

## PRINCIPAL'S MESSAGE

Dear Parent(s) and/or Guardian(s),

Welcome to Sixth Ward Elementary School. If you are a returning parent, you know how much we appreciate the opportunity to play the vital role we do in the life of your child. If you are a new parent to our school, be assured that we take our responsibility to your child as the most important part of our mission as a school community.

A school community will succeed in producing caring, loyal, and dedicated citizens only through the combined efforts of school personnel, parents, students, and community members. **For the sake of your child please support the school in the following ways:**

- Check your child's binder or his homework, note(s), assignments etc. daily.
- Note events on the calendar and plan to attend.
- Note dates for progress reports, interims, and report cards.
- **VOLUNTEER** in the classroom and around campus. All talents are important, and we will put yours to good use. Please call the counseling center at 863-7638 to volunteer or call our volunteer coordinator.

All of us here at SWE look forward to serving your children to the best of our ability. We want to ensure your child's progress. We, the teachers, staff, and I are available for conferences and for answering any questions you may have. Thank you for your cooperation and good will.

Sincerely,

Brian Hirstius

## SWE PHILOSOPHY

The faculty and staff of SWE believe our goal as educators is to help each student develop his/her full, unique potential to become an effective citizen who will assume responsibility and provide leadership for the future. We accept that every child is an individual with his/her own learning styles and ability levels.

Using a variety of methods and materials, we strive to create a learning environment dedicated to enabling each student to develop thinking and reasoning abilities. We provide growth and learning opportunities for every student by a focus on basic academic knowledge and skills as well as on traditions and values of our country.

We realize that cooperation among school, home, and community is essential if a student is to achieve his/her growth potential at our school. We perceive parental support as the key factor in motivating our students. It is through this cooperative effort involving parent(s), student, teacher(s), counselor(s), and administrator(s) that each child can attain socially accepted goals in human relations, self-realization, and civic responsibility.

## **ATTENDANCE**

Students must attend school at least 165 days in the school year. A student must be in attendance at 50% of a day to receive credit for that day.

Attendance is entered into the computer daily. Letters will be sent home periodically indicating the number of days absent. Attendance Office will notify parents when a student has been absent for 5 days.

## **ABSENCES**

All absences from school are unexcused except for illness of the student with a doctor's excuse, death in the immediate family, or any other situation deemed necessary by the principal.

A note written by a parent, legal guardian, or a doctor explaining the reason for the absence should be presented to the office staff before the start of the school day immediately upon return to school. Students will not be allowed back into the classroom from an absence unless the student brings a blue slip from the Office indicating whether or not the absence was excused or unexcused.

SWE will follow very closely the School Board policy regarding absences. That policy states that if the student is absent more than ten days during a school year, the student must have doctor's excuses in order to have those absences excused.

## **BEHAVIOR**

### **Assembly Behavior**

1. All teachers must sit in the bleachers with their students. Teachers without classes may either take a class of another teacher *or* handle the dismissal room. If a teacher does not wish to attend optional programs, he/she may keep his/her class in the classroom if the reason for doing so is cleared with the office first.

2. Students will come to the gym by announcement of class sections. Students will be seated in the bleachers according to class sections (which will be posted on the wall in the gym). Class sections will run vertically (not horizontally) in the bleacher sections.
3. Teachers should remind students before they go to the assembly of the rules and punishments of the assembly behavior plan.

### **Behavior involving bullying**

Bullying will not be tolerated – all aggressive behavior that fits into the definition of bullying will be handled according to the St. Tammany Parish policies of regular discipline.

### **Bus Behavior**

For the safety of our children, no misbehavior can be tolerated on the school bus. It is important to stress that good behavior on the school bus can be a matter of life and death. Therefore, discipline infractions on the school bus, which are turned in to the principal's office, can result in denial of bus privileges.

1. Gum chewing, eating of food, drinking of any type of beverage, tobacco or skoal use, and smoking are not allowed on the bus.
2. Whistling, loud talking, wrestling, or grabbing or yelling at other students is not allowed on the bus.
3. Dangerous items or weapons and animals of any type are not allowed on the bus.
4. Visitors are only allowed on the bus with a written permit from the principal and a verbal agreement from bus driver.
5. Throwing objects either within the confines of the bus or to the outside of the bus, is not allowed.

### **Classroom Behavior**

In addition to the following regular discipline guidelines, students must keep in mind the following rules for classroom behavior:

1. Students may only leave the classroom with a written pass or regular dismissal from the teacher.
2. Students must be punctual to class.
3. Students shall recognize the authority of all teachers and classroom supervisors. Because substitute teachers form an opinion of our school and our community, any child who misbehaves for a substitute will be given a minimum punishment of detention.
4. Students must follow the classroom rules of the individual teacher.
5. Fifth grade students will have the use of lockers in the fifth grade hall.

6. Students will be allowed time between class periods to use their lockers for storing and getting their books and supplies for classes.

### **Playground Areas Before School**

Students are to be on their assigned playground area at all times. Any student leaving the designated area for any reason must obtain permission from the duty teacher.

**Grades K-2** Before school the designated playground area is defined as the entire playground in the back of and along the north side of the elementary wing.

**Grades 3-4** Before school the designated playground area is defined as the front playground from the building to Highway 41 and from the driveway fence to the marked trees.

