk to class or if needed the student will be escorted to the classroom by an employee/volunteer in order to decrease interruptions to instruction. Even the first few minutes of class are important. Many teachers give the first assignment immediately so students may begin work during announcements and attendance. Please allow your child to get off to a good start by arriving on time.

Please do not check your child out early on a regular basis. This is disruptive to your child's education and that of others since instruction continues until the last minutes of the day. An early check out is loss of instructional minutes and will be indicated on JPAMS just like a "tardy." Excessive/frequent tardiness/frequent check-out will be discussed with a parent or guardian.

Students enrolled at Bayou Woods Elementary are expected to participate in all classroom activities during instructional time unless specific permission is given in advance by administration. *Due to building/room capacity and support of instructional time, students from other schools are not allowed on Bayou Woods Elementary school grounds or at school functions during the instructional day.*

**The Louisiana Department of Education requires all students to attend school a minimum of 165 days. Students who have more than 5 non-exempt absences per semester may be retained in their present grade.** It is important to write excuses for your child's absences and send any doctor's excuses to the teacher so that missed assignments may be made up. Absences are considered **exempt** with a verified doctor's note, a death in the immediate family etc. Students with excessive non-exempt absences will need to make up instructional meetings (seat time) at designated times, before school, after school and/or Saturdays. Excused absences are still counted in the total number of absences. You will be called by the district automated system anytime your child is absent or is checked in past the reporting time.

**Act 103 (See Appendix 1) of the 1994 State Legislature states that a student shall be considered habitually absent or tardy after the fifth unexcused tardy within any month or if a pattern of five (5) absences a month is established. The Supervisor of Child Welfare and Attendance must be informed of habitual absenteeism or tardiness. Policies and Procedures for Act 103 as stated in the Handbook on Attendance, Discipline, and Student Records will be enforced at Bayou Woods Elementary. Parents must inform themselves of this policy.**

## Breakfast and Lunch

Our cafeteria once again received the Gold Award of Distinction as designated by Healthier US Schools in 2017-18. Our staff prepares breakfast and lunch for our school each day. Parents are encouraged to pay for student meals by the week or month. The chart below lists prices for payment convenience. All money collection is computerized. We encourage the use of "My Payments Plus" @ [www.stpsb.org](http://www.stpsb.org). to pay breakfast and lunch money. Each student has his/her individual account number and all money goes into their account. **ALL CHECKS SHOULD BE MADE PAYABLE TO BAYOU WOODS CAFETERIA.**

Any lunch and breakfast money that is sent to school should be in a sealed envelope with the child's name, teacher name, computer number and amount of money clearly written on the front. Lunch/breakfast money is to be sent in only on Mondays or on the first day of the school week. Charges are not allowed. If a student is absent or brings lunch, money not used remains in the account to be used when the student does eat.

Applications for free and reduced meals are available online at [stpsb.org](http://stpsb.org). Filling out this form is encouraged as this is the deciding factor for Title I funding. You are responsible for all charges incurred before notification of approval is made. Notification of approval or disapproval will be sent to all applicants.

Children who bring lunch from home may purchase milk for \$.50 if desired. Payment is made through the lunch line on the day needed. **No canned drinks, glass containers, or fast food meals are allowed in the cafeteria by either children or adults.** Menus are sent home monthly with the teacher newsletters. Menus are also posted on our school website.

If parents wish to join their child occasionally for a meal at school, please notify the cafeteria (985-641-1970) no later than 9:00 a.m. on the day they wish to come. This will ensure that enough food is prepared.

Lunch:	Full Price:	\$1.30per day	\$6.50 per week		
	Reduced:	\$ .40 per day	\$2.00 per week		
Breakfast:	Full Price:	\$ .75 per day	\$ 3.75 per week		
	Reduced:	\$ .30 per day	\$ 1.50 per week		
Both Meals:	Full Price:	\$10.25 per week		Visitor: Breakfast	\$2.25
	Reduced:	\$3.50 per week		Lunch	\$4.75
	Milk:	50 cents			

## Bus and Car Riders

The St. Tammany Parish School Board makes bus transportation available to all students who attend school. We encourage all students to take advantage of this service. Bus routes and stops are planned and established by the St. Tammany Parish School Board Transportation Department. Please use bus transportation if available to your neighborhood. Call the **Transportation Department, 898-3373**, with questions regarding bus routes, stops, and times. Parents should make sure that they know their child's bus number, driver's name and have their contact number. If you have a child riding a regular education school bus, the driver is not required to wait for an adult to meet the student at the bus stop. The bus driver should be contacted for any route information, times or issues that may arise while the student is on their bus.

Occasionally there are bus changes or bus delays. We appreciate your calling to inquire about the delays; however due to the high volume of calls into the school and our teachers/staff remaining on duty to care for the students, we are not able to contact you unless it is an emergency. You will be notified as soon as possible anytime there is an emergency situation.

Students should always follow bus safety rules to ensure the safety of all riders. For the safety of your child and everyone on the bus, security cameras are present and appropriate bus behavior will be strictly enforced. Please encourage your child to report any issues to the bus driver immediately. The bus driver may contact the parent, prior to the school contacting you, to discuss student needs. Students are expected to always:

- Remain seated facing the front of the bus.
- Keep their hands and feet to themselves and inside the bus.
- Talk in a respectful low (normal) tone of voice.
- Use only the bus and bus stop assigned.

Students must be picked up and dropped off at their assigned bus stops only. Permission for exceptions may be granted on a space available basis. The parent/guardian must request in writing to the bus driver and/or the principal to allow for their child to get on/off at a bus stop other than the child's assigned bus stop. The written request must include the name, address and phone number of the adult who will be accepting responsibility for the child.

The front driveway of the school is reserved for bus/handicapped car riders (with permit) drop off/pick-up and emergency vehicles. There is NO PARKING IN THE RED ZONE AREA AT ANYTIME DURING THE SCHOOL DAY. CARS MUST USE THE CAR RAMP TO DROP OFF OR PICK-UP STUDENTS. Students who are brought to school late, must be walked into the office and signed in by an adult. **The Car Ramp will open at 8:10 AM and will close at 8:35 AM when the first bell rings.** Walkers are defined as any student who can walk to his/her home of record as listed by the school district. All other students must be dropped off and picked up at the car ramp. Walkers will be dismissed after late bus riders.

**Students are NOT allowed AT SCHOOL BEFORE 8:10 A.M.** TEACHERS WILL NOT BE ON DUTY UNTIL THAT TIME.

**\*\*ANYTIME YOUR CHILD WILL GO HOME A DIFFERENT WAY THAN USUAL, A NOTE MUST BE SENT TO THE CHILD'S TEACHER.** A child who is unsure about how he/she is going home can become quite upset. **PLEASE PUT ALL TRANSPORTATION CHANGES IN WRITING (IN THE TAKE HOME NOTEBOOK OR FOLDER). THIS WILL ALLOW ANY CONFUSION TO BE CLEARED UP EARLY IN THE DAY BEFORE DISMISSAL.** \*Please remember that this year we must have a written request for any bus changes. (See above) Please do not e-mail teachers. They may not be able to check their e-mail during the day so may not get the message. **FOR THE SAFETY OF OUR STUDENTS, CHANGES MAY NOT BE MADE BY PHONE. IN AN EMERGENCY, YOU MAY FAX (985-639-0923) or EMAIL (call the office to request e-mail address) A COPY OF YOUR DRIVER'S LICENSE AND A NOTE BEFORE 3:15 P.M.**

If your child is a car rider, he/she will be given a windshield name card which should be displayed on the dash in the front passenger's side of the windshield when picking up your child at the car ramp. Parents are not permitted to park in the parking lot and walk over to pick up a student.

