



Woodlake
Elementary School
"Where Everyone Soars"



Student/Parent Handbook 2018-2019

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This agenda belongs to:

Name _____

Address _____

City _____ Zip Code _____

Phone Number _____

LETTER FROM THE PRINCIPAL

Dear Parents:

Welcome to Woodlake Elementary School, where everyone soars! It is our goal to work together to give each student the opportunity to reach their potential and achieve the goal of success in the academic world and the world in which they live.

This year our Pelicans will become “Happy Campers” and will quickly find out that “Learning is S’more Fun with Friends.” We will focus on designing exciting, engaging learning opportunities to enable our students to meet the standards. Teachers will ensure they are meeting the needs of students while helping instill a love of learning. Please join us in helping your child learn and grow by reading your teacher’s web page every week and reading the school website regularly to learn about many exciting events. You are always invited to attend morning meeting and experience the successes of all of our children.

We have a wonderful, active volunteer program and encourage all of our parents to become involved. Research indicates that children perform better in school when parents are involved. We encourage you to become involved in your child’s classroom and in our school activities. Joining our Woodlake PTA would be a great way for you to get involved and meet many new parents.

This handbook is a guide to help answer questions you may have about our school policies and procedures. Please review the information contained in this handbook agenda, as well as the St. Tammany Parish School Board’s District Policies for 2018-2019. Please visit our district’s website at www.stpsb.org and our school website at <http://woodlakeelementary.stpsb.org> to learn more about our school.

We are looking forward to a great school year. If you have any questions regarding anything during this year, please call the school at (985) 626-8842. We will be glad to assist you at any time. We want to hear your ideas and suggestions as we work together throughout the year.

We thank you in advance for sharing your beautiful children with us. They make each school day an adventure and it is exciting to watch them grow!

Sincerely,

Lelia Parker, Principal

Woodlake Elementary
Parent/Student Handbook
2018-2019

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MISSION STATEMENT

“Where Everyone Soars”

PHILOSOPHY

The faculty and staff at Woodlake Elementary School believe that the school’s responsibility is to help each student develop into a responsible and productive citizen in the school, home and community. We believe that each student should be provided with an educational program that fulfills his academic, social, emotional and physical needs. We believe that the educational development of the individual student is the basic responsibility of the school but must be shared with the home and community in order to insure the child’s fullest development and the fulfillment of his needs. We believe our program should respond to and build upon every child’s uniqueness.

The school environment and atmosphere should not only reflect that school is a good place to be, but also that it is a safe place of explorations, questioning and self-expression so that learning becomes fun, exciting and an integral part of each child’s life. Self-discipline, self-motivation, perseverance and inquisitiveness are emphasized.

Our daily whole school Morning Meeting provides opportunities for the school-wide application of the Fish philosophy. Morning Meetings are designed to include all programs and people throughout our school. This is also where our school wide positive behavior support plan is taught and reinforced in a positive manner.

ARRIVAL AND DISMISSAL POLICY

School begins at 8:40 A.M. Students may begin arriving at 8:15 A.M. each day. Students may only be dropped off in car line when a faculty member is on duty. **Please do not drop off your children in other areas.**

The tardy bell rings at 8:45 A.M. Late arrivals must report to the office with a parent/guardian. The parent/guardian must sign the child in and the child will be given a tardy slip to report to class. Excessive tardies to school will be reported to the St. Tammany Parish Supervisor of Attendance.

Dismissal begins at 3:51 P.M. on regular school days and at 12:51 P.M. on half school days. After care begins each day at 4:01 P.M.

ABSENCES

School attendance is imperative, not only to satisfy requirements of the State of Louisiana compulsory attendance law, but to help ensure student achievement and success. Every missed day of school is a missed opportunity for learning.

Louisiana State Law states that elementary students **may not miss more than ten (10) days** of non-exempted excused absences, unexcused absences, and/or suspensions per year.

Excuses for all absences must be presented in writing to the school principal or designee **within two days** of returning to school. For all absences exceeding the ten days allowed, with the exception of exempted, excused absences, students must make up seat time for grades one through three. The parent of any student needing to complete seat time will be required to meet with the principal to schedule the days and times for the seat time to take place. This seat time will be necessary for promotion.

PLEASE NOTE: Act 103 of the 1994 State Legislature deals with student truancy and tardiness and requires principals to report absences and tardiness to the child welfare supervisor. The Supervisor of Child Welfare must refer a student who is absent or tardy without an acceptable excuse five or more times in one month to the family or juvenile court. Policy also mandates the automatic retention of a student who has been absent for 10 or more days in a school year (extenuating circumstances are taken into consideration).

Students are responsible for making up all missed assignments in a reasonable amount of time. Parents may request assignments for extended absences by calling the school office. A 24-hour notice must be given prior to picking up missed assignments. These assignments may be picked up in the school office.

In order to be eligible to receive credit for courses, elementary students may not miss more than ten (10) days of non-exempted excused absences, unexcused absences, and/or suspensions (Types Two, Three and Four) per year.

Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.