**Grade 5** Junior high school is a much more restricted playground area. So, in keeping with our focus on preparing 5<sup>th</sup> grade students for Junior high, the students from the 5<sup>th</sup> grade will sit in the gazebo on the front playground in the morning.

### **Playground Rules**

1. Sidewalks and breezeways are not considered to be part of the designated areas. Students should stay away from them.
2. Aggressive behavior and/or fighting will not be tolerated.
3. Intentional physical contact is not permitted. (No football or other physical contact games.)
4. Horseplay and physical activities, which may result in injury, will not be permitted.
5. Radios, cassette players, keyboards, skateboards, etc. are not permitted.
6. When a student misbehaves to the point of a write-up (a pink slip), the duty teacher turns in the name of the student to the administration and regular discipline procedures are followed.
7. Grade K-1 will use the back playground during lunch. Grade 2-3 will use the back playground during lunch. Grade 4-5 will use the front playground during lunch.

## **CAFETORIUM**

### **Cafetorium Rules**

1. Walk to and enter the cafeteria in an orderly manner.
2. Exit to the designated area for recess in an orderly manner.
3. Remain in designated line until your name is entered into the cafeteria computer and you are served.

4. Use the salad bar quickly and quietly.
5. Display appropriate mealtime manners.
6. Absolutely no food items removed from the cafetorium.

### **Public Use of the Cafetorium**

In compliance with St. Tammany Parish School Board policy, public groups may use the SWE cafetorium only if the group is community oriented and if the group is a non-profit, non-religious, and non-entrepreneurial one. Individuals may not use the facility for any kind of private function.

Process for using cafetorium:

1. Obtain Facility Use Request Form from Community Education Director.
2. Return completed form to Community Education Director.
3. The group will then negotiate the availability, cost, and other particulars of the cafetorium use with the Community Education Director.
4. Groups using the facility should be aware that the kitchen area may be entered and used only with the specific permission and monitoring of the cafetorium manager.
5. An opening/closing/monitoring fee for the custodian will be charged during the time of use. This amount will be \$30 for three hours or less and \$10 per hour for each additional hour over three hours.
6. All groups using the cafetorium (other than for regular school events) will have to pay a \$35 clean-up fee to the custodians after the event. Therefore, groups sponsoring an event must check with the Head custodian before the event is scheduled to make sure she has arranged for the clean-up time.

### **CAR RIDERS**

Parents who drop off or pick up their children in the morning or after school must do so by the cafetorium foyer. Students are not allowed to be dropped off in the back parking lot. There will be no automobile traffic in the bus circle between 7:00 – 9:00AM and 2:00 – 4:00PM. These children must have a note or pass from the office to go to the cafetorium. IT IS VERY IMPORTANT THAT PARENTS REALIZE THAT STUDENTS CANNOT BE DROPPED OFF FOR SCHOOL EARLIER THAN ONE HALF HOUR BEFORE THE START OF THE SCHOOL DAY. There are no duty teachers on hand to supervise or watch children before that time.

### **CHEATING**

Giving or receiving help on any examination or classwork without the teacher's permission will result in immediate action. The student will receive no credit for any paper on which he/she has cheated. His/her parents will be consulted

in an attempt to forestall any further problems. If the behavior is repeated, the principal will request a conference with the parent(s) or legal guardian(s).

## CODE OF CONDUCT

Parents, it is in your child's best interest that we work together to provide him/her an optimum learning environment at school. We reserve the right to require appropriate behavior conducive to safety and success at school. We expect students to comply with the following rules of conduct:

1. No student will bring radios, tape recorders, or electronic games to school.
2. No students will bring knives, weapons, or other dangerous instruments to school.
3. No student will leave the school grounds except by permission of the principal. Parents must check students out through the office for valid emergency reasons only.
4. No gum chewing is allowed anywhere on campus.
5. Students in the halls during class time must have permission from the teacher and a signed hall pass.
6. Students suspended from school cannot attend **any** school functions during the period of suspension.
7. Students will not be called out of class to answer the telephone except with written permission from a teacher and **for emergency reasons only**.
8. No out-of-school youth will be permitted to visit or use the school campus during school hours.
9. Students must follow school board attendance policies.
10. Students must adhere to all St. Tammany School Board Rules of Conduct.
11. Students are to refrain from bringing to school the following items:
  - Jewelry of any financial or sentimental value
  - Any expensive valuable which may be lost or stolen
  - Metal combs or other weapon-like items
  - Radios, boom boxes, electronic games
  - Baseball cards or other collectibles
  - Footballs
  - Marbles, hard baseballs, darts, etc.
12. No parents will be allowed on the playground before/after school or during lunch.

## CONFERENCES

### Parent-Teacher

That teachers and students engage in instructional activities during classroom time is vital for ensuring student progress and success. Any unnecessary interruptions that infringe on instructional activities cannot be tolerated. While it is the policy of SWE to encourage parents to confer with the teachers of their children, these conferences for the educational well-being of the student must be scheduled with the following guidelines in mind:

1. A specific appointment time must be set up before the actual conference. (Spontaneous conferences are seldom informative or productive. Teachers need to have tangible, classroom data available to share with the parent.)
2. Any convenient time (before school, after school, during lunch or during planning periods) that is agreeable to both teacher and parent is allowable for a conference. However, conferences may not take place during instructional periods.
3. Duty periods or teachers are also not appropriate times for conferences. A teacher on duty is responsible for the safety and well-being of his/her charges. Conferences during duty time could jeopardize the safety of the children. Parents should therefore restrain from distracting teachers from their duty posts by asking for information about their children that is best disseminated during a conference.