In Louisiana, the law requires all children under the age of 12 to ride in the backseat of a vehicle. Therefore, students must enter the car through the back door nearest the curb unless this is not possible. Also, please remember that cellphone use by the driver is not allowed within school zones. Additional reminders for parents and students will be included with the name card. Please review these safety precautions with your child.

If a child is dropped off early or not picked at dismissal by 4:00 PM, contacts from the emergency card will be called in order of listing on the emergency card. After all attempts have been made, students will be placed in Gator Club After Care and payment will be expected upon pick up and/or authorities will be contacted.

### **Address and or Phone Number Change**

Please help us keep all address information, including e-mail addresses, and phone numbers current both in the computer system and on your child's emergency card. If you have a change of address, please bring 3 current proofs of residency (such as a utility bill, mortgage payment, proof of insurance) to the office. We must have copies of these before the information can be changed at the district level. **Please note: updating/changing an emergency card, does not change official district information. We must have official documentation from you in order to make a change in the system.**

### **Check Ins/Check Outs**

**If your child is late for school (after 8:35 AM) you must call the office to have someone meet you at the door to get a late slip. Please do not drop them off at the front door and leave. \*The front door is locked at all times.**

The only excuse for tardiness will be for sickness or doctor/dentist appointments with a Return to School note from the physician. In order to be counted present for the day, a child must be checked in before 10:45 A.M.

If you must check your child out of school before **3:41 P.M.**, please come to the office and sign him/her out before **3:15 P.M.** The secretary will call the child's teacher and the child will report to the office. Because of the large number of students we have at Bayou Woods, we will not be able to call for them after 3:15 PM. **Parents may not go into the hallways or directly to the classroom to get their child. Please wait in the office or foyer for your child.** In order to be counted present for the day, a child cannot be checked out before 12:15 P.M. If a student leaves between 10:45 A.M.-12:00 Noon, one half day of absence will be counted. Please do not call the office and ask to have your child waiting in the office for pick up. The procedure is for the child to remain in the classroom as long as possible. Please do not check your child out early on a regular basis. Avoiding the line at the car ramp is not reason for consistently checking your child out early. Please remember that checking a child out early is disruptive to instruction.

**Only those people listed on your child's emergency card will be allowed to check him/her out.** A picture identification is needed. When circumstances change, please update your child's emergency card accordingly. If a particular person should not check out your child, please notify the office.

**For safety reasons, we cannot accept transportation changes over the telephone. The parent/guardian must request in writing to the bus driver and/or the principal to allow for their child to get on/off at a bus stop other than the child's assigned bus stop. The written request must include the name, address and phone number of the adult who will be accepting responsibility for the child. All changes in the way your child goes home or where they are to go should be provided to the teacher in writing at the beginning of the day. IN AN EMERGENCY, YOU MAY E-MAIL (call the office to request e-mail address) or FAX (985-639-0923) A COPY OF YOUR DRIVER'S LICENSE AND A NOTE BEFORE 3:15 P.M.**



## **Child Sexual Abuse Prevention Education and Reporting Program**

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. All materials that will be used in the instruction may be previewed by contacting the school administration. We would also like to encourage you to talk with your child about this topic as well as other general safety issues.

### **Confidentiality**

St. Tammany Parish School Board has a strict confidentiality policy. All visitors while working at, volunteering at, and/or visiting Bayou Woods Elementary understand that all information seen or heard pertaining to any student is confidential. Employees and volunteers who work with student information should have a Confidentiality Agreement on file in the office. In addition, photographs of students should only include the parent/guardian's child without parent or school permission due to confidentiality and potential media release restrictions.

### **Discipline**

The following is the Bayou Woods School wide Discipline Plan which was designed to comply with Senate Bill No 76. This plan will be followed by the faculty and staff. We ask your cooperation in helping us to help all students to accept responsibility for their actions and develop self-discipline.

The purpose of the positive behavior school-wide discipline plan is to improve school climate by developing a document designed to support St. Tammany Parish policy while addressing the specific needs of Bayou Woods Elementary School. At BWE all faculty and staff follow a school-wide Positive Behavior Support program using the components of CHAMPs. It is a pro-active approach to school discipline. The goal of the plan is to define, teach, and support behaviors so that the 'culture of self-respect' is established throughout the school.

#### **Positive Approach For Positive Results** (See Addendum 2 for Pull Out)

**At Bayou Woods Elementary, we teach behavior as a content area.**

**Define Expectations:** A small number of simple, clearly defined and positively stated expectations are established in each classroom based on our school philosophy.

**Teach Expectations:** Expectations are taught to all students, with specific behavioral expectations defined for each location in school. Teaching behavioral expectations involves modeling, and practicing the rules in each school environment, using both positive and non-examples. (What it looks like to *not* follow an expectation)

**Acknowledge Appropriate Behaviors:** For new behaviors to be learned, appropriate behaviors need to be acknowledged on a consistent basis.

**Consistent Consequences:** Clear procedures are established to provide information to students when their behavior is unacceptable. Reflection time will be used along with classroom consequences if a student fails to follow classroom expectations and disrupts the classroom environment.

#### **Step 1: Schoolwide and Classroom Teacher Interventions**

- Teacher and/or peer will provide modeling and practice.
- Teacher will provide verbal or nonverbal direction using appropriate social emotional strategies to deescalate the situation (CHAMPS, Gator Five, Fish Philosophy, visual schedules, etc.)

- Brief student/teacher conference
- Relocation to provide cool down and reflection
- Completed Behavior Reflection sent home for parent signature/ brief student-teacher conference
- Parent/guardian contact

The interventions above are designed to assist the teacher in behavior management techniques by using strategies within the school grounds/class setting. It may be necessary to repeat items 1 through 5 several times before proceeding to an administrative referral. Behavioral change happens slowly. Multiple opportunities to re-teach and replace inappropriate behaviors are extremely beneficial to the student. Classroom teacher interventions are not limited to those provided. Serious or repeated violations may result in a more severe response or an immediate administrative referral.

### **Step 2: Pre-Administrative Referral Process**

The following are possible interventions that may be utilized as applicable:

- Minor Infraction Report - This is the opportunity to learn expectations without negative consequence or loss of privileges.
- Practice for Success for Second/Third Grade Students
- Parent/teacher conference
- Refer to school counselor
- Complete a Functional Behavior Assessment (FBA) & develop a Behavior Intervention Plan (BIP)
- Refer to Student Assistance Team (SAT) and or Mental Health Provider (MHP)

### **Step 3: Administrative Referral Process**

- Completed Louisiana Department of Education School Behavior Report

THE MAJOR GOAL OF THIS PLAN IS TO HELP STUDENTS MAKE BETTER CHOICES AND TO PROVIDE A POSITIVE LEARNING ENVIRONMENT FOR ALL STUDENTS.

Parents of students exhibiting chronic discipline problems that are a threat to the health, safety, welfare, and education of themselves or other students will be required to conference with the administration. Repeated violations of the rules of conduct may result in suspension. Refer to the Handbook on Attendance, Discipline, and Student Records for policies and procedures.