There are four types of absences a student may obtain:

Type One – Exempted, Excused

Type Two – Non-Exempted Excused

Type Three – Unexcused

Type Four – Suspensions

Type One Absence: Exempted, Excused

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur. The exempted, excused absences are defined in the attendance policy as the following:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or nurse practitioner licensed in the state.
- Extended recuperation from an accident as verified by a physician or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a dentist or physician licensed in the state.

- Observance of special and recognized holidays of the student's own faith with documentation provided.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting with proper documentation. These absences shall not exceed five days per school year.
- Travel for educational purposes. **These absences must be approved prior to the travel** with the supporting documentation submitted to the principal. Verification of the educational experience must be submitted upon return to school
- Death in the immediate family with documentation. These absences shall not exceed five days.
- National catastrophe and/or disaster.

Type Two: Non-Exempted Excused Absences

Non-exempted excused absences are those incurred due to personal illness or serious illness in the family documented by parental notes. These absences allow the student to make up work missed and are considered in determining whether the student meets attendance requirements.

Type Three: Unexcused Absences

Unexcused absences are absences where a note is not provided to the principal, a note is provided outside of the specified time, or fails to meet the criteria to be excused. Students are not allowed to make up work for grading purposes and will be given failing grades for those days missed. These absences count against the student when determining whether the student meets attendance requirements.

Type Four: Suspensions

Suspensions are non-exempted absences. Students are allowed to make up work when suspended from school. The value of the work is determined by the school's discipline guidelines. These absences count against the student when determining whether the student meets attendance requirements.

TRUANCY

Any student who is habitually absent or tardy from school will be reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court regarding families in need of services.

TARDINESS

Students who frequently arrive late for school lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the school and classroom setting. Parents of students with excessive tardies will receive a letter from the principal notifying them of the excessive tardiness and will be scheduled for an appointment with the principal to discuss how we can best work as a team to support your child.

EARLY CHECKOUT: Check your child out in the office. For your child's safety you must present photo identification. Children will not be checked out during the last quarter hour of school. We will not check students out after 3:20 P.M. on regular school days or after 12:20 P.M. on half school days.

BEFORE AND AFTER-SCHOOL CARE

Before-School Care will be offered on regular school days starting at 7:00 A.M. for a charge of \$7.00 per day or \$65.00 per month. After-School Care will be offered on regular school days until 6:00 P.M. The cost is \$130.00 per month or \$10.00 per day. ***A late fee of up to \$10 or more will be charged for pickups after 6:00 P.M.** After-School Care will **NOT** be offered on half-days or on the last day of school. All payments should be sent to the school office or paid online at www.mypaymentsplus.com.

TRANSPORTATION CHANGES

FOR SECURITY REASONS, TRANSPORTATION CHANGES MAY NOT BE MADE OVER THE PHONE. In the event of an emergency, a fax may be sent to the office along with a copy of the driver's license or photo ID of the parent and of the person responsible for picking the child up. Please also include a phone number where the parent can be reached. All emergency transportation changes must be made **no later than 3:00 P.M.**

BUSES

The bus driver and the St. Tammany Parish School Board's Transportation Department will handle bus transportation arrangements. However, students must remember that the bus driver is responsible for their safety while they are on the bus, and students who violate bus rules will be referred to the principal for disciplinary action. Such referrals may result in the student being suspended from the bus.

Please use bus transportation provided by our district. It is convenient and minimizes the congestion in the car line. Call the **Transportation Department, 898-3373, or visit the website at <http://www.stpsb.org/transportation>** for questions regarding bus routes, stops, and times.

If, for any reason, your child will ride a different bus home, the parent must send a note to the teacher that must be signed by an administrator.

For the safety of your child and others on the bus, 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 low (normal) tone of voice.
- use only the bus and bus stop assigned.

Consequences for misbehavior on the school bus:

- First Referral: Student Conference with an administrator; parent is contacted for phone conference; possible loss of bus privilege for 1 day

- Second Referral: Student Conference with an administrator; parent is contacted for phone conference; loss of bus privilege for 3 days
- Third Referral: Student Conference with administrator; parent is contacted for phone conference; loss of bus privileges for 1 week

CAR LINE PROCEDURES

The car line procedure is as follows:

- Enter Lakeshore Drive and turn onto Lamarque Street.
- Continue on Lamarque Street and turn right onto Livingston Street.
- For arrival in the morning or dismissal in the afternoon, stop at the “Car Line Begins Here” sign. Wait for the signal from the duty teacher to proceed forward.
- Drive through the double gates under the portico in front of the kindergarten wing.
- Proceed to the first available numbered sign near the exit and stop.
- Students enter and exit the cars on the passenger side only.
- Students walk into the kindergarten wing in the morning and exit the kindergarten wing in the afternoon.
- After students are unloaded or loaded into the cars, cars turn right onto Livingston Street and continue on Clausel Street. **Please note this is a one-way street.**
- Turn left onto Villere Street and then turn right onto Foy.
- Continue on Foy Street, and turn left on Montgomery Street or turn right onto Florida to exit.
- Buses only enter the campus on Foy Street and exit on Villere Street. As always, please be mindful and cautious of surrounding walkers and vehicles. **No parents should be driving on Foy Street to come into car line**-----only bus drivers.

