

# **Wildwood Elementary**

## **Parent/Student Handbook**

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# **WILDCATS**

**2016-2017 School Year**  
**Principal: Natalie Jadid**

**STUDENT/PARENT HANDBOOK  
TABLE OF CONTENTS**

Description	Page
Table of Contents	2
Welcome	3
Mission Statement/School Philosophy/Governing Values	4
School Hours, Arrival and Dismissal Procedures	5
EBR School Calendar	6
Check Out Procedures	6
Parent/School Communication	6-7
Parent Teacher Conferences, Grading Scale & Early Dismissal	7-8
Cafeteria, Tardies and Absences	8-9
Check Out Policy, Classroom Visits & Parent Volunteers	9-10
Parties, Field Trips	10
Standards of Promotion	11
Grading and Reporting	11-12
Awards	12
Lost/Damaged Textbooks	13
Ancillary Services	13
Additional Programs	14
Dress Codes	14-15
Homework Policy	15-16
Discipline/Wildwood School Rules	16-17
School wide Discipline Policy & Interventions	17-18
Incentives & Consequences	18-19
School Drug Policy, Discipline Centers	19-20
Bus Policy	20-21
Health Policies & Medication at School	21-22
Messages & Personal Items	23-24
Other included policies & documents	attachments

# WELCOME TO WILDWOOD

Dear Parents:

Welcome to Wildwood Elementary. We are looking forward to working with you to make this an exciting and rewarding year of academic and social growth for each of our students.

A number of policies have been made to provide an orderly, safe and secure environment in which to learn and grow. Please read the policies and discuss with your child. Although this document should govern the expectations, it does not cover every situation. The EBR Rights and Responsibilities Handbook will also be used. In the event a situation is not covered, it will be addressed based upon the principal's discretion.

Sign and return the included student/handbook acknowledgement signature form, to verify that you have received and reviewed all information. Please let us know if you have any questions or concerns about the handbook. Your feedback is always welcomed and appreciated.



Doors open,

Natalie Jadid  
Principal

## **MISSION STATEMENT**

The mission of Wildwood Elementary School is to produce self-directed life-long learners by engaging our students through varied, meaningful and challenging learning opportunities in a safe and nurturing environment so all students reach their potential.

## **SCHOOL PHILOSOPHY**

Wildwood Elementary School was established by the East Baton Rouge Parish Public School System for the purpose of preparing students to assume their places as responsible, productive citizens in our community, state, nation and world. To accomplish this mission, we provide experiences and opportunities for each student to develop to his or her fullest potential. We seek to impart knowledge to our students, as well as, the thinking skills necessary to use that knowledge. We are charged with assisting students in acquiring the skills, attitudes and insights that will help them live effectively and productively in a challenging and changing world.

### **Governing Values**

We believe...

- everyone deserves to be treated with dignity and respect.
- we must demonstrate, encourage and expect responsible behavior.
- all students are individuals with unique talents and abilities.
- all students should be given the opportunity for an appropriate education to help them reach their potential.
- we are committed to preparing our students for the future.
- learning should be provided in an inviting and stimulating environment.
- learning is a lifelong process with responsibility shared by the learner, school, home and community.

## **GOALS FOR STUDENTS**

- A. All students will develop competencies in utilizing resources, exercising rights and responsibilities and decision-making strategies.
1. All students will learn to engage in appropriate classroom, public, and school behavior.
  2. All students will learn to consider the viewpoints of others.
  3. All students will recognize that they are important to themselves and others.
  4. All students will learn to respect and show appreciation for their principal, teachers, staff, other students, property, and the educational process.
  5. All students will learn to value their unique characteristics and abilities.
  6. All students will develop and incorporate an understanding of how attitudes and values affect decisions and actions.
  7. All students will participate in drug awareness education.
- B. All students will develop competencies in the basic cognitive skills that are reflective of continued learning.
1. All students will become functional readers.

2. All students will become knowledgeable of the basic mathematical computations, problem-solving skills and strategies, computer awareness, graphing interpretations, geometry, and the meaning of fractions.
3. All students will become effective communicators through oral and written expression.
4. All students will develop competencies in Social Studies and Science through research, technology and inquiry.

### SCHOOL HOURS

7:55	Arrival Time for Teachers
8:00	Teachers on Duty
8:00	Arrival Time for Students
8:00 – 8:20	Breakfast Served
8:25	SCHOOL DAY BEGINS
3:25	School Dismissed

**Students should NOT arrive earlier than 8:00 a.m. or remain on campus later than 3:30 p.m.,** unless they are participating in our supervised extended day program (please see secretary for additional information).