Students found using, possessing and/or concealing a knife, the blade of which equals or exceeds two (2) inches in length, a firearm, a weapon which may discharge a projectile, or other dangerous instruments or look-alike which may cause bodily harm shall be immediately suspended and recommended for expulsion. Upon the recommendation for expulsion, a hearing shall be conducted by the Superintendent or his designee. Upon the conclusion of the hearing, the Superintendent, or his designee, shall determine whether the student shall be expelled from the School System or if other corrective or disciplinary action shall be taken.

### **The following steps will be followed for inappropriate behavior on a school bus.**

- Driver will provide verbal or nonverbal direction.
- Driver or administration will refer student for modeling and practice time.
- Driver will conference with parent by phone.
- Driver will complete the Louisiana Department of Education Bus Behavior Report.

**If inappropriate behavior persists the student will be suspended from all bus privileges. The administration reserves the right to adjust disciplinary action to fit the infraction at any time. The goal is to have each child ride to and from school safely and in a positive atmosphere.**

## **Bullying**

### *From the District Handbook for Students and Parents*

Bullying is a form of aggression, and it occurs when a person(s) willfully subjects another person (victim), to an intentional, unwanted and unprovoked, hurtful verbal and/or physical action(s) at any school site or school sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a student or a member of a team. Examples of types of bullying may include, but are not limited to the following examples:

- Physical bullying includes, but is not limited to, punching, shoving, poking, strangling, hair pulling, beating, kicking, punching or excessive tickling.
- Verbal bullying includes, but is not limited to, such acts as malicious name calling, teasing, or gossip.
- Emotional (psychological) bullying includes, but is not limited to, rejecting, wronging, extorting, defaming, humiliating, black-mailing, diminishing personal characteristics (such as race, disability, ethnicity or perceived sexual orientation), manipulating friendships, isolating, or ostracizing.
- Sexual bullying includes, but is not limited to, many of the actions proceeding as well as exhibitionism, voyeurism, sexual propositioning, abuse involving actual physical contact, or sexual assault.

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities. Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) or alleged victim and/or any individual(s) who report an incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as meaning “to pay back (an injury) in kind.” When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the “alleged Victim” back (retaliate). Retaliation must not occur and will not be tolerated.

Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out of school suspension, disciplinary reassignment and/or expulsion.

Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report the incident immediately to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told the bullies to stop, students should make a written record of the incident including dates, times, witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf.

To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behavior toward them as “inappropriate” and has clearly told them to “stop.” Nor should they make remarks that may cause another person to feel “oppressed” (stressful, scared, or intimidated).

Students will be taught the appropriate ways to socially interact. This plan was designed to support the above policy while addressing the specific needs of Bayou Woods.

### **Step 1: Student, Adult and Teacher Interventions**

**During the month of September we teach the Upstander/Bystander Revolution curriculum, which teaches students to:**

- Students are encouraged to report bullying. Students will be taught to pledge to become an *Upstander* by standing up to bullying whether at school, at home with friends, family, colleagues, or teammates.

Students will learn to state disagreement or discomfort about differences in ways that are respectful rather than insulting or demeaning.

- The teacher conducts a conference with the student being accused of bullying.
- If it persists, the student will be sent to the school counselor and the parent/guardian will be contacted.

### **Step 2: Pre-Administrative Referral Process**

- Parent/teacher conference face to face

The following are possible interventions that may be utilized as applicable:

- Student participates in a social skills group lead by the school counselor
- Complete a Functional Behavior Assessment (FBA) and develop a Behavior Intervention Plan (BIP)
- Refer to TAT/SAT
- Refer to Mental Health Provider
- Discipline referral – submit the following:
  - Completed Louisiana Department of Education School Behavior Report
  - Parent/Conference Form
  - School-wide behavior slips

**THE GOAL OF THIS PLAN IS TO PROVIDE A POSITIVE LEARNING ENVIRONMENT FOR ALL STUDENTS AS THEY LEARN AND GROW INTO SOCIALLY COMPETENT YOUNGSTERS.**

### **Dress Code**

Bayou Woods will enforce the St. Tammany Parish School Board uniform policy. This ensures that students observe basic rules of personal hygiene and dress in a manner that will not disrupt the educational process. All students are required to wear the Bayou Woods uniform and adhere to the following guidelines:

#### **Bottoms**

Khaki long pants\*  
Khaki walking shorts (fingertip length)  
Khaki jumper  
Khaki skort or skirt  
\*Pants must be hemmed above the floor and properly secured

#### **Tops**

Hunter green or athletic gold collared knit shirt  
Hunter green, white or khaki turtleneck may be layered under shirt  
BWE green or athletic gold T-shirt or sweatshirt (from PTA)  
**No logos or emblems other than BWE**

at the waist with a belt if necessary

**Undershirts may be white, tan or green**

**Shoes**

Closed shoes (tennis, oxford)  
Must have non-marking soles

**Outerwear**

**No Logos or emblems other than BWE**

Only appropriate closed shoes may be worn during PE instruction

**Not Allowed** (School policy-subject to disciplinary action)

Shoes or Boots with high heels/pointed toes  
Beach sandals or backless shoes  
Labels, logos, advertisements, or brand names on tops or bottoms  
Jeans or denim material  
Overalls  
Short shorts (Must reach fingertips)  
Leggings worn as pants (OK under skirt or jumper)  
Warm-up pants (sweatpants)  
T-shirts (except BWE T-shirts on designated days)  
Baggy pants that are several sizes too large  
Pants worn below the waist  
Skin showing around the waist area  
Caps or hats  
Hoods on campus except outdoors in inclement weather  
**Jewelry may not be worn during physical education classes.**  
Proper undergarments are to be worn at all times.

\*HAIR: Hair must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc. will not be permitted. An acceptable well-groomed haircut will be required of all male students. The length may not fall below the shirt collar. Afros or teased styles may not exceed three inches in height. Hair in front must be out of student's eyes and not impair vision. Hair must be clean. Girls must wear their hair in a standard, acceptable style. Hair in rollers or curlers, excessive teasing, or hair in the face arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair must be clean.

\*(School policy-subject to disciplinary action)

**Emergencies**

Each student will be given an emergency card for parents/guardians to complete. Please fill this out completely, leaving no blanks. In the event of an emergency, we need to reach the parents or additional caretakers as quickly as possible. These emergency cards will be kept in the office. If your telephone number and/or e-mail changes, please write us a note giving us your new information. **Please note: students can only be released to individuals listed on the emergency card.** Please keep these names up to date. In case of emergency, we will attempt to contact the names in the order listed to come pick up your child.

**Field Trips**

Initially we will not have school field trips this year. Once the district and school feel it is safe to go on field trips, we want our students to participate in field experiences (either at school or a field trip) in conjunction with units of study. IF this happens, parents will receive notification of details through notes sent home with students. Deadlines for permission slips and payment (cash only) must be adhered to due to the requirement of advanced purchase of tickets and prepayment of bus transportation. Due to these restrictions, refunds cannot be made if for some reason the student is unable to go on the field trip. Students whose behavior presents a risk to themselves or others will

be asked to have an adult accompany them. All students who attend field trips must ride the bus to the destination and return to school by bus unless given special permission by the principal.