Students arriving in cars **must** be dropped off **ONLY** in the car line. The morning car line will begin at 8:15 A.M.

While in the unloading area of car line, please refrain from using a hand held cell phone.

Have your child ready to unload quickly when personnel arrive at your car.

Students eating breakfast should arrive at school by 8:30 A.M. to ensure they have time to eat their breakfast before Morning Meeting begins.

The afternoon car line will begin moving immediately at 3:51 P.M. and will end at approximately 4:10 P.M. **PLEASE BE PROMPT IN PICKING UP YOUR CHILD AFTER SCHOOL.**

Please do not park and walk up to the school to pick up your child.

This dangerous practice encourages young children to run (across traffic) to their parents.

It also slows down the loading process for everyone.

Please call the office for an office-issued car line name sign for your child. This sign is easy to read and will help us get your child ready quickly to load. This card with the student’s name will be sent home. Please place this in the front window on the driver’s side of the car. Your cooperation will help the loading process go faster and will keep our children safe. Any person picking up a child that does not have the office-issued car line sign will be required to pull over to the side and show an ID to the principal. If the person picking up your child is not listed on your child’s emergency card, they will not be allowed to pick up your child in car line.

Children who are not picked up when the car line is completed, will be brought to after school care. The \$10.00 drop-in fee will be charged.

SCHOOL ZONE CELL PHONE BAN

All Louisiana public schools are now a “Hands-Free Zone”. Act 410 passed during the 2014 legislative session prohibits motorists from using any type of hand-held wireless communications device while traveling through school zones during posted hours. It is imperative that parents avoid use of their hand-held cell phone in car line or near the school. Fines range from \$175 - \$500.

WALKERS

Only those students living within walking distance of Woodlake may be considered walkers. All walkers will be called to the office at 3:51 P.M. A parent/guardian must be present to sign the child out. If you are driving a car to school, you must go through the car line. Please do not park and walk to the office. This is against safety policies of the school and police will be notified.

CAFETERIA POLICIES

We strongly urge you to take advantage of the school lunch program. Breakfast is served between 8:15 and 8:40 A.M. Lunch is served at the designated times for each grade level. The costs of the meals are as follows:

- **BREAKFAST:** \$.75 (\$.30 for reduced)
- **LUNCH:** \$1.30 (\$.40 for reduced)

Payments should be made in advance. Please make checks payable to Woodlake Elementary School. Put it in an envelope marked CAFETERIA with the student’s name, teacher’s name, and amount of money enclosed. Payments may also be made on-line at www.mypaymentsplus.com. Contact the Cafeteria Manager, Mrs. Christi Lewis, for additional information. The phone number for the cafeteria is (985) 626-8747.

CAFETERIA RULES

The following rules are general cafeteria rules to be followed by all students. One classroom teacher will monitor the students throughout the lunch period.

- Remain quiet while entering the cafeteria. (Red Light)
- After everyone is seated, talk quietly to your face and shoulder partners. (Yellow Light)
- Remain in your seat.
- Raise your hand if assistance is needed.
- Keep your hands and feet in your own personal space.
- Remain quiet during dismissal. (Red Light)

OTHER CAFETERIA INFORMATION

We ask that parents refrain from coming to have lunch with their children for the first few weeks of school. This provides ample time for the teacher to reinforce cafeteria

expectations, and helps other students from becoming emotionally upset because their parent was unable to visit for lunch. **Beginning September 4th**, parents may come to school and eat lunch with their child in the cafeteria, under the gazebo, or at the concrete table/benches right outside the cafeteria. Parents are not to bring another parent's child outside the cafeteria to eat with them, only their own child. We encourage you to pack a healthy lunch for your child. In the event that you buy outside food or beverage from a food establishment, only unlabeled packaging will be acceptable.

Parents or grandparents may come to school to have lunch with their child as long as the cafeteria is notified by 9:00 A.M. Call the cafeteria at 626-8747. Please have the correct change to pay for your lunch. Parents may not bring fast food or sodas into the cafeteria, gazebo, and/or picnic areas.

Children eating breakfast at school need to arrive by 8:30 A.M. so they will have time to finish before class begins.

Children may bring their lunch from home and purchase milk at school. All milk money is paid daily in the cafeteria. If your child brings a lunch and drink from home, we request that you do not send soft drinks. Metal pop-top cans (of any kind) and glass containers are not allowed for safety reasons. Students should only bring water or juice with their lunch. Please do not send fast-food meals for your child's lunch.

A monthly menu will be sent home and is posted on our website.

During "Bring Someone Special to Lunch" Week (in September), parents and grandparents are requested to eat the cafeteria lunch, rather than bringing in outside food.