### MORNING ARRIVAL/DROP OFF

1. The school driveway is one-way and one-lane. Students are to be dropped off in the front of school in the morning by car.
2. **STUDENTS MAY NOT BE DROPPED OFF BEFORE 8:00 A.M. Proper supervision will not be provided until that time.**
3. Children in grades Pre-K through 5th go directly to the classroom with their breakfast.
4. Students arriving after 8:25 A.M. must be escorted to the office and signed in by a parent to receive a tardy pass before they can go to class.
5. Handicapped parking is reserved for those authorized only.
6. Five (5) MPH is the maximum speed in the driveway.
7. There will be NO PASSING other vehicles (buses included) in the driveway. The unpredictable behavior of children requires that you follow this rule.
8. Do not walk children through the bus line in the morning. Please walk around on the side walk.

### AFTERNOON DISMISSAL /PICK UP

Students will not be allowed to make any change in their usual after- school dismissal procedure unless the weather is severe preventing the walkers/bike riders from getting home.

1. Students should be picked up by car in the back parking lot at 3:25 PM.
2. Teachers will load and unload vehicles with **numbers posted in window** from the right side.
3. Parents should remain in the car during dismissal.
4. Students should not be picked up late and will be sent to the office. Notices will go home and Child Welfare will be contacted on the third incident of late pick up.
5. Walkers should not be picked up in the bus lane. Walkers will be walked to designated side.

Month	Calendar Grid	Notes	Month	Calendar Grid	Notes
July 2016		4 Independence Day Holiday 14 Start Day for 11 Month Employees 21 Start Day for 10 Month Employees	January 2017		2-3 Christmas/Winter Break (No School) 4 Employee Inservice 5 Students Return Beginning of Second Semester 16 Martin Luther King Jr. Holiday
August 2016		4-9 Employee Inservice (No Students) 10 First Day for Students	February 2017		15 End of 4th 6 Weeks Early Dismissal (11:30 a.m. Secondary/1:25 p.m. Elementary) 27-28 Mardi Gras Holiday (No School) (Students, 9,10,11, & 12 Mth Off)
September 2016		5 Labor Day (No School) 20 End of 1st 6 Weeks 21 Early Dismissal (11:30 a.m. Secondary/1:25 p.m. Elementary)	March 2017		1 Mardi Gras Holiday (Students, 9,10,11 Mth Off) 10 Early Dismissal (11:30 a.m. Secondary/1:25 p.m. Elementary) 14 End of 3rd 9 Weeks
October 2016		5 End of 1st 9 Weeks 7 Parent Conference Elem./Professional Development (Students Do Not Attend) 10 Fall Break (Students, 9,10,11, & 12 Mth Off)	April 2017		4 End of 5th 6 Weeks 14-21 Spring/Easter Break (No School)
November 2016		4 End of 2nd 6 Weeks 8 Presidential Election Day (No School) (Students, 9,10,11, & 12 Mth Off) 21-25 Thanksgiving Holiday (No School) 24 & 25 12 mth employees Off	May 2017		8 Last Day for Seniors 22-24 Early Dismissal (11:30 a.m. Secondary/1:25 p.m. Elementary) 24 End of Semester Last Day for Students/ 9 Month Employees Contingency Day
December 2016		16-20 Early Dismissal (11:30 a.m. Secondary/1:25 p.m. Elementary) 20 End of 3rd 6 Weeks End of 2nd 9 Weeks End of Semester 21-30 Christmas/Winter Break (No School) Contingency Day	June 2017		8 Last Day for 10 Month Employees 29 Last Day for 11 Month Employees

**CHECK-OUT PROCEDURES**

- Parents must report to the office to check out a student. Parents who plan to check out a child early must handle this before **2:45 P.M.** in order to avoid confusion and danger in the bus lines.
- The clerical staff or administrator will call the student to the office once the parent has arrived at school.
- Written parental permission must be presented if someone other than the parent picks up a student. The office will contact you by phone to verify permission. Please leave a phone number where you can be contacted. This is for your child's protection.
- Sign the check-out book in the office.
- Please make every effort to avoid early checkouts. Students with excessive early checkouts will not be eligible for perfect attendance.