Usually chaperones are needed to provide supervision to insure the safety of students on the trips; however, they are not allowed to ride the public school bus. Often, carpooling can be arranged for chaperones. \* If you wish to be a chaperone for your child's trip, please be advised that you may not bring children (siblings, including those from other schools or preschool children), who are not enrolled in the class as they cannot be considered part of the field trip. However, if you choose to attend an event that is open to the public, you will need to provide your own transportation. Your admission cost will have to be paid at the door. You will be considered separate from the trip and will not be given any students to supervise.

## **Grading**

**Student Grades can be monitored thru the JPAMS Student Progress Site.  
See [stpsb.org](http://stpsb.org) – Student Progress Center Tab**

Bayou Woods Elementary follows the parish wide grading scale policy.

The evaluation key used in Kindergarten is: O (Outstanding/Meets or exceeds stated goals) S (Satisfactory/Meets stated goals) and N (Needs Support/Progressing toward stated goals) for Reading, Language Arts, Mathematics and Conduct. Grades are averaged within the quarter; however, there is no overall end of the year final average.

St. Tammany Parish Public Schools follow the uniform statewide grading scale for all public schools in Louisiana. The following grading system is used for Reading, Language Arts, Math, Science and Social Studies:

A – 93-100 %      B – 85-92%      C – 75-84%      D- 67-74%      F- 0-66%

Conduct and Work Habits are reported by O (Outstanding), S (Satisfactory), N (Needs Support) and U (Unsatisfactory).

There shall be a minimum of nine assessments in Reading, Language Arts, and Math for each student during each quarter. Five assessments are required in Social Studies and Science during each quarter. All grades are averaged within the quarter. There is an end of the year average for all graded subjects. There shall be no Honor Roll.

## **Home Learning**

Classroom instruction can be extended and enhanced through home learning and virtual activities. Students have vocabulary, reading and writing activities in all subject areas that can be completed at home. Teachers provide reading/responding, web based links and paper/pencil activities in newsletters and on their website. We also have a Family Resource Center sponsored by Title I which has items for check out or free for home use. Assignments are intended for student practice and enrichment. We appreciate all involvement in student learning activities and encourage family members to discuss any ideas or needs with their child's teacher.

## **Interim Reports**

Interim reports on class progress in grades 1-3 are issued at midpoint during each grading period to facilitate communication on student progress. Interim (progress) reports are indicative of academic progress in regard to the subject(s) addressed. Please sign and return the report. Also, please contact your child's teacher as soon as possible to set up a conference to discuss a plan for improvement if needed.

## **Kids in Transition**

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence. If you have questions about the support services related to this program, please contact the school office or school counselor.

## **Library**

Each class will have library class once a week. Children in grades K-3 will be allowed to check out a book. (Kindergarten will begin checking out after their orientation to the library.) Plans will be implemented to all students to return their book and check out another if they wish. Teachers will remind students to return library books on the correct day, but parents and children are responsible for returning the books on the appointed day. Payment for lost books shall be based on the current list price of the book. If a student has an overdue book, he/she may not check out additional books from the library until the cost of the lost book is paid. Any lost or damaged library books must be paid for by the end of the year.

## **Lost and Found**

We have a lost and found storage chest in the commons area for any items found that are not claimed. Please encourage your child to check this box and of course a parent/guardian is encouraged to check the box also. In order to avoid lost items, please label all lunch boxes, items of clothing, etc. with your child's first and last name. We regret that we cannot be responsible for lost items.

## **Media Release Forms**

Upon registration and at the beginning of every school year, St. Tammany Parish School Board requests authorization to release students' name, voice and/or likeness of to be used in news publications, audiovisuals, district and school websites and other electronic transmissions. In order for your child to have any information related to school activities (including professionally made school group or individual pictures) released to the media, this must be signed and kept on file at the school. Waiving this release indicates that you do not want your child's picture taken by professional photography services offered through the school. Compensation or reimbursement of any kind related to use of the material is waived.

## **Medication/Illness**

Students will not be allowed to have any medication in their possession on the school grounds. This includes but is not limited to cough drops, cough syrup, and/or aspirin. Personnel in the office and teachers cannot administer medication. Please schedule medication to be given before and after school, if possible. If medication is needed during the school day, it is best for the parent to come and administer the medicine to their child.

Should health problems occur that are expected to be long term, the following policy will be adhered to:

Written orders from a physician detailing the name of the drug, dosage, and time interval medication are to be taken.

- a) Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
- b) Medication must be brought to the school office by an adult, in a container properly labeled by the pharmacy or physician
- c) Each medication given must be recorded on a medication log, which includes date, time, dosage, and signature of person giving medications.

Parents are asked to be considerate and not send students to school when they are ill. (Refer St. Tammany Parish School Board, School Nurse Program, Medical Tips) Parents will be contacted to arrange to check students out who come to school feeling ill or with a fever. A doctor's excuse will be required for a student returning after a contagious illness or after the student has been absent three consecutive days due to illness or for more than *10 non exempt* absences within the school year.

### **Medical Tips** STPS School Nurse Program

In an effort to maintain a safe and healthy environment in school, please review the following guidelines regarding student illnesses. The guidelines are meant to provide simple and effective precautions against the transmission of disease and/or infection as well as decrease the risk of exposure for all students and school personnel.

- Students should remain home and be fever (100 degrees or higher) free for 24 hours without medication i.e. Tylenol, Ibuprofen, etc.
- If your child is vomiting or has diarrhea before school, please keep him/her home until at least 24 hours after it subsides.
- All persistent rashes should be seen by a doctor for proper diagnosis in order to determine the communicability of the rash. Nurses cannot diagnose the various rashes.
- If your child has a discolored (yellow to green) nasal discharge, this may indicate an infection, thus your child may need to see a physician.
- For a student to be readmitted to school after having an active case of head lice, the parent must bring the student to school within two (2) days and provide written verification of treatment. Before re-admittance to the classroom, the school nurse or trained school personnel shall re-examine the student's head for an active infestation.
- All ringworms must be covered while at school. Ringworm in the scalp must be seen by a doctor.
- Report all communicable diseases to the school – i.e. Chickenpox (Varicella), Fifth disease, Flu, Coronavirus-19, etc.
- All Chickenpox (Varicella) sores should be completely dry before the student returns to school.

### Allergy Reminders

**Some students are allergic to various foods, including but not limited to nuts, seafood and shellfish. Please be aware when bringing edibles to school not to include these items and to check with the teacher for individual details. If your child has allergies, please note on the emergency card and make sure to discuss with the classroom teacher, the cafeteria if applicable, and our school nurse in order to assure that all precautions are taken.**



## **Parental Involvement**

The faculty and staff of Bayou Woods Elementary School believe that positive parental involvement is essential for students to have a successful school experience. We are committed to creating an environment of mutual respect and cooperation where all stakeholders are encouraged to take an active part in the education of our students. Parents, students, teachers and principal sign a Title I Compact each year to show our commitment to the success of our students. **At this time, however, ONLY ESSENTIAL VISITORS are allowed in the building. If you need to arrange a conference, it will need to be scheduled. We want to encourage open communication and keep our “open door policy” in place. However, this year it will be different. We want to continue to encourage you to volunteer and support our classrooms in various ways from home. Please reach out to your child’s teacher for possible opportunities.** Parents are included in decision-making and advisory committees. Opportunities for parents to meet with teachers and to participate in learning activities are provided throughout the year. Weekly parent communication is maintained through the use of a school wide take home folder. This folder contains student work as well as various parent communications. Websites are used to post information about our curriculum, programs and opportunities for parental involvement.