Our school system is one of a few in the nation that strictly follows the USDA Gold Standards for nutrition. We offer whole wheat, non-fat milk and fresh fruits and vegetables daily. We actually exceed the Gold Standard guidelines. We are a USDA Healthier School Challenge Gold Award of Distinction winner. All St. Tammany Parish elementary schools are Gold Award of Distinction schools, and have been honored as such at a reception at the Whitehouse.

SNACK BREAKS

Each class will take a short snack break daily.

- Kindergarten: Afternoon
- T-1 and First Grade: Afternoon
- Second Grade: Around 10:15 A.M.
- Third Grade: Around 10:30 A.M.

PARENT INFORMATION

EMERGENCY CARD:

Emergency cards will be sent home the first week of school. *Please return to school the following day.* We must have several local phone numbers to call in case of an emergency. **THIS IS EXTREMELY IMPORTANT!** If any phone numbers change during the year, please notify us immediately in writing. Please include information pertaining to allergies or specific health problems. It is essential for all students to have an emergency card on file.

If a family moves during the school year, it is important to bring documentation of new address to the office, so that all mailed documents can be received by parents or guardians.

SCHOOL FEES

We are requesting a \$10.00 fee per student to purchase instructional materials and supplies. These materials support and enrich our basic textbooks and curricular activities. Specifically, these extras include items such as science materials, art supplies, and technology supplies. Payments may be made on-line at www.mypaymentsplus.com, or by check or money order.

TECHNOLOGY

Each student and a parent/guardian must sign the St. Tammany Parish Instructional Use Agreement in order for the student to use the St. Tammany Parish School Board instructional technology and internet services. This form will be kept on file in the student's permanent folder and maintained as long as he/she is a student in the St. Tammany Parish School System. Students who do not have a signed form on file in the school office will be issued one to complete and return to school. To revoke permission once it has been granted, a letter must be submitted to the school office. The letter should contain the following:

- Date
- Child's full name
- Statement of refusal for instructional technology and Internet use
- Parent/guardian signature

MEDIA RELEASES

Media release forms are completed at registration. Students may only be photographed, videotaped, etc. for publication including the yearbook, **if this form is signed and on file in the school office**. If for any reason you do not want your child photographed, we would appreciate you calling this to our attention and noting this on the release form.

FIELD TRIPS

Educational Field Trips are planned by teachers to enrich learning. The information and cost of trips will be sent home prior to any field trip. Students attending field trips must ride the school bus and are not allowed to ride with parents in cars. Other children may not accompany parents on the trip. Chaperones must check in at the office first and receive a visitor tag prior to departure from school. The purpose of the chaperone is to

supervise a class group of 4-6 students. All chaperones are asked to sign a letter of agreement prior to the field trip.

Some field trips may have a limited number of chaperones. In this case, parents who send their chaperone forms in first will be chosen to be the designated chaperones for the class. The teacher will then notify parents who the designated chaperones are for the trip.

For your child to attend the field trip, you must sign the permission slip and return it along with the cost of the trip to school by the DEADLINE stated in the letter. Handwritten notes cannot be accepted. **No additional money or permission slips will be accepted after the deadline date.**

A parent wishing to check his/her child out from a field trip must sign the child out in the school office prior to leaving school the morning of the field trip. The parent will then give the check-out slip to the teacher prior to the class leaving the campus for the field trip.

For walking field trips, parents who desire to check their child out will do so only **after** the class has returned to school.

PARTY INVITATIONS

Please remember that when invitations are sent from students for events outside of school, such as birthday parties, an invitation must either be given to each child in the class or all of the girls for a female party or all of the boys for a male party.

BIRTHDAY CELEBRATIONS

The principal will recognize students daily at morning meeting on their birthday or prior to their birthday. Each student will receive a pencil in recognition of their birthday. Birthday parties may not be held at school. If parents bring cupcakes to the office for their child's birthday, these will get delivered to the classroom by the office staff at the designated time that the teacher requests. No additional treats, drinks, or ice cream may be brought to the office. Balloons and flowers may not be delivered to the school for students and will not be accepted by the front office to deliver to the classrooms.

RESTROOM POLICY (concerning adults)

For the safety of all students, adults (including parents/ guardians) should use the restrooms designated for Faculty and are not allowed in the children's restrooms. There is a restroom in the front office available for adult use.

SMOKE FREE ENVIRONMENT

All public school campuses in our parish are smoke free environments.

EMERGENCY CONTACT INFORMATION

School emergency closing and re-opening information is available through a number of sources. Parents are asked to stay informed through:

- Local television, radio, and newspapers
- The school system website at www.stpsb.org
- The school system educational television station (Channel 13)
- Taped telephone messages at the school or School Board Office (985 892-2276 or 985 646-4900) are recorded when possible.

During an emergency, parents need to closely monitor information about the situation, including procedures being followed, before going to school or to the scene of an emergency. Timely information will be released to parents through the sources above or personal contact when possible.

ON-LINE PAYMENTS

MyPaymentsPlus allows you to make online payments of school fees, cafeteria fees, and childcare fees. Please visit www.mypaymentsplus.com for more information.