### Setting Up A Conference

The procedure for setting up a conference is as follows:

1. The appointment time and date must be set at least one day before the conference. (Call may be initiated by parent or teacher.)
2. The appointment place must be determined before the conference. (The classroom is suitable only if the appointment is before or after school hours.)
3. The parent must check in at the office to secure a pass to meet with the teacher.

The following is a suggestion for requesting a conference in writing with teachers.

Dear \_\_\_\_\_,

I am requesting a conference with you to discuss my son/daughter, (child's name). I am concerned about (reason for conference). Would the following date and time be convenient?

\_\_\_\_\_ (day) \_\_\_\_\_ (time)

Parent Signature

OR call the school at 863-7126 requesting the conference, and the teacher will confirm the conference date, time and location at a later time either by phone or a note sent via your child.

### **Parent/Student – Principal**

The principal welcomes parents and students for conferences. However, it is required that an appointment be made in order to schedule the conference. Parents **must** check through the office before going to see a teacher. Any visiting students (or students who are absent from school) as well as other non-employees must also check in through the office before going into any classroom.

## **CONFIDENTIALITY**

Students, parents, and staff have the right to confidentiality. Every effort will be made at SWE to protect that right. Guidelines for maintaining confidentiality include the following:

1. **During parent-teacher conferences, no other students will be discussed by name.**
2. Parents are entitled to all information about their own child or children, but should not expect to discuss any other child.
3. All student records are confidential and will not be handled by anyone who is not employed by the St. Tammany Parish School Board.
4. When copying documentation for a parent, no information will appear on the copy except information concerning that child.
5. All employees of St. Tammany Parish School Board are mandated by federal and state law to report any suspected physical, mental, and/or sexual abuse as well as suspected neglect. It is not our job to judge or prove, but simply to report to the proper agency in order to keep our children safe.
6. School counseling is confidential for students, staff, and parents. Information will not be shared except to protect the person from harm (see #5), or unless permission is given by the person to share specific information.

## **COUNSELING PROGRAM**

### **Counselor's Role**

The counselor's role is to provide support for students, parents, and staff. The chief response of the counselor will be as an advocate for the student, however he/she will be available to families and staff for crisis intervention and support.

### **Referral Process**

Students may be referred in several ways:



- A. Staff member will fill out a referral slip and place it in counselor's mailbox.
- B. Students in grades 3-5 may refer themselves by completing a request to see the counselor form and either giving it to their teacher (teacher will then place the form in the counselor's mailbox) or by dropping it in the counselor's box (on counseling center door) ONLY during non-class time.
- C. Parents may refer students in writing by sending that request to school **in a sealed envelope addressed to Counselor** or by calling the counseling center at 863-7638.
- D. Students may refer another student during their scheduled time with the counselor.

### **Types of Counseling Available**

#### **A. Crisis Intervention**

*These take precedence over all other scheduled or unscheduled duties of the counselor. We must all be flexible in understanding that the law requires crisis intervention to meet given timelines. Whenever possible, advance notice will be given. Though confidentiality prohibits specific explanations, the counselor will make every effort to speak with concerned staff members on an individual basis and inform them of the general nature of the crisis as relevant.*

#### **B. Individual Counseling**

- 1. On a short term basis (2-5 visits)
- 2. For problems such as peer conflicts, abuse, neglect, sudden change in behavior or grades, conflict with teacher or parent, no homework (after teacher intervention has been documented), etc.
- 3. Student will be given a pass with date and time of appointment to show the teacher prior to appointment. No student should be allowed to come to the counselor for a scheduled appointment without this form.
- 4. Teachers are requested to allow students to keep their scheduled appointments unless that appointment conflicts with a test that cannot be made up. **Every attempt will be made to see the students during their PE time.**

*Parents should keep in mind that the principal can send individual students to the counselor if there is an impending crisis or perceived need by the student.*

#### **C. Group Counseling**

- 1. Groups will meet once a week for a designated number of weeks. (This could change based on progress of the individual.)

2. For problems such as death or loss of family member, social skill building, ADHD, self esteem, motivation, divorce, separation, catastrophic illness in the family, coping skills, etc.
3. **Every attempt will be made to pull students for groups during their PE time.**
4. Group participation is very confidential.

*Parent permission is required for group participation.*

#### D. Classroom Presentations

1. The counselor will do specified lessons with scheduled grades as part of their education process on an ad hoc basis.
2. Volunteer counselor(s) may present self esteem lessons in all of the classes on a scheduled basis.
3. In the event that counseling interns are available, they will present classroom lessons.
4. All other classroom presentations must be scheduled by teacher request.

#### E. Conflict Resolution

1. Teachers may refer students to the counseling center for conflict resolution.
2. Students may refer themselves by speaking with the counselor and/or teacher during non-class times.
3. The counselor, according to a set schedule, will man the conflict resolution station.
4. Conflict Managers will NOT deal with fights where physical confrontations have occurred. An administrator will deal with those matters.

*Please refer to counseling handbook for other information.*

## **DEBTS TO SWE**

The St. Tammany Parish School Board authorizes schools to inform parents of any debts owed to the school. Parents have the obligation to handle these debts. Debts include, but are not limited to, lost/damaged textbooks, library books/fines, unpaid lunch fees, etc.