Our Title I Family Resource Center has a wealth of resources available for checkout or take home. In addition, opportunities for meeting other parents/families, meeting with counselors, support group sessions and parenting presentations will be available throughout the year. Scheduled events and times that the parenting center is open will be announced through the newsletter and will be posted on the school website.

## **P T A**

Bayou Woods Elementary is a PTA school. Our local supports funding for instructional activities and classroom opportunities for our students. We are very proud of our affiliation with a parish, state, and national organization that supports the total education of children. We hope you will show your support by joining our PTA. Our PTA encourages parents and families to volunteer throughout the year.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are to be scheduled either before school (8:10 a.m.), or after school (3:41 p.m.). Conferences are not to be scheduled when teachers have assigned duties or are scheduled to attend faculty meetings. Parents may request a conference by calling the school office at 641-1901, or by e-mailing or writing a note to the teacher or an administrator. Parents should always check Interim Reports and Report Cards to see if the teacher has requested a conference.

## Parish Handbook

At the beginning of the year, the Parish Handbook on Attendance, Discipline, and Student Records will be issued to each child. It is the parent's responsibility to see that their child follows the policies in this handbook.

### Parties

Classroom parties will be held at Christmas and Easter, please contact your child's teacher or the Room Mother if you can help with planning. Activities/Games will be related to the curriculum and of an instructional nature. Please do not send party invitations, gifts or items for your students. These should be given outside the school. \* **Celebrations will be limited to a small individually wrapped store bought snack or treat. Celebrations should be planned and scheduled with the teacher.** Also, please check with the teacher about student allergies prior to sending food items. There may be other occasions when the teacher requests individually wrapped store bought items or treats. We always love to make learning fun at BWE!

### Pesticides

Notice of Pesticide Application has been posted for public view near the front doors. Section 3389 of Act 237 states that each school shall maintain a hypersensitive student registry. This registry is to contain the names of students, whose parents have submitted a written statement to the school stating that the student is hypersensitive to pesticides, including written verification of the student's hypersensitivity by a licensed physician. Please send this information to the principal if your child has special needs.

### Promotion/Retention

According to the St. Tammany Parish policy for promotion and retention, a child will be promoted if all of the following criteria have been satisfied:

- The child has had no more than 10 non-exempt absences.
- The child has an end of the year average of passing grades on level in Reading and Math. (Grades 1-3)
- The child does not fail two minor subjects. (Grades 1-3)

Please refer to the St. Tammany Parish Pupil Progression Plan on the [stpsb.org](http://stpsb.org) website for a more detailed description.

### Registration

New students entering school must present a certified copy of a birth certificate, an immunization record, social security card, and 3 proofs of residence. If all documents are not provided or if there is a question about residency, parents will be required to go to the Slidell Annex for approval. It is helpful if new students also have copies of their latest report card and withdrawal form from their previous school.

## Report Cards

Report cards will not be sent home with Pre K/Kindergarten at the end of the first quarter. The district letter will be sent home at the end of the first quarter with kindergarten students explaining why there is no report card and what to expect on the second quarter report card.

Students in Grades 1-3 will receive report cards each quarter. When necessary, Interim reports will be sent home at mid-quarter intervals in grades 1-3. These reports are to be signed and returned. Please consult the teacher if further explanation is desired. Please check the report carefully. If the teacher has requested a conference, please schedule one as soon as possible.

## Safety Procedures Security Cameras, Visitors, Crisis Plan Procedures

Security cameras are a pro-active element to ensure school safety. Bayou Woods has 24 hour security cameras mounted inside and outside the building.

Due to COVID-19 restrictions, volunteers and non-essential visitors are not allowed in school buildings except under extenuating circumstances. This includes PTA members, parent volunteers and parents visiting their children for lunch, etc. Visitors and parents/caregivers are asked to contact the school with questions and concerns and to inquire about access to campus to check out their child, drop off medication, etc. Essential visitors are individuals who must enter schools to conduct visits in accordance with Louisiana law or policy. Essential visitors are defined as individuals who conduct CLASS® observations, observe teacher candidates as part of the teacher preparation quality rating system, and provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.

In addition, please schedule conferences in advance with teachers and/or administration in order to allow for before/after school times or planning times.

PLEASE ADHERE TO THE FOLLOWING ST. TAMMANY PARISH SCHOOL BOARD PROCEDURES:

- a. No person shall go on elementary or secondary school grounds or in any building or other facility without authority of the proper school official.
- b. All persons shall report to the administrative office immediately upon arrival.
- c. All persons entering the building shall be logged in through the district's computer system. Each visitor must provide a driver's license or state ID for this purpose. Each visitor will need to state the purpose of the visit and the area where the visitor is going.
- d. All persons shall receive an official visitor identification badge.
- e. For safety purposes, visitors are not allowed on the playground except for special events.
- f. All persons will sign out and relinquish the visitor badge.
- g. All persons shall depart from the building and grounds upon completion of business.

Conferences about student progress should be scheduled during non-instructional time. Please respect student learning time and student confidentiality. Students are not allowed to bring visitors to school to attend class with them.

There is NO PARKING during the school day in the RED ZONE directly in front of the school. All visitors must always enter and exit through the front of the building even when parking in other areas.

Bayou Woods Elementary faculty, staff and students practice crisis procedures and safety drills regularly. Please support your child and their safety by discussing these procedures at home. Drills include: Evacuation, Shelter in Place, Lockdown and Reverse Evacuation.

## **Severe Weather Procedures**

St. Tammany Parish has provided registration for the public to sign up for emergency alerts on their website, [www.stpsb.org](http://www.stpsb.org) in case of severe weather or emergency closings. In addition, download the St. Tammany App ([www.stpsb.org/app](http://www.stpsb.org/app)) and/or please watch and listen to TV/Radio to be aware of any St. Tammany Parish School closings. Cable channel 13, the St. Tammany Parish School Board Channel, and [www.stpsb.org](http://www.stpsb.org) are kept up to date with information. Bayou Woods Elementary will follow parish officials' directives in the event of any severe weather. Please avoid calling the school if at all possible. We need our phone lines available to contact you if needed. **Please have a plan for picking up your child in case you are unable to come and buses are unable to run due to severe weather conditions.**

## **Automated Communication System**

The District or School Automated Communication System will be used periodically to deliver information by telephone to students' homes. This system will be used to notify parents of pertinent information such as sudden school closings due to weather or other circumstances and it will notify parents of student absences. In addition, it may be used to notify parents of special events at Bayou Woods such as PTA meetings and Family Nights.

In order to receive these telephone notices, it is imperative that Bayou Woods has a current telephone number in our data base for each student. Please notify the office anytime that your telephone number changes.

## **Sexual Harassment Policy**

Sexual Harassment is a violation of the law and School Board policy. It is not tolerated, condoned, or overlooked. The Board through its designee(s) shall promptly, thoroughly, and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law. Copies of the St. Tammany Parish School Board's Policy on Sexual Harassment are sent home annually with all students. Copies are on file in the front office and in the library.

