

Bayou Woods Elementary

"Where Learning is Fun and Learning is Forever"



2015-2016 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

Ms. Sheryl Thomas
Assistant Principal

School Hours: Instructional Day: 8:40 AM – 3:41 PM
Office Hours: 8:15 AM – 4:10 PM

School Lunches: Full Price: \$1.10 per day \$5.50 per week
Reduced: \$.40 per day \$2.00 per week
(Make checks payable to Bayou Woods Cafeteria)

Breakfast: Full Price: \$.65 per day \$3.25 per week
Reduced: \$.30 per day \$1.50 per week

Both Breakfast & Lunch: Full Price: \$8.75 per week Reduced: \$3.50 per week
Milk – 50 cents

Visitor: Breakfast \$1.65 Lunch \$3.45

Supply Fee: \$10.00- Checks payable to Bayou Woods Elementary or pay online at Pay Schools - www.stpsb.org)

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)

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. Please note that PARKING SPACES LABELED STAFF or RESERVED ARE DESIGNATED for Bayou Woods Employees.

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. CAR RIDERS ARE TO BE PICKED UP AT 3:41 P.M. from the car ramp area. A Name Card, which is requested through your child's teacher, should be clearly displayed on dashboard. 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. Changes made for student's transportation MUST be done in person or in writing prior to 3:15 PM. 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, authorities will be contacted.

Bayou Woods Elementary School

Mission Statement

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

Bayou Woods Elementary School Vision Statement

Bayou Woods strives to create a supportive learning environment, which promotes the development of lifelong learners who will emerge as successful citizens in the 21st century. We achieve this by

- Ensuring developmentally appropriate education in Pre-K through 3rd grade
- Building student's self esteem
- Promoting engaging and motivational learning activities
- Providing a safe learning environment

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. Students should then 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 missing the first few minutes of class can be a problem. Many teachers give the first assignment immediately so students may begin work during roll call. Please allow your child to get off to a good start by arriving on time. Excessive/frequent tardiness/frequent check-out will be discussed with a parent or guardian.

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.

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.

The school day ends at 3:41 PM. Car riders will be dismissed first. Children who ride a late bus will wait in their assigned area. ***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. ***Please do not check your child out early unless absolutely necessary, i.e. doctor's appointment. Parents should wait in the Office for the child to exit. If you must pick up your child early, do not park in the bus lanes even for a brief time. Visitor parking spaces are provided.***

Breakfast and Lunch

Our award winning cafeteria 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. Lunch and breakfast money can be paid with one check or through "PaySchools" @ www.stpsb.org. 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.**

Lunch and breakfast money must be sent to school 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 sent home the first day of school and are available at any time should one be needed. 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 \$.30 if desired. Payment is made through the lunch line on the day needed. No canned drinks, glass containers, or fast food lunches are allowed in the cafeteria by either children or adults. Menus are sent home monthly with the PTA newsletter. Menus are also posted on our school website.

If parents wish to join their child occasionally for a meal at school, the cafeteria must be notified 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:	\$1.10per day	\$5.50 per week		
	Reduced:	\$.40 per day	\$2.00 per week		
Breakfast:	Full Price:	\$.65 per day	\$ 3.25 per week		
	Reduced:	\$.30 per day	\$ 1.50 per week		
Both Meals:	Full Price:	\$8.75 per week	Visitor: Breakfast	\$1.65	
	Reduced:	\$3.50 per week	Lunch	\$3.45	
	Milk:	50 cents			

Arrival and Dismissal

Each student riding a bus to school must ride only his/her assigned bus. If a student needs to ride a different bus, he/she must bring a note, written and signed by a parent, to the office. A bus pass will be written for the child to give to the bus driver.

Students must stay seated while the bus is moving. Students must exhibit good behavior at all times while riding the bus. Children who misbehave on the bus will be brought to administration for discipline which may result in suspension of bus privileges.