**PARENT/SCHOOL COMMUNICATION**

We believe that communication between parents, students, teachers, the administration, and the community is vital if we are to truly meet the needs of the students we teach. Therefore, we will use a variety of means to communicate with parents on a regular basis. These include, but are not limited to, the following:

- *Parent/Teacher Conferences*
- *School Newsletter—sent home on the first Thursday of each month*
- *School Website—updated regularly <http://Wildwood.ebrschools.org/>*
- *Student WorkPackets (Sent home every other week)*

- Report Cards
- Progress Reports
- Phone Calls
- Notes Home
- Parent Workshops
- Open House
- School Improvement Team Meetings
- P.T.A.
- Parent access



If you have any questions, please do not hesitate to communicate with the school. The teachers will not call for each poor grade. This communication is uploaded in the parent access center and can be viewed daily at <https://parentaccess.ebrps.k12.la.us>. A copy of your log in can be sent to you upon your request in the office.

## **CONFERENCES**

### **Parent/Teacher**

1. The office is happy to arrange Parent-Teacher conferences. Arrangements for conferences can be made by calling the school between 8:00 A.M. and 3:30 P.M. at 225-766-6002. Parents may also complete the conference request form found in the monthly newsletter and send it to school. Please avoid calling school personnel at their homes except in emergencies. Please do not bring small children into conferences. If the parent feels a need to conference with a teacher at a time other than conference week, please call the teacher at school to arrange a time by calling 225-766-6002.
2. Please do not expect the teacher to interrupt instructional time for an unscheduled conference as you may be asked to leave.

**Below you will find the schedule for Parent/Teacher Conference and Early Dismissal Days. Report Cards Will Be Issued During Parent/Teacher Conference Students do not attend school on parent/teacher conference days.**

<b><u>Parent/Teacher Conference Days</u></b>	<b><u>Early Dismissal Days at 1:25pm</u></b>
<b>October 7<sup>th</sup></b>  <b>*Students Do Not Attend School</b>	<b>September 21<sup>st</sup></b> <b>December 16, 19, 20<sup>th</sup></b> <b>February 15<sup>th</sup></b> <b>March 10<sup>th</sup></b> <b>May 22-24<sup>th</sup></b>

### **Parent/Administrator**

Parents should schedule conferences with the principal or assistant principal only between the hours of 8:00 A.M. – 9:00 A.M. and 2:00 P.M. – 3:00 P.M. This enables the principal to spend more time in the classroom.

## **GRADING & REPORT CARDS**

1. Student work packets – samples of student's work will be sent home twice a month.
2. Report Cards will be given out at the end of each parent/teacher conference week. Grades and instructional levels are marked on the report.

3. Mid-Nine Week Progress Reports –The progress reports inform parents of the students' progress during the nine week period.

**Kindergarten through fifth grade will be graded from the following scale:**

**Grading Scale**

**A = 93–100%**

**B = 92–85%**

**C = 84–75%**

**D = 74–67%**

**F = 66–0%**

**CAFETERIA RULES**

- After washing hands, throw all debris in trashcan provided.
- Come in quietly and orderly.
- Follow directions the first time given.
- Wait your turn in line without talking.
- Sit at the table quietly.
- After eating, clean your space.
- Do not trade or share food.
- Get permission to get out of your seat.

**BREAKFAST**

Our school participates in the parish-wide free breakfast program. Breakfast is free to all students and there will be no collection of breakfast money. Visitors may not eat breakfast at school. Breakfast will be served at the following time: 8:00-8:20 a.m.

**LUNCH**

Our school lunch program is excellent and provides many learning opportunities to teach nutrition, etiquette, and manners. The “Type A” lunch that is served meets the dietary requirements for growing boys and girls.

It is our desire that everyone participate in the lunch program. In case of allergies, a parent should send a note to the cafeteria manager and to the teacher. Parents/Guardian will be allowed to eat with their child on scheduled special occasions. (Parents will be notified of these days along with the payment cost).

**LUNCHES THAT ARE BROUGHT TO SCHOOL**

- Students are permitted to bring their own lunch from home. We ask if you choose this for your child that you adhere to the following: Bag lunches must include an entrée like a sandwich, not just snacks. Bag lunches should be securely packaged in lunch boxes and beverages must be placed in containers (**NO CAN SODAS, NO CANDY, AND NO FAST FOOD**). Milk can be purchased if desired. **Teachers cannot heat food for students; parents must pack lunches that do not require heating. This is for safety reasons,**

**Tardiness**

Being on time is important. Children are tardy when not in the classroom by 8:30 a.m. These children must report to the office accompanied by an adult to check them in and allow them to get an admit slip before they can go to class. Students that are not picked up by

3:40 pm will also be considered out of compliance. These students will be disciplined as well and possibly fined if late departure is excessive.