## **Tobacco Free/Drug Free Zones**

The St. Tammany Parish Public School System prohibits the use of any tobacco products by students, employees, or visitors in all buildings, centers, offices, vehicles, schools, or other property under the jurisdiction of the School Board. Drug Free Zones are inclusive of any property used for school purposes by any school, within 1000 feet of any such property, and school buses. Violators of the laws concerning Drug Free Zones will be prosecuted.

## **Supplies**

Each grade level at Bayou Woods Elementary has a supply list. These are available on the district and school webpage or in the front office. These supplies are the minimum amount needed for the student. Supplies should be replenished throughout the year. *Please select a book bag without wheels for your child to use at Bayou Woods Elementary.*

## Teacher Assignments

We strive to address individual learning styles and needs of all of our students. If your child has special needs, please use the student interest and parental involvement form, provided on the website and at the end of the year, to describe your child's needs and or come to discuss with administration. We truly appreciate your input; however, please understand that we cannot always honor a specific teacher and that classes are filled based on numbers.

## Telephone Messages

In order to not disrupt classroom instruction, phone messages will not be delivered to students unless there is an emergency. For the safety and welfare of all of our students, no transportation changes will be accepted over the telephone. All changes must be made in writing and sent to school with the child at the beginning of the day. **IN AN EMERGENCY, YOU MAY FAX (985-639-0923) or EMAIL (call the office to request e-mail address) A COPY OF YOUR DRIVER'S LICENSE AND A NOTE BEFORE 3:15 P.M.**

Classes cannot be interrupted for phone messages for teachers or staff. Messages will be put in their mailbox and/or e-mailed to them. We encourage you to use teacher's e-mails to send them messages. Their e-mails can be found on our website, <http://bayouwoodselementary.stpsb.org/>. Our teachers are not allowed to respond to texts.

## Textbooks

All textbooks are the property of the State of Louisiana. The use of state owned books is the right of every student in Louisiana. This right carries with it the basic responsibility of proper use and good care. Teachers and parents should help students carry out these obligations. Please utilize online textbook resources whenever possible. This will help with heavy loads as well as lost items.

Any student who loses or damages a book should report it to his/her teacher. The amount owed for the book must be paid before another book is issued. Report cards and other records will not be released for students owing for lost or damaged books

## Toys, Games, Electronics

We ask that no toys be brought to school unless requested by the teacher for educational purposes. Remember that toys or other items may not be shared with others. In addition, the following should be kept at home: electronic communication devices including cellphones/watches, radios, iPods/headsets, and video games. If brought to school, these items will be taken from the students and held in the office for parental pick-up. (Please see district handbook for additional information.

## Technology Use

The St. Tammany Parish School Board (STPSB) 1:1 Chromebooks for Learning deployment is to promote high levels of student engagement for all students. Increasing access to technology is essential to build upon college and career readiness skills. STPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively. (Please see Appendix 5 for the STPSB Chromebook Responsible Use.)

Technology use forms are only signed when a student initially enrolls in St. Tammany Parish Public Schools. Students utilize technology daily to enhance instructional activities. Many programs

are available to our students that provide both enrichment and interventions. Several are available for home learning also. We encourage you to take advantage of these resources. Anytime that you would need additional information about websites or programs, please feel check the teacher's website or ask for specifics.

### **Title I/School Improvement Plan**

Bayou Woods Elementary is a Title I School which provides many additional services for our students. We review our student data and annually write a School Improvement Plan which addresses how funding and support services will be used to increase student achievement. Each year the plan is evaluated and shared with all stakeholders. Title I provides additional funding for our parenting center (see section on Parental Involvement), tutoring, both during the school day and after school, summer instructional programs, technology, teacher professional development, Parent Family Engagement Activities along with classroom materials and supplies. As part of our Title I Plan, we have a Compact for Student Success which has been provided for you. \* We invite you to provide input at any time on our School Improvement Plan or any other aspect of our school by calling, emailing, or through our school website, under the School Improvement Plan tab.

### **Website/ St. Tammany Mobile App**

St. Tammany Parish School Board and Bayou Woods Elementary have websites for your convenience. They are both full of important information about school happenings. Please visit them frequently. The Parish website is [www.stpsb.org](http://www.stpsb.org). Bayou Woods' website can be accessed from this site by looking under the school directory for Bayou Woods Elementary or access through: <http://bayouwoodselementary.stpsb.org/>. Many of our teachers have links to their own web pages from this site. You may find the lunch menus for each month there as well.

You may also get district, school and employee information at your fingertips by downloading the St. Tammany Public Schools Mobile App. Simply search for St. Tammany Public Schools in the app store ([www.stpsb.org/app](http://www.stpsb.org/app))

### **State Attendance Guidelines (Act 103)**

The Louisiana Board of Elementary and Secondary Education voted in the spring of 2010 to revise several of the attendance policies. Previously, students were allowed 20 absences each school year. Students are now allowed only five absences per semester for High School students and ten absences each school year for Elementary students. There are also new rules that apply to these absences. Absences of two or fewer consecutive school days incurred due to personal illness or serious illness in the family may be validated by a parent or caregiver written excuse note. If a student is absent for three or more consecutive days or for other types of absences, a student must present a note from a physician, nurse practitioner, or dentist to be excused. In addition, any absences over ten days must be excused with a doctor's note. If not, the student will need to make up instructional minutes outside of regular school hours.

These new rules are restrictive, and you need to understand that these guidelines will not allow students to be excused for vacations or other family trips. You will need to make an effort to schedule vacations and necessary appointments during school breaks. Our 2019-2020 and 2020-2021 calendars are posted on our website at [www.stpsb.org](http://www.stpsb.org) and includes ample breaks for travel plans.

Extenuating circumstances will be considered but must be approved by the Supervisor of Child Welfare and Attendance. Students may be temporarily excused from the attendance regulations because of extended physical or emotional illness, an extended hospital stay, extended recuperation from an accident, or an extended contagious disease within a family. These extenuating circumstances must be verified by a physician, nurse practitioner, or dentist in order to be considered as an official excuse from the attendance regulation. State law will also allow for an exception to the attendance regulation for the observance of special and recognized holidays of a student's faith. The only other exception to the law will be absences that are verified by the principal for the purposes of school system approved travel for education, a death in the family, or a natural catastrophe or disaster. Students who are participating in school-approved field trips and other instructional activities such as College Spring Testing and approved college visits will be considered present at school.

Attendance regulations represent some big changes for all of the students across the state of Louisiana and are intended to send a clear message that education is a priority for all students. If you have any questions, please contact us.

Appendix 2

Bayou Woods Elementary  
Positive Behavior Support Program  
*A Positive Approach for Positive Results*

At Bayou Woods all faculty and staff follow a school-wide Positive Support Program using the components of the CHAMPs model. It is a pro-active approach to school discipline. *Our goal is to define, teach, and support behaviors so that the 'culture of self-respect' is established throughout the school.*

**At Bayou Woods Elementary, we teach behavior as a content area.**

**Minor Infractions (This is the opportunity to learn expectations without negative consequences)**

**Include but not limited to:**

- **Inappropriate Language**- Low intensity of inappropriate language, student apologizes
- **Class Disruption**- Low intensity; inappropriate interrupting teaching, learning or conversation. Re-direction is effective.
- **Defiance/Disrespect**- Lack of respect and courtesy, rolling eyes, mumbling, sighing. Re-direction is effective
- **Disobedience**- Willfully refusing to follow school & classroom expectations. Re-direction is effective.
- **Forgery**- Signing parent/guardian's or teacher's signature
- **Lying/ Cheating**- Student apologizes, re-direction is effective
- **Harassment/Teasing**- Student delivers a disrespectful message (verbal or gesture) to another person.