Parents will be notified in writing of the item(s) and/or fee(s) owed to the school. Participation in *cocurricular* and *extracurricular* activities will be withheld until debt is cleared. To appeal this procedure, appointment must be made with the principal to discuss the individual situation. All financial obligations should be met before withdrawal is completed for students to transfer to another school.

## **DEFACING OR DAMAGING SCHOOL PROPERTY**

Students doing any damage to school property will be asked to clean up and/or make restitution for damage. Additionally, students could be given detention or suspension for damaging school property in any way until restitution is made.

## **DETENTION**

All students require a classroom atmosphere which fosters learning. Students who exhibit undisciplined behavior and fail to respond to ordinary teacher intervention disrupt their own learning as well as that of other students. Students who consistently engage in classroom behavior that disrupts the learning environment will be issued detentions. Detentions will also be given to students who fail to complete assignments. Students and parents should keep in mind that assignments can be completed in the classroom or at home as homework; so the next resort for completion of assignments is for them to be completed during detention at recess. If students do not comply with a lunch detention for completing assignments, they may be given an In-School Support placement.

*Students are held responsible for notifying parents of detention and suspension notices.*

Detentions are held every day during the lunch recess period.

### **Procedures for Detentions**

1. Teacher issues verbal warning to student.
2. Teacher administers some form of intervention.
3. Teacher will contact parents (phone call or conference).
4. Teacher MAY issue detention warning early in the year.
5. A Detention Notice is given to parents regarding date detention is assigned. Parents should sign the Detention Notice and return it to the school.
6. If a student does not serve his/her detention, two additional detentions are assigned as a penalty.
7. If a student ignores the additional detentions, the principal will notify parent, which may result in a suspension in or out of school.

## **DISCIPLINE**

Teachers adapt the philosophy of Positive Behavior Support for the Discipline guidelines of our school. These guidelines are geared to the classroom and to the age range and grade of the students.

In keeping with the PBIS philosophy, students are rewarded and recognized regularly for good behavior.

### **Grades 3, 4, and 5**

Students are given a warning for misbehavior at first infraction; subsequent infractions engender checks and/or punish work, parent contact, and subsequent notification of principal. Principal assigns punish work, detention, or suspension. Severe misbehavior involves student being sent directly to principal.

### **Grades 1 and 2**

Students receive warnings, checks, and parental contact (by teacher or principal) before being assigned detentions by the principal. Severe misbehavior involves student being sent directly to the principal.

### **PreK and K**

Students in these grades are adapting to school protocols. The discipline for this group is a cooperative effort between parents and teachers.

### **Possible Outcomes For Noncompliance**

IF YOU DO NOT SUPPORT THE SCHOOL DISCIPLINE POLICY, THE FOLLOWING THINGS MAY OCCUR:

1. Child will not get assignments.
2. Child will learn it is my family and I against the world.
3. Child will develop the attitude that adults at school are not to be regarded respectfully.
4. Child will lose respect for any authority.
5. Child will develop the philosophy that rules are for everyone but him/her.
6. School is not the place to be.
7. Child will miss opportunity to develop ideals, habits, and skills that contribute to self control and good citizenship.
8. Child will impede the education of other students in the school.
9. Parents will accept the possibility of taking the responsibility for the care and education of their child(ren) at home.

### **DISMISSAL**

Students will not leave the school grounds during school hours without explicit permission from the principal. Parents should not check students out of class unless student has become ill, been injured, or there is a family emergency.

Parents should not pick up students from the classroom. The Office will call the classroom and have the teacher send the student to the office to be picked up by the parent. Students who are picked up after school by their parents should meet their parents by the side of the cafetorium or in the office.

*Parents should NOT pick up students from the back parking lots.*

Parents should not pick up students earlier than the regular ending time of the normal school day except in genuine emergencies. Remember instruction does take place until the actual ending of the school day. In going home early, students may miss valuable and important instructional time.

### **PARENTS MUST COMPLETE AND EMERGENCY CARD AT THE BEGINNING OF THE SCHOOL YEAR.**

Should a student need to be checked out of school, only those persons listed on the signed emergency card will be contacted to pick up the child. The authorized person must sign the student out in the office prior to leaving. No child shall be signed out to any person not listed on the emergency card. Please note that **permission over the phone will not be accepted** to allow a child to be picked up by someone not listed on the signed emergency card.

Additionally, bus notes must be written and signed by the parent. Phone calls will not be accepted for bus notes. Signatures will be verified on bus notes by comparing them to the signature on the emergency card. Parents wishing to add or change authorized caregivers must come to school and make changes in the office.

Should a student become ill or injured at school, a staff member will check the emergency card prior to making a phone call home. Though this may lengthen the time of checkout slightly, we hope that you will support us in keeping the children safe by following this procedure.

### **DRESS CODE**

At SWE we insist on proper attire for our students because we feel that a student's attitude and behavior are frequently determined by how the student presents him/herself. Students at SWE are required to wear school uniforms. The guidelines for the uniforms will be given to all students currently attending SWE and all students registering for the school year.

Operating in conjunction with our uniform for the school is the dress code for St. Tammany Parish.

The dress code for St. Tammany Parish is a School Board mandate; students need to understand and practice the spirit of its guidelines as well as the absolute

regulations of it. Parents need to set up the standards of how their children dress that is in keeping with the high moral standards of SWE. Please check your children before they leave home each day. Please note *St. Tammany Parish Handbook on Attendance, Discipline, & Student Records* for details on general dress code.