**PARENTS OF STUDENTS WHO ARE HABITUALLY TARDY OR LEAVE EARLY WILL BE REPORTED TO CHILD WELFARE AND ATTENDANCE AFTER EVERY 5<sup>TH</sup> TARDY**

**Absences**

By Louisiana State law, Children must attend school 160 days of the 180 day school year in order to be considered for promotion. If a child has more than 20 unexcused absences, he/she will be retained, regardless of grades. An absence is considered excused when a child's absence is due to; his/her illness, an immediate family members' illness, death in the family (not more than a week) and absences due to observance of faith based holidays.

Whenever your child is absent, you should send a written excuse with him/her when they return to school. This excuse can be a physician's statement or a personal handwritten or typed note from parents explaining specific reason for absence, date child was absent, and parent's signature. This should be done for each and every absence and must be done within 5 days of the child's absence. Make up work will only be given for excused absences.

**Please keep in mind that state law requires a truancy report be filed with East Baton Rouge Parish Truancy Office after every 5<sup>th</sup> unexcused absence for all students.**

**Check Out Policy**

***You should make every effort to see that your child is in school by 8:30a.m. and stays until 3:25p.m. daily.*** Early check-outs disrupt the learning process in the classroom and cause the child who is checked out to miss part of his instructional day. Unless your child is ill or you have a real emergency, please do not plan to pick up your child until 3:25pm. If you must check your child out, please report directly to the office and sign the child out. Be prepared to write down the reason for the child leaving early, present a valid I.D, and remain in the office until the child is called.

Do not send someone other than the parent to pick up a child without notifying the office and designating it on your child's emergency sheet. This is for the safety of the child. Please do not plan to come in and check out your child just to avoid waiting in line for dismissal time.

**ABSOLUTELY NO CHECK-OUTS AFTER 2:45 P.M., ACCORDING TO OFFICIAL TIME IN THE FRONT OFFICE.**

**VISITATION**

Parents are encouraged to visit Wildwood Elementary School and become a part of our excellent academic program. Please read the following guidelines carefully. All visitors must sign the Visitor's Roster Sheet or computer in the front office and be issued a Visitor's Pass before going to a classroom for any reason. If a parent wishes to observe in a classroom, he/she must adhere to the following rules:

- A. Parents should stop by the front office first to see if it is convenient for the teacher and children to have a visitor. In most cases, it will be. Sometimes tests are being administered and the class must not be disturbed.
- B. PARENTS SHOULD NOT BRING CHILDREN WHEN THEY COME TO OBSERVE IN THE CLASSROOM OR TO WORK AS A VOLUNTEER.

- C. Parents should enter the classroom quietly and be seated quietly and quickly in the rear of the room. The teacher will continue instruction.
- D. Parents should not talk to their child or the teacher while the class is in session.
- E. Please do not come late in the day when the teacher is getting children ready for dismissal.
- F. Parents, who are not dressed properly, will be asked to reschedule the visit and will not be allowed in the classroom or on the school campus.
- G. Students will not be allowed to bring younger brothers, sisters, cousins, other relatives, or friends to school at any time during school hours.

### **PARENT VOLUNTEERS (VIPS)**

- A. Check in at the front office, sign the VIPS log, and obtain a VIPS tag. Wear this tag at all times while on campus.
- B. Follow the dress code that has been developed by the Wildwood Elementary School Improvement Team. Please refer to the "Dress Code" section of this handbook.
- C. Report to the assigned work area – either the classroom or copy room.
- D. **FOOD OR DRINK IS NOT ALLOWED IN FRONT OF STUDENTS OR IN CLASSROOMS.** These are to be consumed in the lounge.
- E. **SMOKING IS NOT ALLOWED.**

### **Fundraisers:**

Earn money and supplies for our school just by sending in Campbell's Soup Labels, Box Tops for Education labels, Community Coffee UPC's, old cell phones, and empty laser and inkjet cartridges. For more information on these programs, you can visit these websites: [www.communitycoffee.com](http://www.communitycoffee.com), [www.boxtops4education.com](http://www.boxtops4education.com), [www.labelsforeducation.com](http://www.labelsforeducation.com), and [www.fundingfactory.com](http://www.fundingfactory.com).

### **PARTIES**

- A. Each class will be allowed two parties. These are held at Winter Holidays and at the end of the year. Student or teacher birthday parties, etc. cannot be held at school. Younger brother and sisters may not be involved in school parties.
- B. **NO HOMEMADE REFRESHMENTS CAN BE SERVED TO ANY STUDENT AT ANY SCHOOL ACTIVITY OR PARTY.** This is a parish policy.
- C. Receipts for all money that is spent by the room mother on parties **MUST BE** given to the teacher immediately following each party.
- D. "Surprise" parties for the teacher are not allowed.
- E. Pre-packaged treat bags may be passed out at the end of the school day for Easter, Halloween, and Valentines.