**Consequences of Minor Infractions:**

**Behavior Reflections will be written by the student with the teacher for all Minor Infractions**

<b>First Minor Infraction</b>	<b>Minimum of a phone call home from teacher, up to a Major Referral. Behavior Reflection is written by the student with the teacher.</b>
<b>Second Minor Infraction (for the same infraction)</b>	<b>Minimum of a Behavior Reflection and a phone call home from teacher, up to Major Referral</b>
<b>Third Minor Infraction (for the same infraction)</b>	<b>Teacher will call home and schedule a conference with parent and administration. Behavior Reflection written</b>
<b>Six Minor Infraction (for any infractions)</b>	<b>Results in a Major Referral, Parent called, TAT meeting scheduled for interventions</b>

**Minor Infraction tallies start over on the first day of each nine weeks.**



## Major Infractions

**Include, but not limited to:**

- **Abusive/Inappropriate Language**- Continued swearing, name calling, or use of words in a loud inappropriate way, writing or drawing profanity.
- **Defiance/Disrespect**- After re-direction, refusing to follow directions; talking back to an adult.
- **Fighting/ Physical Aggression**- Actions involve serious physical contact where injury occurs. Example- hitting, slapping, punching, scratching, kicking.
- **Bullying**- Student continues & repeatedly delivers a disrespectful message (verbal or gesture) to another person
- **Combustibles**- Student is in possession of substances such as, but not limited to, matches, lighters or fire crackers
- **Weapons**- Student in possession of a knife or gun, real or look-alike, or other objects readily capable of causing bodily harm.
- **Willful Disobedience**- refusing after re-direction, to follow school & classroom expectations
- Leaves school premises or classroom without permission
- Commits other serious offense

### **Consequences of Major Infractions:**

All offenses are to be written up on the La. Department of Education School Behavior Report, and will be entered on the student's permanent school record.

<b>First Major Infraction</b>	<b>Phone call home by teacher/Administration, conference with parent/teacher/student.</b>
<b>Second Major Infraction</b>	<b>Minimum of After School Support up to School Suspension; SAT/TAT Meeting scheduled for behavioral concerns, BIP/FBA written</b>
<b>Third Major Infraction</b>	<b>Minimum of 1 day of Shared Responsibility or School suspension Conference parent/teacher/admin. To review BIP/FBA</b>
<b>Fourth, or more Major Infraction</b>	<b>Minimum of School Suspension, SAT Meeting with parents for possible evaluation for behavior concerns</b>



**St. Tammany Parish Public Schools  
Title I  
Parents’ Right to Know  
Parent and Family Engagement Best Practices**

**PARENTS’ RIGHT TO KNOW**

The **Every Student Succeeds Act (ESSA)** requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children’s teachers.

**Parents and families have the right to know:**

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

**Teacher Certification/Degree Information can be verified at [www.teachlouisiana.net](http://www.teachlouisiana.net)**

**PARENT AND FAMILY ENGAGEMENT BEST PRACTICES**

St. Tammany Parish Public School System believes that **Parent and Family Engagement (PFE)** is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

<b>District Responsibilities</b>	<b>School Responsibilities</b>
<ul style="list-style-type: none"> <li>• Involve families in developing and reviewing the district's PFE Plan</li> <li>• Hold yearly Federal Programs, PFE Stakeholders’, and PFE activity planning meetings</li> <li>• Support STPPS Title I schools in planning and carrying out their PFE activities</li> <li>• Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans</li> <li>• Provide a Title I PFE resource page and presentations for school personnel use</li> <li>• Develop Title I PFE survey to evaluate PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures</li> </ul>	<p>Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities</p> <p>Offer PFE activities at various times which support learning goals at home</p> <p>Involve parents in the planning, review, and implementation of PFE programs</p> <p>Provide parents with timely information about the school PFE policy</p> <p>Provide families with opportunities to volunteer, participate, and observe in the school and classroom</p> <p>Maintain 2-way communication with families</p> <p>Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process</p> <p>Support all students in their effort to achieve success</p>

### **BWE Car Ramp Procedures 2020-2021**

**Walkers are defined as any student who can walk to his/her home of record as listed with the school district. All other students must be dropped off and picked up at the car ramp with the exception of students with handicapped passes who are picked up in front at the handicapped access area. The line moves quickly once the 8:10/3:41 p.m. bell rings especially if everyone follows these procedures. Thank you for your cooperation.**

*With the expected increase of car riders due to COVID-19 restrictions, Bayou Woods will open two carlines **in the morning**. The original car ramp will serve as the primary ramp, and the secondary ramp will be the parking lot near the playground.*

**We will only use the primary car ramp in the afternoon.**

Please remember parents are not permitted to park in the school's parking lot and walk over to pick up a student. If this happens, the parent will be asked to go to the office to check the student out. The office staff will notify the duty teacher when to dismiss the student. If for any reason your child is not at the car ramp, a duty teacher will page the office for assistance. While you are waiting for your child, please park parallel in the bend of the drive leaving room for others to pass while you wait. Your child will be escorted to the car when she/he arrives at the car ramp.

We wait until all students are seated and duty teachers are ready to monitor before loading any car. For the safety of the children, no car should move until all students are seated and the duty teachers are prepared to monitor the movement.

**Louisiana law requires all children under the age of 12 to ride in the back seat of a vehicle.** Therefore, students must enter the car through the back door nearest the curb unless this is not possible. In case of necessity, for safety reasons, if the child must enter on the driver's side, s/he must be escorted by the parent or duty teacher.

Your child will be given two windshield name cards. The driver picking up your child should display the name card on the dash in the front passenger's side of their windshield. The duty teacher at space #3 will call out the student names and direct students to the correct area to load. (i.e. Susie Jones go to #1, Bob Smith go to #2, Debbie Wilson go to #3, etc.) Please talk to your child about waiting for their name to be called before getting up. We want to ensure all children remain safe.

**At 4:05 the duty teacher will escort any remaining students to the office. Emergency contacts will be called in order listed.**

**Please remind your child:**

- ☞ Students remain seated until their name is called.
- ☞ Students should keep book bags closed and on their backs.
- ☞ Students should use the restroom and get water before lining up for dismissal.
- ☞ Students will not be allowed not to leave the car ramp for any reason once they have arrived unless a duty teacher is notified by the office. If they forgot something, the parent will have to go through the office to get permission before the student may return to the building.
- ☞ Students should listen closely for their names to be called and move quickly and safely to the correct loading spots.

## **STPSB Chromebook Responsible Use**

### **Program Purpose**

The St. Tammany Parish School Board (STPSB) 1:1 Chromebooks for Learning deployment is to promote high levels of student engagement for all students. Increasing access to technology is essential to build upon college and career readiness skills. STPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook and account will be issued.

### **General Information**

#### **Acceptable Use Guidelines**

Students are responsible for their own behavior at all times in accordance with the STPSB District Handbook for Students and Parents, STPSB Instructional Technology Use Policy and this STPSB Chromebook Responsible Use Policy. Please refer to the discipline provisions found in the above policies with respect to violations.

#### **Distribution of the Chromebook**

Chromebooks will be distributed near the beginning of the school year. The procedure for distribution of Chromebooks will be established at each school.