A student not in compliance with the dress code will be given warnings of their lack of compliance. These warnings will be mailed home; on the third warning, the student may be suspended.

### **Dress Code for Physical Education**

We do not require PE uniforms for students in PE classes. However, students should come with proper shoes for PE on the days they have PE classes. They should meet the following guidelines:

- Only athletic shoes that support the foot and ankle properly are allowed.
- Keds, loafers, boots, hiking shoes, mountain boots, etc. are not allowed.
- Shoes with soles or treads that can damage the gym floor are not allowed.

## **DRUG USE (SUBSTANCE ABUSE)**

Sixth Ward School is an official Drug-Free Zone and complies strictly with all mandates of the St. Tammany Parish School Board regarding student use of illicit drugs and the unlawful possession and use of alcohol, look-a-like substances, or any other mood-altering chemicals or drugs. Students should also be aware that certain over-the-counter products, such as liquid paper, whiteout, etc., in any form can be considered inhalant drugs. These are strictly forbidden to be in the student's possession. **Please be aware that visitors, including parents, are not allowed to smoke anywhere in the school or on the school grounds.**

Drug use of any kind in students is wrong and harmful. Students engaging in any form of drug use will be disciplined according to the policy of the St. Tammany Parish School Board. Please refer to the School Board's *Handbook on Discipline, Attendance, & Student Records* for details of these guidelines.

For student and parent use, SWE has a resource list in the office of available drug and alcohol counseling and rehabilitation and re-entry programs.

## **EXPULSION**

Any student receiving a fourth suspension during the same school year shall be recommended for expulsion from the public schools in St. Tammany Parish until the beginning of the next school. Parents will be scheduled to attend a hearing of the child's expulsion, an appeal to the St. Tammany Parish School Board can be made after the hearing.

## **FIELD TRIPS**

When a teacher or club sponsor schedules field trips, permission must be given by the parent/ guardian for the student to attend the field trip. A standard form for this purpose is available in the office and must be filed with the principal prior to the trip. Additionally, field trips must be placed on the master calendar in the office at least 3 weeks prior to the trip date.

By safety policy of the School Board, all students going on a field trip must go on the school bus (or school transportation) and return on the school bus. If parents take their child on the field trip in private transportation when there is a bus used for the field trip, the child will be counted absent from school and not be a part of the field trip.

## **FIGHTING**

A student may be detained, suspended, or expelled if he/she instigates or participates in a fight while under school supervision. In general, when two or more students are involved in the exchange of blows and assault is not determined, both students are considered to be fighting and will be treated as such.

Self-Defense: The doctrine of self-defense, namely the right of an individual to respond to force with force, only exists so long as it is necessary to protect oneself: when the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self-protection, not retaliation.

Since the school always has a responsible adult on duty whenever the students are under the supervision of the school, SWE believes the opportunity for a student to have to resort to the doctrine of self-defense to protect himself/herself will be, for all practical purposes, non-existent.

## **FIRE EXTINGUISHERS**

Fire extinguishers are placed in various convenient locations throughout the school. If tampered with, the student will receive a detention or suspension and the parent will be asked to refill the fire extinguisher.

## **GRADES**

There will be a minimum of nine evaluations for each child during a nine-week session. The grading policy of St. Tammany Parish is subject to change each year and will be communicated to the parents and students at the beginning of each school year.

## HALL PASSES

A student not in class must have a signed hall pass from the teacher who gave him/her permission to leave the classroom. No student may enter the office or counseling center during class time without a signed pass to the specific area.

## HARASSMENT

To ensure the students are free from bullying and harassment, SWE follows the same guidelines for general harassment as those of sexual harassment. This approach means that students should report incidents of harassment to their teacher and/or administrator so that we can take prompt and proper measures to guard against this type of situation.

## HOMEWORK

Homework is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help students develop work habits that will assist him or her throughout life.

Each child in grades PK-5 will use a binder system which includes a school calendar and enough daily assignment sheets for the entire school year or the child can supply his own assignment pad. Parents and teachers may contract for a specific child and ensure he/she completes assignments.

**SWE views homework as an important part of the curriculum. Consequently, homework is a part of daily lessons. If a student does not complete an assignment in class, he may be given that assignment as homework. Failure to complete the assignment then can result in the child serving detentions to complete the required work.**

The following suggestions are offered to assist parents and students with homework:

1. Check your child's binder or homework sheet daily. Be aware that homework is generally assigned every day except Friday or the day before a holiday.
2. Set aside a regular time and place to complete homework without interferences.
3. Guide your child to complete and check all homework without doing it for him/her.
4. Ask your child to show and explain the completed homework to you. This shows your child that you are interested in his/her progress.



5. Conference with your child's teacher when your child repeatedly denies having homework.
6. Parents may request that their child be placed on a homework contract by contacting the child's teacher.
7. Understand that nine weeks grades may be lowered as a result of failure to complete and/or return assignments.

## **HONOR ROLL**

There will be an academic Honor Roll for each 9-week period for students in grades 4 and 5. All students receiving an A or B average with no F's (in any subject) on his/her report card will be included in the Honor Roll. Those students who receive all A's in every subject will be on the *A Honor Roll*. Please see dates and times in your child's binder or the calendar for his/her classes' awards programs.

## **HOW PARENTS CAN HELP**

As parents, you have been responsible for the early teaching of your child. You are the most important teachers in your child's life.