PARENTAL INVOLVEMENT

We encourage parents and guardians to choose to become involved in the life of Woodlake Elementary School. You are crucial to the success of our school and will find a warm welcome within. To ensure effective involvement of parents and to support this partnership, we shall provide activities that encourage participation and involvement of all members of the school community.

Parental involvement activities are planned at various dates and times in order to accommodate all parents. The activities encourage parents to be actively involved in their children's education and to assist in their learning process.

Parents are given the opportunity to participate in the decision-making through participation in opinion surveys as well as through membership in committees such as the School Improvement Planning Committee, Positive Behavior Support Team and PTA Committees.

VISITORS

Visitors are welcome at Woodlake Elementary, but we foremost want to ensure safety for your child. The St. Tammany Parish School Board has implemented a system to confirm the identification of anyone checking into the office. On your visit to the school, please be prepared to present your driver's license to be scanned, which will produce a visitor's pass.

- All visitors must report to the school office immediately upon arrival.
- No person shall go on school grounds or in any building without authority of the school office.
- Visitors must receive an "Official" visitor's pass that must be worn the entire time while on campus.
- Upon departing, visitors must report back to the school office to turn in the visitor's pass.

- All classroom visits for observational purposes must be scheduled through the principal. Advance notice is required so that the visit will not disrupt instruction. Parents should not visit the classroom unannounced for any reason.

PTA

Woodlake Elementary has a very active PTA who is highly involved in improving our school. PTA encourages parental involvement, assists parents in developing skills to raise, educate, and protect their children, and speaks on behalf of children in our school. We work to have 100% membership, which means we have one member for every student. You are encouraged to join and participate and have other family members join as well.

VOLUNTEERS

The PTA organizes our volunteer parent program. We expect many hours to be logged at our school by terrific parents and grandparents. Our volunteer parent program allows more individualized instruction and really helps our teachers. If you are interested, the PTA will send out a sign-up letter after school begins. We really appreciate our great volunteers! Volunteer parents will want to wear comfortable clothing. However, **SHORT SHORTS** and **EXERCISE CLOTHING** are **NOT** appropriate for school. If a volunteer's clothing is deemed inappropriate for school by administration, the volunteer will be offered an appropriate shirt or will be asked to go change prior to providing volunteer services.

WATCHDOG DADS

This program has been developed to encourage fathers to become more active at Woodlake Elementary. There are many ways for dads to spend their time volunteering including helping with lunch and recess, sprucing up the campus, reading to students in the classroom, etc. Please look for more information to be sent home with your child regarding this program.

PARENT/TEACHER CONFERENCES

Only when a child feels that there is understanding, appreciation, and active cooperation between home and school, can he do his best in his school work. Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular difficulties he may have. **Please conference with the teacher first before contacting the school principal or assistant principal.** This allows you to establish a working relationship with your child's teacher and is in the best interest of your child. All conferences can be set up by emailing the teacher directly, or through the office by calling (985) 626-8842.

STUDENT SUPPORT SERVICES

GUIDANCE COUNSELORS

Guidance and Counseling services are available to help children become aware of their abilities, aptitudes, interests, and attitudes. The school counselor can assist in the following areas:

- To help children develop to their fullest potential
- To help children set realistic goals consistent with their abilities and interests
- To help children to maximize their self-esteem
- To provide opportunities for democratic problem solving
- To provide experiences which will assist children in making wise choices

CHILD SEXUAL ABUSE PREVENTION

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. Contact the school counselor if you are interested in previewing materials used in the instruction. We encourage parents to talk to their children about this topic as well as other general safety issues.

SAT – STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) is comprised of various school staff members, the principal, referring teacher, and other appropriate personnel. When a student is suspected of having significant learning difficulties, a conference is held between the teacher and the parent. Specific concerns are documented and the classroom teacher may implement appropriate interventions. If the interventions are not successful, a meeting is scheduled by the teacher with the SAT Committee and the parent. The committee reviews all information and makes additional recommendations for interventions and/or screenings.

MEDICATION POLICY

Children are **NOT** allowed to have medication with them at any time while on school grounds or while in route to school. This includes prescription and over-the-counter medications.

According to St. Tammany Parish School Board policy, designated personnel are not allowed to dispense medication of any kind unless the appropriate forms have been completed by the parent/guardian AND doctor. Any change in medication will require a new form. All medicine must be brought in by a parent/guardian and must be kept in a prescription bottle that matches the information on the form. All medications must be picked up at the end of the school year or they will be disposed of.

Do not send cough syrup, cough drops, aspirin, lip balm, or any other over-the-counter medication to school with any child. Parents may come to school, sign in, and administer medicine if necessary.

STUDENT ILLNESSES/CONDITIONS

Students will be sent home for the following conditions:

- Temperature above 100 degrees
- Vomiting
- Diarrhea
- Suspected communicable disease
- Rash

- Lice – if a child is found to have lice, parish policy requires that they be excluded from school. They **may not** return until they have been cleared by one of the school nurses or office personnel. St. Tammany Parish School Board Policy states that a child will not be allowed back in school until all nits and/or bugs are removed. **An excused absence will be issued for two (2) days only.**

DRESS CODE

Providing an effective learning environment for all students includes expectations that students are well-kempt, dressed and groomed in a manner that permits them to actively participate in school and that does not distract the education process. The school principal maintains the right to determine extremes in styles of dress and grooming and appropriateness and suitability for school wear. Body-piercing ornaments are limited to the ears, but may not be extreme in size or present a safety hazard for the child.