#### **Logging into a Chromebook**

Students will log into their Chromebooks using their school issued account. Students should never share account passwords with others.

#### **Returning the Chromebook**

An STPSB Chromebook is being loaned to the student for educational use during the school year. This device is the property of STPSB and must be returned at the end of each school year. Instructions for such will be given at that time. A student transferring out of the District will be required to return the Chromebook. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full. It is understood that the intentional failure to return the Chromebook to the school may constitute theft of district property and will be reported as necessary.

#### **Limitation of Liability**

STPSB is not responsible for damage or harm to persons, files, data or hardware. Chromebooks employ filtering technologies and other safety and security mechanisms, but there is no guarantee as to their effectiveness. STPSB will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device or the school network.

### **Digital Citizenship**

School-issued Chromebooks should be used for educational purposes, and students are to adhere to STPSB policies and all of their corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

#### **(1) Respect Yourself**

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

**(2) Protect Yourself**

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources. I will not meet anyone in real life that I have met online without parental permission.

**(3) Respect Others**

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people.

**(4) Protect Others**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

**(5) Respect Intellectual Property**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

**(6) Protect Intellectual Property**

I will request to use the software and media others produce. I will use available free and open source alternatives rather than pirating software.

**Note: All students utilizing the Chromebooks will participate in a Digital Citizenship Unit at the beginning of the school year.**

## **Caring for your Chromebook**

The student is responsible for the general care of the Chromebook which has been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher.

**General Precautions**

- I will insert and remove cords and cables carefully.
- I will not remove any case or cover issued by STPSB.
- I will keep my Chromebook free of any stickers, writings, or drawings that are not the property of the STPSB.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not place any heavy objects or drop any objects on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or in any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by STPSB, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.

**Screen Care**

- I will use only my fingers to touch the keyboard or screen.
- I will not spray or wipe my Chromebook with any household cleaning product or wipes. I will use only a soft, dry microfiber cloth or anti-static cloth.

- The hinge of the screen will only open to a slight angle. I will not attempt to open the screen beyond this stopping point as the screen will break if forced.

## Preparation and Use

### At School

A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher. School staff will monitor student usage when students are at school. In addition to teacher expectations for Chromebook use, students will be accessing curriculum information and content-appropriate online information in all classes. Any strategy used to circumvent security settings and filtering technologies including removing the device from the domain is a violation of this policy. External removable devices are prohibited, including USB drives and flash drives.

### **At Home (Students in Grades Pre K – Third will not bring Chromebooks home unless the school model changes and the district makes this allowance.)**

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery will last throughout the day. Repeatedly leaving the Chromebook at home may result in referral to administration and possible disciplinary action. Parents are responsible for monitoring their child's use of the Chromebook when accessing programs from home. Some sites may be blocked even at home since they are filtered by our System. STPSB makes significant effort to filter objectionable content, but we recommend that parents and guardians remain diligent in observing student behavior when using these devices outside of school. Remember, the Chromebook is an educational tool and should still be considered and used for Educational Purposes only. Some applications can be used while not connected to the Internet.

Students are bound by STPSB policies and all other guidelines in this document wherever they use their Chromebooks.

### Sound

- While at school, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

### Video Teleconferencing

- Your student may have the opportunity to participate in distance or remote learning via video and/or audio conferencing. As classrooms may operate virtually, observations will also occur virtually which may require recording by the teacher of the virtual or hybrid classroom.

## Managing Digital Work with a Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.

- With a wireless Internet connection, one can access documents and files from any Chromebook or mobile device, anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- All files should be stored in Google Drive, so there's no need to worry about lost homework.
- STPSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.
- If a Chromebook needs repairs, it may require a reload of the operating system. This reload will delete all files stored locally on the Chromebook. The student will need to save all needed files to their Google Drive.

## Software on Chromebooks

### **Originally installed Software:**

Chromebook software is delivered via the Chrome Web Store. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the district may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the district as well.

### **Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by STPSB.

## Damaged Equipment

### **Accidental Damage vs. Negligence/Intentional Damage**

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage. The price that the District paid for the Chromebook includes: the Chromebook, case and charger. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and/or the cost of repair or replacement.

### **Consequences**

The privilege of having a computer comes with a new set of responsibilities and new consequences. Violations of this Chromebook Policy may have consequences, including but not limited to:

- Notification to parents/guardians;
- Suspension of network, technology, or Chromebook privileges;
- Complete loss of Chromebook;
- Detention or suspension from school and school-related activities; and/or
- Legal action and/or prosecution.

### **Student Device Damage Coverage Program**

STPSB offers a Student Device Damage Coverage Program for all participants in the Chromebook program. Parents or guardians who do not purchase the Student Device Damage Coverage **WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND/OR REPLACEMENT OF THE DEVICE** at current prices. It is strongly recommended that all students participate in the Student Device Damage Coverage Program. A Device Cost breakdown can be obtained from a school administrator.

\*\*\* Lost or stolen devices are not covered under the Student Device Damage Coverage Program. A police report must be filed for the student to be issued another device in the event of theft.

The cost for Student Device Damage Coverage for one year is \$20.00 for single device coverage for the 2020-2021 school year.

I have read the rules for using the St. Tammany Parish School Board Chromebook and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.



**St. Tammany Parish School Board**  
**STPSB Chromebook Responsible Use Agreement**  
**Please Complete and Return this page**

I have read, understand, and agree to abide by the terms and conditions of the STPSB Chromebook Responsible Use Policy and all associated policies it references. School administrators reserve the right to examine, use, and disclose any data found on the STPSB networks in order to further the health, safety, discipline or security of any student or other person or to protect property. I understand that I may face disciplinary action if I do not abide by the policies set forth.

**Student:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature:

**Parent/Guardian Selection (One of the following MUST be selected):**

\_\_\_\_\_ I elect to pay the Student Device Damage Coverage Program. I understand that I am responsible for a single payment of \$20.00. The Student Device Damage Coverage is for one school year. Online Payment Preferred and fee must be paid by **October 1, 2020** to be included in the program.

\_\_\_\_\_ I elect NOT TO PARTICIPATE in the Student Device Damage Coverage Program. By doing so I accept FULL responsibility for the device if damaged. Replacement cost would be at the current cost of the device or repair as obtained through STPSB repair vendors.

Please Note:

1. Lost or stolen devices are not covered under the Student Device Damage Coverage Program.
2. A police report must be filed for the student to be issued another device in the event of theft.

**Teleconferencing (One of the following MUST be selected):**

\_\_\_\_\_ I give my consent for my child to participate in video/audio conferencing and/or recording for the purposes of synchronous and asynchronous distance learning.

\_\_\_\_\_ I DO NOT give my consent for my child to participate in video/audio conferencing and/or recording for the purposes of synchronous and asynchronous distance learning.

**Parent/Guardian:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Parent/Guardian Signature:

Date: \_\_\_\_\_

**Bayou Woods Elementary**  
**2020-2021**  
**Parent/Guardian Acknowledgement**

**Please sign and return this sheet indicating that you have read the attached  
2020-2021 documents:**

- **PBIS Policy**
- **Title I Parents' Right to Know**
- **Parent Family Engagement Best Practices**

I acknowledge that I have read the Title I Parents' Right to Know and Parent and Family Engagement Best Practices along with the PBIS Policy for the 2020-2021 school year.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