The front driveway of the school is reserved for bus/handicapped car riders (with permit) drop off and pick-up and emergency vehicles. There is NO PARKING IN THE RED ZONE AREA AT ANYTIME DURING THE SCHOOL DAY. Students may not be DROPPED OFF BY A CAR IN FRONT OF THE BUILDING. CARS MUST USE THE CAR RAMP TO DROP OFF OR PICK-UP STUDENTS. **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. IF A CHILD IS UNSURE ABOUT HOW HE/SHE IS GOING HOME, THIS BECOMES QUITE UPSETTING TO THE CHILD AND THE TEACHER AND CAUSES TRANSPORTATION DELAYS. PLEASE PUT ALL TRANSPORTATION CHANGES IN WRITING (IN THE TAKE HOME NOTEBOOK OR FOLDER) IF AT ALL POSSIBLE. THIS WILL ALLOW ANY CONFUSION TO BE CLEARED UP EARLY IN THE DAY BEFORE DISMISSAL. 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 A COPY OF YOUR DRIVER'S LICENSE AND A NOTE TO (985) 639-0923 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 teacher's 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. 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, authorities will be contacted.

Address and or Phone Number Change

Please help us keep all address information 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.

Buses

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 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. 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.

Check Ins/Check Outs

If your child is late for school (after 8:35 AM) you must accompany him/her to the office to get a late slip. Please do not drop them off at the front door and leave. 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 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. All changes in the way your child goes home or where they are to go must be given to the teacher in writing at the beginning of the day. IN AN EMERGENCY, YOU MAY FAX A COPY OF YOUR DRIVER'S LICENSE AND A NOTE TO (985)639-0923 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)

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 are 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: 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 classroom. 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.
- Parent/teacher conference
- Refer to school counselor
- Complete a Functional Behavior Assessment (FBA) and 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 immediately the incident 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

- 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 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 at the waist with a belt if necessary

Shoes

Closed shoes (tennis, oxford)

Tops

Hunter green or athletic gold collared knit shirt
Hunter green 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
Undershirts may be white, tan or green
Vests may not be worn over uniform shirts

Outerwear

BWE Sweatshirts are available from PTA

Must have non-marking soles

No Logos or emblems other than BWE

Only appropriate closed shoes may be worn during PE instruction

Not Allowed

Cowboy boots, 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)

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.

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 home or work telephone number changes, please write us a note giving us your new number. **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

Each grade will participate in field experiences (either at school or a field trip) in conjunction with units of study. Parents will receive notification of details through notes sent home with students. Deadlines for permission slips and payment must be adhered 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 remain at school in an assigned classroom. 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. Since space on the bus is limited, sometimes it is necessary to limit the number of chaperones who may ride the bus. Often, carpooling can be arranged for additional chaperones. * If you wish to be a chaperone for your child's trip, please be advised that you may not bring children (siblings, including preschool children), who are not enrolled in the class as they cannot be considered part of the field trip. However, you are welcome to attend if the event is open to the public and you provide your own transportation. Your admission cost would have to be paid at the door. You are 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

Bayou Woods Elementary follows the parish wide grading scale policy.

The evaluation key used in Kindergarten is: + Satisfactory/Meets or exceeds stated goals, √ Progressing toward stated goals, - Needs Support/Emerging.

The Grading Scale in first grade is: E - Excellent/Exceeds stated goals, S – Satisfactory/Meets stated goals, N - Needs Support/Progressing toward stated goals, U - Unsatisfactory/Not grasping stated goals.

St. Tammany Parish Public Schools follow the uniform statewide grading scale for all public schools in Louisiana in grades 2-12. The following grading system is used for all classes in which letter grades are used:

A – 93-100 % B – 85-92% C – 75-84% D- 67-74% F- 60-66%

Interim Reports

Interim reports on class progress are issued at midpoint during each grading period to facilitate communication on student progress. Interim (progress) reports are indicative of an 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 visit the school library once a week. Children in grades K-3 will be allowed to check out a book. (Kindergarten will begin checking out in January after their fall semester orientation to the library.) A time will be set aside during the school day for book exchange. Students will be allowed 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. Report cards and other records will be held in the office at the end of the school year for students who owe for lost or damaged books.

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:

- a. Written orders from a physician detailing the name of the drug, dosage, and time interval medication are to be taken.
- b. Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
- c. Medication must be brought to the school office by the parent in a container properly labeled by the pharmacy or physician
- d. 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's disease, etc.
- All Chickenpox (Varicella) sores should be completely dry before the student returns to school.

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. An open door policy is maintained where parents are encouraged to visit and volunteer in classrooms and to assist with duties throughout the school. 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 envelope. This envelope contains student work as well as various parent communications. Websites are used to post information about our curriculum, programs and opportunities for parental involvement.

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.

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.