Parents and students are to refer to the *St. Tammany Parish District Handbook for Students and Parents* for the parish dress code policy. A few key areas to note are:

- A school uniform is required. (See uniform policy section).
- The minimum length of shorts, dresses, skirts, etc. must be at the fingertip or below when standing erect with arms extended down the sides or be no more than 5” above the knee.
- Tank shirts and undershirts may not be worn as outer garments. For security purposes, a navy blue coat/jacket is suggested.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- No see-through clothing are permitted and no skin may show between the lower garment and shirt in any position.
- Flip-flops or backless thong sandals are not permitted.
- All caps, hats, and bandannas are banned from school campuses during regular school hours.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.
- Students must wear tennis shoes to participate in P.E classes.
- Male hair---The length of hair may not fall below the base of a collar on a shirt. Male and female hair---Afros or teased styles may not exceed three inches in height. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted.

Violating the St. Tammany Parish policy on dress code or the school uniform policy could result in disciplinary action. A student will not be allowed to remain at school if the violation is disruptive.

UNIFORM POLICY

Children are expected to dress appropriately for school. The Woodlake uniform consists of any **navy** Woodlake T-shirt or sweatshirt, navy polo style shirt with no emblem, navy

turtleneck shirt, **khaki pants, shorts, skorts, jumpers, or skirts**. A navy sweater or sweatshirt with no emblem may be worn. Children are asked to wear **closed toe shoes** such as tennis shoes, top-siders, or oxfords for comfort and safety. Sandals, backless shoes, crocs, or flip-flops are not part of the Woodlake uniform. Tights or leggings may be worn under a skirt but should be a **solid color** resulting in uniformity. **Navy jumpers, skirts, shorts, etc. are not part of the Woodlake uniform**, so please do not send your child to school with this attire---*khaki* jumpers, skirts, shorts only are permitted.

SCHOOL BAGS

All students should bring a school bag daily. It is recommended that students in Prekindergarten and Kindergarten have the blue tote bags that the PTA sells. The bags readily identify these students as being our youngest ones on campus, so that we can provide them with additional assistance, especially at the beginning of school. School bags with wheels cause injuries. For safety reasons at school and on the buses, **wheeled luggage school bags will not be allowed at Woodlake**. Please do not allow your child to load down his/her back pack with items that are not needed at school.

LOST AND FOUND

All clothing found on the campus is placed in a bin in the office. Please write your child's name on everything worn or brought to school. **Students should not bring extra money, toys, or valuable items to school**. Fidget spinner or sports cards are not to be brought to school either. Periodically, we will donate clothing left for a period of time to charity.

PROMOTION AND RETENTION

According to the St. Tammany Parish policy for promotion and retention, a child will be promoted if all criteria have been satisfied. Students with excessive absences (over 10 days, unexcused) in **grades one through three** will be required to make up seat time in order to be considered for promotion. This detailed information may be found in the St. Tammany Parish Pupil Progression Plan at <http://stpsb.org/files/pupilprogressionplan.pdf>

INTERIM REPORTS

Interim reports on class progress are issued at midpoint during each grading period if a student is not working at the level and/or rate he/she is capable. During Open House, your child's teacher will explain plans for reporting student progress between required marking periods.

HOMEWORK

The purpose of homework is to reinforce, extend, or enrich learning. Assignments should be relevant, realistic, and reasonable. Children at this age should be spending 10 – 30 minutes each night on homework.

MAKE-UP WORK

A student is expected to make up work after an excused absence. If a student is assigned an out of school suspension, the student can make up the work missed for partial credit

earning a grade no higher than C. The student is required to turn in the work the following day after receiving the make-up work.

TEXTBOOKS/LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Any lost or damaged books must be paid for. The replacement value of most textbooks is in excess of \$30.00. Extra care should be taken in keeping up with textbooks and library books. If a lost book is found, the money will be refunded.

LIBRARY INFORMATION

Students in pre-school and kindergarten may check out one book at a time. Students in T-1, first, second, and third grades may check out two books at a time. These books are due two weeks from the day checked out. We will not renew books after the two weeks unless it is a long chapter book or needed in class.

Students may come to the library, starting at 8:15 A.M., and at designated times to check out books. **A book may be returned at any time.** Students are responsible for keeping the books in good condition. A fee may be charged if a book is returned damaged. A fine will be assessed according to the degree of damage. A charge may be assessed to replace badly damaged books. Most books cost about \$12.00 to replace. However, there are some that exceed this amount. The child will not be able to check out books or participate in field trips until the fines or cost of the book has been paid.