The following are suggestions of ways you can help your child:

### **AT HOME**

1. Attend individual and group conferences as often as you can.
2. Read and answer all notes from school.
3. Give special help to your child by:
  - a. Promoting good health and safety habits
  - b. Praising your child for things well done
  - c. Talking about everyday experiences
  - d. Planning family activities
  - e. Reading stories to your child
  - f. Watching children's TV shows/movies with them
  - g. Providing learning materials for use at home
  - h. Providing a well-rounded background of experiences
  - i. Seeing that homework is completed

### **AT SCHOOL**

Inquire about Volunteer Program, Classroom Aid, PTA, Cultural Programs, Beautification, and Field Trips.

## **INSOLENCE**

It is the policy of the school to promote good relations among staff and students. Disrespect for staff will not be tolerated. When a student demonstrates disrespectful behavior, the teacher will hold a private conference with the student. A detention may be issued. If a child harasses a faculty or staff member, the appropriate legal action will be taken.

## **LANGUAGE**

Profanity and/or obscenity in any form are prohibited. Students and staff may not communicate any kind of substandard or improper or suggestive words, phrases, or gestures. Furthermore, if staff hear or see students engaging in any kind of obscene behavior, they are to report such behavior so that the student can be redirected in his/her behavior or formerly reprimanded.

The Administration shall determine, after considering all the extenuating circumstances, whether or not any particular instance of communication is profane and/or obscene.

## **LIBRARY**

1. The library will be open, on the days that our librarian is here, at the start of school until the school day end in the afternoon including the recess periods.
2. Students may go to the library during the day if they have a pass from the teacher and the library can accommodate them.
3. Students may check out library books for a period of two weeks.
4. A fine of two cents per school day is charged for overdue books.
5. Lost books must be paid for in full and damaged books must be paid to the extent of the damage (see DEBTS TO SWE).
6. Students must maintain a quiet atmosphere, behave appropriately, and refrain from eating or chewing gum in the library.

## **LOST OR STOLEN ITEMS**

The school is not responsible for lost or stolen possessions. Each student is responsible for his/her personal property. Students should bring only what is required for the day's activities. Students are encouraged to leave their valuables at home.

**NO TOYS, RADIOS, WALKMANS, IPADS, OR PHONES ARE ALLOWED AT SCHOOL.** The teachers will confiscate these items and return them to parents upon request to prevent loss or damage.

A lost and found place will be designated for unclaimed items left by students. At periodic times during the year the unclaimed items will be donated to charity.

## **MEDICATION AT SCHOOL**

**Students will not be allowed to have any drugs in their possession at school.** Personnel in the office cannot and will not administer medication except in special circumstances where a health problem exists for a long duration. In that event the following procedure is in place:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval of medication dispensing will be recorded on the appropriate form provided by the school. The parent is to obtain the form from the office and have a physician complete it.
2. Written request and permission from the parent or legal guardian of the student requesting that the school comply with the physician's order must be on file in the office.
3. Medication must be brought to school in a container appropriately labeled by pharmacy or physician.
4. Each medication given will be recorded on a medication log that includes date, time, dosage, and signature of person giving medication.
5. Only parent or designated office personnel will be allowed to give medication to students.
6. No medication of any kind is allowed at school, including over-the-counter medications and prescriptions.

**Note:** Students who are in possession of any kind of these substances during a legitimate search by school officials will be subject to disciplinary action.

## **PARENT FORUM**

Regular parent forums will be held on topics of interest. These forums are designed to facilitate communication between home and school. The dates, times, and locations will be posted on the marquee. Child care is provided, refreshments are served and the atmosphere is relaxed. Come share with us. Students are welcome to attend with their parents.

## **PHONE NUMBERS**

Cafetorium	863-2172
Counseling Center	863-7638
Main Office	863-7126

## PHYSICAL EDUCATION

Physical Education classes are an integral part of SWE total academic program. All students are expected to participate every day that they attend PE. Participation includes active engagement in the activities of the class. Excuses from participation may be granted for the following reasons:

1. Students who have been ill or injured will be excused from strenuous activity until recuperated.
2. Extensive illness or limited participation will only be allowed if the child brings a note from his/her doctor.
3. Please refer to the dress code section for details on the PE shoes.

## PROGRESS REPORTS

Students perform better when parents show an interest in the progress of their children. While the standard practice of sending interim reports and report cards home is usually sufficient to keep parents informed, some parents may feel the need to monitor the progress of their child more closely. The child, parent, and teacher undertake a performance contract to be monitored through a daily *Assignment Log* with signatures that kept in the child's binder. **Parents with children in the primary grades are requested to meet with the teacher monthly to review their child's progress.**

## PROMOTION – RETENTION

### Kindergarten – 3<sup>rd</sup> grade:

Students will be promoted if they show proficiency (acceptable progress) at the end of the 4<sup>th</sup> quarter marking period. Students must show proficiency in both reading and math and must be working on level in these subjects.

Students not showing proficiency based on all available criteria will be referred to the SBLC to determine promotion or retention.

### Grades 4 – 5

Students in these grades will be promoted if they show proficiency (acceptable progress) at the end of the 4<sup>th</sup> quarter marking period. Students must show proficiency in both reading and math and must be working on level in these subjects. To be promoted, students must also show proficiency in the other major subjects such as language (including spelling), science, and social studies.