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 on days in which teachers have assigned duties or are scheduled to attend faculty meetings. Parent conferences are held in the teacher's classroom unless meeting with the Principal or Assistant Principals. Parents may request a conference by calling the school office at 641-1901, or by e-mailing or writing a note to the teacher. 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. On other holidays, the teacher will contact the Room Mother concerning small refreshments. Activities/Games will be related to the curriculum and of an instruction nature. Please do not send party invitations to be given out at school for personal activities outside the school. These invitations are best mailed to avoid emotional conflict among students.

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 first grade student has received passing grades on level in Reading and Math
- The child has received passing grades on level in Reading and Math. (grades 2-3)
- The child does not fail two minor subjects. (grades 2-3)

Please refer to the St. Tammany Parish Pupil Progression Plan on the 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

Students in Grades 1-3 will receive report cards each quarter. Kindergarten students will receive reports beginning with the second grading period. When necessary, Interim reports will be sent home at mid-quarter intervals. 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

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

Severe Weather Procedures

St. Tammany Parish has provided registration for the public to sign up for emergency alerts on their website, www.stpsb.org in case of severe weather or emergency closings. In addition, 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 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.

Student Fees

The amount of the student fee for the school year is \$10.00. Please turn this into your child's teacher. We request all parents to pay this as soon as possible, since this money is used to defer the cost of duplicating materials and services. It has been our experience in the past that the cost per student exceeds the amount of the student fee.

Supplies

A supply list is provided for each grade level. They are sent home at the end of each school year and are available at all times. 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

Requests for specific teachers cannot be accepted. 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 to describe your child's needs. Please do not request a specific teacher.

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 A COPY OF YOUR DRIVER'S LICENSE AND A NOTE TO 639-0923 BEFORE 3:15 P.M.**

Classes cannot be interrupted for phone messages for teachers or staff. Messages will be put in their mailbox.

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.

Title 1

(See Appendix 3 for a “pullout” copy)

Bayou Woods Elementary is funded as a school-wide Title 1 program and all students benefit from these funds. As a part of the program we ***develop a written school-parent compact jointly with parents for all children. The compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.***

School Responsibility

Bayou Woods Elementary will:

- ***Provide high quality curriculum and instruction as stated in the School Improvement Plan which annually reviews school strengths and weaknesses and plans for budgeting and implementation of activities in order to reach objectives and goals.***
- ***Inform parents of student progress thru parent-teacher conferences.***
 - ***BWE Meet and Greet***
 - ***PreK and Kindergarten Orientation Assessment***
 - ***Statewide Testing Compact Conferences***
 - ***Student Assistance Team meetings***
- ***Provide parents with frequent reports on their Children’s progress.***
 - ***Home & School Connection newsletter***
 - ***Weekly Gator Talk***
 - ***JPAMS parent portal to review student progress***
- ***Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows***
 - ***Title I School Parent/Family Involvement committee***
 - ***Parents are invited to attend off-campus learning trips and assist with on campus learning “trips.”***
 - ***PTA invites volunteers to help with Secret Santa Workshop, weekly pencil sales***

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- ***Monitoring attendance.***
- ***Making sure that homework is completed.***
- ***Monitoring amount of television their children watch.***
- ***Volunteering in my child’s classroom.***
- ***Participating, as appropriate, in decisions relating to my children’s education.***
- ***Promoting positive use of my child’s extracurricular time.***

- ***Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.***
- ***Communicate through notes, conferences, class visits, volunteering, website/e-mail with school personnel to support student growth and learning.***

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- ***Do my homework every day and ask for help when I need to.***
- ***Read at least 30 minutes every day outside of school time.***
- ***Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.***
- ***Follow all Gator Expectations (the “Gator Five” G – Get Control, A – Act Responsibly, T- Try Your Best, O- Offer Kindness, R – Respect Everyone)***

Toys, Games, Electronics

We ask that no toys be brought to school unless requested by the teacher for educational purposes. In addition, the following should be kept at home: cellphones, 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.

Technology 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. Anytime that you would like information about websites or programs, please feel check the teacher’s website or ask for specifics.

Visitors

Visitors to the school are welcome and encouraged. ALL VISITORS MUST ENTER THROUGH THE FRONT OF THE BUILDING and CHECK-IN THROUGH THE FRONT OFFICE. 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.

We welcome volunteers into the classrooms; however, 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.

All parking spaces labeled staff are reserved for office staff. Parking is available in the front parking area and on the east and west sides of the school for visitors.