DISCIPLINE POLICY

Effective instruction can take place only in a well-disciplined environment. We expect students to display acceptable behavior at all times and expect parents to work with us to reach this goal. At Woodlake Elementary, we encourage all students and family members to follow the Pelican Pact Philosophy. Our school-wide expectations that have been adopted from the FISH Philosophy are:

- **Be There**
- **Make Their Day**
- **Choose Your Attitude**
- **Play**

This method of teaching and modeling expected behavior each day is aligned with the Positive Behavioral Interventions and Support (PBIS) System of the St. Tammany Parish School Board. The St. Tammany Parish School Board policy on discipline can be found in the *St. Tammany Parish District Handbook for Students and Parents* and on the St. Tammany Parish School Board website at www.stpsb.org.

Procedures for encouraging expected behaviors include:

- Each classroom and all common areas have the PBS rules displayed. Students, who exhibit outstanding effort to follow the rules, demonstrate kindness, and show good character will be given Pelican Praise Slips by a school employee. The Pelican Praise Slips are added to the classroom collection container on a daily basis. Students are chosen from the classroom Pelican Pride bowl weekly and rewarded for positive behavior.
- Each Friday teachers nominate students with outstanding behavior to be the Outstanding Pel- I - Can of the week.
- At the end of each month, those students who have received no Think Tanks will be rewarded.
- In an effort to encourage students to be in school every day, we will be rewarding students with perfect attendance at the end of the year.

Procedures for *encouraging* expected behaviors in the classrooms:

- Teachers have 4-5 simple rules in their classroom.
- Each teacher has a plan that includes tangible rewards for positive behavior such as: treasure chest, treats, stickers, happy notes, etc.

Outstanding Pelican: One student will be chosen from each class every Friday for going above and beyond to follow the Pelican Pact Philosophy. These students will be recognized at Morning Meeting and will be invited to a “treat” party at the end of the school day.

Procedures for *discouraging* violations of school-wide classroom expectations/rules:

- 1) A classroom teacher, duty teacher, or school administrator may give students violating classroom or school rules an infraction form.
- 2) After receiving three infraction forms, the student may be assigned to a Think Tank during his/her recess time. A classroom teacher, duty teacher, or school administrator may assign students violating any rule that is considered a major offense to Think Tank.
 - The student will meet with a Think Tank teacher during his/her recess time to discuss the school rules and to develop strategies to ensure that the rules are followed.
 - The Think Tank slip must be signed by a parent/guardian and returned to school the following day. If it is not signed the following day, the student may serve additional time in Think Tank.
- 3) After the 4th Think Tank, a day in the “Time-Out” room may be assigned.
 - Misconduct in the “Time-Out” room may result in additional days of “Time-Out” being assigned or a possible referral to the principal for administrative action.
- 4) Additional Think Tanks may result in referrals to the principal’s office for disciplinary action. This disciplinary action may include an Administrative Conference, additional Time-Out Assignment, or Out-of-School Suspension.
- 5) Serious offenses will result in immediate parent conferences and one of the above administrative actions or recommended for expulsion.

WEAPONS POLICY

Students found using, possessing and/or concealing a knife, firearm, weapon capable of discharging a projectile, or other dangerous instruments capable of causing bodily harm shall be immediately suspended and recommended for expulsion. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school or recommended for expulsion.

Please refer to the District Handbook for Students and Parents for further clarification of the parish-wide discipline policy.

CLASSROOM RULES

The teachers will post classroom rules and consequences in the classrooms. Teachers will handle minor infractions with a warning, infraction form, parent conference, etc. Serious infractions, such as defiance towards the teacher or continuous class disruptions will be referred immediately to an administrator for disciplinary action. Students should not bring toys, valuable jewelry, electronics, cell phones, or any other valuable items to school, including large amounts of money. Any such items picked up by a staff member and sent to the office will have to be retrieved by the parent. A student violating this rule may be disciplined. Students are prohibited from bringing a cell phone to school. If a student discovers a cell phone in his/her possession, he/she is to immediately turn it into the teacher or the office staff. The office staff will then call a parent to pick up the cell phone. A warning will be issued to the student. For the second offence of being in possession of a cell phone at school, the student will receive a disciplinary action.

PLAYGROUND RULES

The following rules are PBIS playground rules to be followed by all students. Duty persons may establish additional rules and guidelines. Duty persons will handle minor infractions with warnings, noon detentions, etc. Serious infractions, such as fighting, injurious acts, destroying school property, or defiance toward duty personnel will be referred immediately to an administrator for disciplinary action.

1. All students are to walk to recess.
2. Running should only take place in the running area.
3. Balls will be kept under the Pelican's Nest. Balls will be used to play Four Squares, shoot baskets, and/or to toss back and forth. The students will not be allowed to play true games of basketball, football, soccer, etc.
4. Students should always keep their head above their feet.
5. All students should freeze when the bell rings.

HALLWAY/WALKWAY RULES

1. Walk quietly.
2. Take care of your business and return to class quickly.
3. Stay in your own personal space.
4. Wave quietly to your friends and neighbors.

SCHOOL INFORMATION

SCHOOL HOURS

Office Hours: 7:30 A.M. – 4:51 P.M.