**Additionally, according to the STATE LEAP testing, a 4<sup>th</sup> grade student will only be promoted according to the current state guidelines on the designated LEAP 21 Tests.**

Exceptions to this policy to promote students not achieving this test level may only be done by the SBLC under specific conditions as outlined by state policy.

## **REGISTRATION**

In August, registration is held for children who have not enrolled the previous year. The superintendent fixes this date, and notification is made through the daily newspapers and posted near the entrance of the school.

*You will need to bring:*

1. Certified copy of the child's Birth Certificate
2. Social Security Number of the child
3. Proof of residence (A current utility bill or rent receipt with your name and address on it will be sufficient proof.)
4. Immunization Records written on the health unit white card or on a record from your doctor listing all immunizations.
5. Custody papers (if applicable)
6. If your child attended another school and is transferring to Sixth Ward, a report card from the previous school would be appreciated until permanent records arrive.

## **REPORT CARDS**

For the first, second, and third nine weeks, all report cards will be given out on the Thursday following the close of the nine-week session. Parents are expected to check the report card of their child(ren). Parents are also required to schedule a conference with the child's teacher(s) if the child is not performing at a C level in all subjects.

At the close of the fourth nine weeks parents of students in grades 1-3 will be mailed their report cards on the last day of school. Parents will receive them in the mail. Students in grades 4 & 5 will receive theirs in the mail from the Central Office in Covington.

## **REWARDS**

Outstanding students will be selected each nine weeks and honored at special programs. Look for the dates in the student calendar. Students with an average minimum of 2.0 or higher may represent the school or class in school functions. Certificates of perfect attendance will be given at the end of the school

year at the final awards assembly. Various other functions, sponsored by school or the PTA, will be held to honor deserving students.

## **SEARCH OF STUDENTS**

Any teacher, principal, school security guard, or administrator may search any building, desk, area, or grounds for evidence that the law, a school rule, or School Board policy has been violated. The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when based on the attendant circumstances at the time of the search. This search thus takes place when there are reasonable grounds to suspect that the search will reveal evidence that the school has violated the law, a school rule, or a School Board policy.

A teacher or administrator of the same sex shall do any search of a student's person. At least one (1) witness also of the same sex as the student shall be present throughout the search.

The search of a person will be limited to directing the student to remove all items from his/her pockets or any container he/she may be carrying. A pat down of the person may be accomplished where it is reasonably believed that the person may have a weapon. Under no circumstances will any school personnel conduct a strip search or body cavity search.

In the event the person refuses to comply with the directions to be searched, and there is a belief that a law has been violated, then to the extent practicable, the person should be detained, and the appropriate law enforcement authorities may be contacted.

Any school principal, administrator, or school security guard may search the person, handbag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee, while in any school building or on school grounds, either by conducting a random search with a metal detector or when there is reasonable suspicion that such a person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of the School Board's policy.

## **SEXUAL ABUSE**

As mandated by the St. Tammany Parish School Board, students in grades K-5 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.

## **SEXUAL HARASSMENT**

St. Tammany Parish School Board is committed to providing a safe and stable climate for learning in every school. *The Handbook on Attendance, Discipline, & Student Records* addresses the expectations for an atmosphere in which students and school personnel can work productively. The Policy on Sexual Harassment states the following:

### **I. POLICY**

- A. The St. Tammany Parish School Board is a political subdivision of the State of Louisiana and as such is entrusted with the care of thousands of children ranging from ages of 3 through adulthood. It is tasked by the State and the USA to maintain an environment that is devoid of inappropriate sexual behavior in any form involving employer-employee, employee-student, student-student, or any other combination of these relationships.
- B. It is the policy of this Board that sexual conduct involving any of the relationships identified above, or any combination on St. Tammany Parish School Board property during school hours or official school functions will be considered conduct subject to disciplinary action by the Board as a minimum.
- C. It shall be a violation of this policy for any member of the St. Tammany Parish Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section II.
- D. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his/her school or office.
- E. Violations of this policy or procedure will be cause for disciplinary action, and depending on the circumstances, criminal prosecution.

### **II. DEFINITION**

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
  - 2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student or evaluation of the employee or student; or

3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following:
  - Verbal harassment or abuse
  - Pressure for sexual activity
  - Repeated remarks with sexual or demeaning implications
  - Unwelcome touching
  - Sexual jokes, posters, etc.
  - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones grades, job, etc.

### **III. PROCEDURES**

- A. Any person who alleges sexual harassment by a staff member or student in the school district may use the procedure details in the St. Tammany Parish School Board complaint procedure or may complain to his/her immediate supervisor, building principal, or district Title IX supervisor. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality for both the accuser and the accused will be respected consistent with the school districts legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **IV. SANCTIONS**

- A. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action up to and including discharge.
- B. A substantiated charge against a student in the school district shall subject to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

### **V. NOTIFICATION**

Notice of this policy will be circulated to all schools and departments of the St. Tammany Parish Public Schools and incorporated in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools annually.