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.

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. 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)

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 2015-2016 calendar is posted on our website at 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.*

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

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

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

Appendix 3

Bayou Woods Elementary

SCHOOL/PARENT COMPACT/POLICY

Bayou Woods Elementary School administration, faculty, staff and parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2014-2015.

School Responsibilities

Bayou Woods Elementary will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - Quarterly and annually review and write Title I School Improvement Plan which includes:
 - review of student performance and achievement levels
 - subgroup performance
 - school strengths and weaknesses
 - plans for budgeting and implementation of activities in order to reach rigorous objectives and goals as determined by the district and state.
 - Follow St. Tammany Parish Public School's Guaranteed Curriculum which includes pre and post assessments, student learning goals, recommended materials including technology integration.
 - Stakeholders are encouraged to take an active part in the education of our students. Through the lines of regular and open communication all should work with all school learning community members and partners in order to attain our school motto of "Learning is Fun, Learning is Forever" and prepare our students to become lifelong learners and productive members of society.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

Specifically, those conferences will be held:

 - BWE Meet and Greet
 - Pre K and Kindergarten Orientation and Assessment
 - State wide Testing Compact Conferences
 - Student Assistance Team meetings
 - Individualized Educational Plan meetings
 - Parent/teacher conferences at least one time during the first semester made in person, note, and/or phone for concerns as well as for positive comments
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
 - DIBELS report and explanation after each benchmark testing period
 - Interim reports sent in the middle of each quarter
 - Report Cards sent home at the end of each quarter (mailed at the end of the school year)
 - Copies of Teacher Assistance Team and Student Assistance Team intervention worksheet data form to show student progress on specific intervention(s)
 - School-wide take home envelopes are sent home with students every Thursday. This envelope contains students' work, class & school newsletters, The Home & School Connection newsletter
 - State testing results are mailed home with the 4th Quarter report card
 - Parents who have a child or children receiving Special Education services are given daily, weekly, and/or quarterly progress reports for goals set by the IEP committee
 - PBIS Daily Motivational Charts

- Discipline – minor and major reports
 - JPAMS Parent Portal to view student progress
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
 - Email
 - Phone Call
 - Letter/Note correspondence in take home folder or notebook
 - Face to Face parent/teacher conferences either before, during planning periods, lunch time, and/or after school
 - Student Assistance Team Meetings
 - Individualized Educational Plan Meetings
 5. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities,** as follows:
 - Title I School Parent/Family Involvement committee
 - Gator-On-Up (At the end of the school year, Pre-Kindergarten parents are invited to attend a parent meeting and then visit the Kindergarten classrooms with their child)
 - Parents are invited and encouraged to participate in learning activities in the classroom, library, as well as helping in the front office
 - Parents are invited to attend off-campus learning trips and assist with on campus learning “trips.”
 - Parents will class sit for teachers who attend weekly Student Assistance Team meetings.
 - PTA invites volunteers to help with Secret Santa Workshop, weekly pencil sales, fundraising events, birthday lunches
 - Parents are invited to have breakfast/lunch with their child at anytime.
 - Parents are invited to our school performances including those during the school day, evening and weekend events.

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television their children watch.*
- *Volunteering in my child’s classroom.*
- *Participating, as appropriate, in decisions relating to my children’s education.*
- *Promoting positive use of my child’s extracurricular time.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*
- *Communicate through notes, conferences, class visits, volunteering, website/e-mail with school personnel to support student growth and learning.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Follow all Gator Expectations (the “Gator Five” G – Get Control, A – Act Respectably, T- Try Your Best, O- Offer Kindness, R – Respect Everyone)*

Additional Required School Responsibilities

Bayou Woods Elementary will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Bayou Woods Elementary will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

BWE Car Ramp Procedures 2015-2016

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 PM bell rings especially if everyone follows these procedures. Thank you for your cooperation.

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. Children not picked up by 4:10 may be taken to Gator Club (after school care) at a charge of \$7.00.

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.

BWE Car Ramp Procedures 2015-2016

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 PM bell rings especially if everyone follows these procedures. Thank you for your cooperation.

For the safety of all children, parking in the school's parking lot and walking to pick up a student is not allowed. 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. Children not picked up by 4:10 may be taken to Gator Club (after school care) at a charge of \$7.00.

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.

Thank you,
BWE Administration, Faculty, & Staff