School Hours: 8:40 A.M. – 3:51 P.M.

Before Care: 7:00 A.M. – 8:15 A.M.

After Care 4:01 P.M. – 6:00 P.M.

Full Day Schedule

Bus & Car Drop Off	8:15 A.M.
School Starts with Morning Meeting	8:40 A.M.
Tardy Bell	8:45 A.M.
Pre-K/Kindergarten Lunch	11:00 A.M.
Kindergarten Recess	11:30 A.M.
First Grade Lunch	11:30 A.M.
First Grade Recess	12:00 P.M.
Second Grade Lunch	12:00 P.M.
Second Grade Recess	12:30 P.M.
Third Grade Lunch	12:30 P.M.
Third Grade Recess	1:00 P.M.
Get Ready To Go Bell	3:46 P.M.
Dismissal	3:51 P.M.

WEBSITE

The school website (<http://woodlakeelementary.stpsb.org/>) is updated regularly. Classroom teachers also have websites that can be accessed through the school's website (click on "faculty and staff"). Parents and family members are encouraged to check the websites for information on events, volunteer opportunities, announcements, etc.

PHONE DIRECTORY

Office: (985) 626-8842

Fax: (985) 624-9404

Cafeteria: (985) 626-8747

PBIS at Woodlake

Mission Statement

Where Everyone Soars

Pelican Pact (School-Wide Expectations...based on FISH philosophy)

- ✿ Be There
- ✿ Make Their Day
- ✿ Choose Your Attitude
- ✿ Play

Pelican Pledge

We are the Woodlake Pelicans.
We have learning on our mind.
We pledge each day to give our all.
We are Respectful, Safe & Kind!

Pelican Pride Philosophy Song (Tune of B-I-N-G-O)

We are the Woodlake Pelicans
And our philosophy
Is to be the very best each day
We know we all can be.
We will be here in any mood,
We know we choose our attitude
Remembering to make their day
And learning while we work and play.

Pelican Praise Slips

- ✿ Classroom reward system

Pel-I-Cans

- ✿ These are the Outstanding Pelicans of the Week. One is chosen from each class, each week. School-wide reward system

St. Tammany Parish School Board
School Calendar
 2018-2019



Important Dates

Aug. 6-7	Teachers' Professional Development Day
Aug. 8	Teachers' Day
Aug. 9	School Opens
Sept. 3	Labor Day Holiday*
Oct. 5	Parish Fair Day*
Oct. 11	End of First Grading Period
Oct. 12	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
Nov. 6	Election Day
Nov. 19-23	Thanksgiving Holidays*
Dec. 21	End of Second Grading Period End of First Semester 1/2 Day for Students 1/2 Day Record Keeping
Dec. 24- Jan. 4	Winter/Christmas Break*
Jan. 7	School Re-Opens
Jan. 21	Martin Luther King Holiday*
March 4-8	Mardi Gras Holidays*
March 14	End of Third Grading Period
March 15	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
April 19- 26	Spring/Easter Break**
May 24	End of Fourth Grading Period End of Second Semester 1/2 Day for Students 1/2 Day Record Keeping
May 27	Memorial Day
May 28	Teachers' Day

The School Board requires an appropriate program for:
 Nov. 12 Veterans' Day

School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed):

Sept. 10 Rosh Hashanah
 Sept. 19 Yom Kippur

August 2018						
Su	M	Tu	W	Th	F	S
				1	2	3 4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- ★ First and Last Day of School
- 1/2 Day for Students
- Professional Development/ Record Keeping (No School for Students)
- Schools Closed/Holiday

* In case of emergency, student make-up days will be taken from existing holidays in the above schedule.

**It is understood should state testing conflict with the proposed Easter/ Spring Break holiday that the Easter/Spring Break holiday will be adjusted accordingly.

Proud Pelican Page

Mrs. Parker and Mrs. Hernandez wish all of the Woodlake Pelicans an aWESome 2018-2019 school year!

Sophie Horchar, Enjoy your second grade year and make us proud. Love, Mom, Dad, and Grandma

Kole Guerra, Good luck this year! We are so proud of you! Love, Mom, Dad and Oma

Joshua Cook, We hope you have a great year in second grade! We are so proud of you! Love, Mom, Dad and Julia

Gideon Allen, Hey Buddy! You are the sweetest boy we know! You make us so proud every single day! Love, Mom and Dad

Allison Webre, Good luck this year! We love you so much!

Jayden Zhou, Have a great year! We love you!

Gareth Hernandez, You make us Pelican Proud!! Have a great year in 3rd Grade! Love, Mom, Dad and Gray

Gray Hernandez, Have an aWESome year in 2nd grade! Love Mom, Dad, and Gareth

JOIN THE PTA!

Together, we all can make a difference!

Your PTA is an active force in our community. We are always on the lookout for ways to help our students, families, and faculty! Thank you for your support and participation! You truly make Woodlake an **aWESome** place to be!

**HAVE A GREAT
2018-2019 SCHOOL YEAR!**