## **VI. STUDENTS..... IF YOU ARE HARASSED**

1. Find out who at your school is responsible for dealing with complaints about sexual harassment. If you feel uncomfortable talking to the designated people, go to an adult you like and trust. It's okay to bring a friend or parent with you to that meeting.
2. Let the harasser know you don't like the behavior or comments. If you feel safe and comfortable doing so, tell the harasser his/her behavior bothers you and you want him/her to stop. Or write a letter that describes the behaviors you consider to be harassment, indicating that these bother and that you want them to stop. Keep a copy. Write the letter with an adult advocate and have the adult hand deliver the letter to the harasser so the harasser takes this letter seriously.
3. Keep a written record of the incidents: what happened, when, where, who else was present, and how you reacted. Save any notes or pictures from the harasser.
4. Don't blame yourself. Harassment is unwanted and can make you feel trapped, confused, helpless, embarrassed, or scared. You certainly didn't ask for any of those feelings.
5. Confidentiality for both parties will be respected consistent with the policy.

## **STEALING**

Stealing is misbehavior by an individual that also violates the rights of others and should be treated as much more serious misbehavior. At the first offense of stealing, the student, teacher, and principal will hold a conference. Parents will be notified of the offense. Any repeated offense will warrant a suspension and/or notification to proper legal authorities where appropriate action will be taken.

## **STUDENT FEE**

Sixth Ward Elementary School collects no student fees from students. However, field trips and other events may entail that student to contribute to a part of the cost.

## **STUDENT INSURANCE**

Optional student insurance is available at a nominal cost. When a student insured under this plan is injured, the office will give him a claim form. The office assumes no liability for the injury or negotiations. Parents who are interested in acquiring insurance for their children should look into the guidelines of the LA Chip program. This program is based on student need and parent income. Information on this program is available at school.

## **SUSPENSION**

Students may be excluded from school from one to ten days for any reasons outlined in the *Parish Handbook on Attendance, Discipline, and Student Records*. Make up tests or other assignments while on suspension will be handled through the teacher and the principal. When a child is suspended, the following procedure will be used in getting the child back in school:

1. First Suspension – Parent must bring student to School for a conference with principal before student can be admitted back to school.
2. Second Suspension – Parent must bring student to School Board Annex for a conference with Supervisor of Child Welfare and Attendance before student can be admitted back to school.
3. Third suspension – Parent must bring student to School Board Office for a conference with the appropriate Administrative Supervisor before student can be admitted back to school.

## **TARDINESS**

Students who are tardy at the beginning of the school day must report to the office for a permit slip in order to enter class. Tardies will be excused only for the same reasons as absences. No student will receive a perfect attendance award if he/she is tardy in excess of three times during the year.

## **TELEPHONE**

**Students will not be allowed to use the office telephone.**

In case of emergencies or illnesses, the secretaries will call home for the students. In an effort to teach responsibility, we are denying telephone privileges except in the case of personal illness, injury, or emergency.

## **TEXTBOOKS**

All textbooks issued to the students are property of the State of Louisiana. Students are expected to take good care of their books. If a student loses a book, he/she must pay the prorated cost of the book. All damaged books must also be paid for. (See section on DEBTS TO SWE.)

## **TRUANCY**

Truancy is the willful and/or continued act of unexcused absence from school. Non-attendance of students is contrary to law and School Board policy. The principal is authorized to implement action designated to prevent a student's non-attendance.

## **VETERAN'S PROGRAM**

St. Tammany Parish requires that all schools conduct an appropriate Veteran's Day program. The program for SWE on this day will be advertised by the school calendar and/or on the outside billboard.

## **VIDEO-TAPING**

Classroom activities may be taped for educational reasons. These tapes will not be used for any publicity purposes without parental permission.

## **VISITORS**

Visitors who want to enhance the instructional program are welcomed at school. However, all visitors are to report to the office first and be cleared for obvious safety reasons. A student may not bring other children to the classroom with him/her as we feel this is disruptive. Students who are on holiday from other schools will not be allowed to visit SWE during instructional time. Visitors who wish to see the principal should check with the secretary.

*For safety reasons, parents will not be allowed on play grounds.*

## **WITHDRAWAL FROM SCHOOL**

The procedure for withdrawal or transferring is as follows:

1. Parents inform the office in person of their decision to withdraw their child.
2. Fill out the appropriate form from the principal's office.
3. Have the form filled out by the child's classroom teacher(s), librarian, and school secretary, making sure all fees are paid and books are returned.
4. Return the completed form to the principal's office for final clearance.

## **SCHOOL/PARENT COMPACT/POLICY**

*Sixth Ward Elementary School administration, faculty, staff and parents of students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) 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 2016-2017.*

### **School Responsibilities**

**Sixth Ward 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:**
  - **Grade level planning and Professional Learning Community will confer and address student needs**
  - **Scheduled SAT and IEP conferences as needed**
  - **Differentiated instruction will be utilized as necessary and productive for student progress**
  
- 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:
  - **At teacher request**
  - **At parent request****Conferences throughout the year addressing student progress and needs.**
  
- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
  - **School report cards**
  - **Teacher email communications**
  - **Parent conferences**

- **Homework contracts**
  - **Behavior plans as needed**
  - **Learning games**
  - **SAT/IEP's needed**
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
- **During teacher planning hours**
  - **Before and after school conferences**
  - **During scheduled IEP/SAT meetings**
  - **Individual contact between parents and teachers as needed**
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
- **Guest speakers in PK, K and 4 yr old classrooms**
  - **Parent volunteer opportunities**
  - **Encouragement to work at school as tutors**

### **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 email 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 the other school advisory or policy groups.*

## **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.*

## **Additional Required School Responsibilities**

**Sixth Ward 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 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 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.

### **Optional School Responsibilities**

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, **Sixth Ward 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.