### **FIELD TRIP POLICY**

- A. Students must have written permission from a parent or guardian to participate in a field trip.
- B. Students **MUST** ride the bus to and from all field trips.
- C. Children other than those students with permission to attend are not allowed on school field trips.
- D. Students missing school and attending field trips other than those planned specifically for them shall be reported to the Supervisor of Child Welfare and Attendance.

## STANDARDS OF PROMOTION

Students must be in attendance for 160 days per school year in order to be promoted to the next grade.

### **E.B.R.P. Promotion Policies For Kindergarten – Grade 5:**

If a child does not reach the prescribed level of 70% in both language and mathematics, the child may be recommended for extended year if one is available, and shall be recommended for retention if pupil progression standards are not met.

A kindergarten retention must include parental involvement in the decision.

The decision for promotion following a summer program will be made by the appropriate school staff at the school where the child will attend the new school year.

To be promoted in grades 1 through 5, a student must have:

- An annual average of 70% (D average, one quality point without rounding) in both reading and mathematics and two other subjects.
- A “D” or higher must be earned during the third and fourth nine weeks periods.
- Any student not meeting these criteria may be required to attend the extended year program, if available, to be considered for promotion.

Parents must be given a review of their child's progress at each conference period and be encouraged to be a part of the team to plan interventions to accelerate progress when needed.

To ensure that individual needs are met and continuous progress occurs, alternatives to retention with documented efforts, may include the follow: Special Auxiliary Programs, Looping, Transition Classes, Extended Day, and Extended Year.

## GRADING AND REPORTING

In order to keep you informed of the progress of your child, we ask that you participate in Parent/Teacher conferences throughout the year. An **Open House** will be held at the beginning of the school year for the purpose of introducing you to each teacher and for explaining what will be expected of your child.

- A. Once every two weeks, the teacher will send home a **“School Work Packet”** containing test papers. You are to sign and return this envelope the next day. Please return all papers. If you do not receive the packet, please contact your child's teacher. You will also receive a monthly Newsletter with dates listed of when you should receive the packets.
- B. **Parent/Teacher Conferences** will be held according to the schedule previously listed. **Progress Reports** will be sent home once between report cards. **Report cards** will be sent home each nine weeks.

- C. Students in grades 1 – 5 will receive Honor Roll for **all A's or A/B's** in all academic subjects on or above level including conduct and work habits. **No academic grade on the report card can be lower than a "B"**. In addition, there is a Special Honor Roll for students in our special education program.
- D. Please feel free to telephone our Guidance Counselor at 766-6002 for additional assistance.

## **AWARDS**

### **ACADEMIC AWARDS**

#### **I. Principal's List**

1. All "A's" in all subjects, conduct and work habits.
2. Receive awards each report period as provided by businesses and adopters.
3. A t-shirt will be awarded if a child makes the Principal's List all four nine weeks.
4. Published in the school Newsletter.

#### **II. Honor Roll**

1. "A's & B's" in all subjects, conduct and work habits.
2. Receive awards each report period as provided by businesses and adopters.
3. Published in the school Newsletter.

#### **III. Most Improved and Meeting Growth Goals**

1. One girl and one boy per class will be selected for most improved each nine weeks.
2. Goals will be set with the teacher and if met, students will receive an award.

### **Student Recognition**

1. Student of the Month
2. Certificates of Achievement

### **Student Recognition**

1. Good Conduct Award
2. All "A's" in conduct and work habits for each nine weeks.
3. Receive a Wildwood Elementary School pencil each nine weeks.
4. Published in the school Newsletter.

### **Student of the Month**

1. Recognized by the teacher each month and their picture is displayed.
2. Participates in the "Student of the Month" luncheon with the principal and get special surprises.

## **LOST/DAMAGED TEXTBOOKS**

All textbooks, equipment, library books, and materials are on loan to students. Students are expected to return these items in good condition. Parents will be expected to pay for damages and losses.

## **ANCILLARY SERVICES**

### **Library**

The library instructional program is designed to stimulate reading for pleasure and for study by having materials suited to the reading abilities, interests, and age levels of the boys and girls who visit the library. Each class will visit the library based on a schedule that the classroom teacher will arrange with the librarian at the beginning of each month. The library will also be a place where students work on technology skills and research projects.

### **Guidance**

The guidance program emphasizes the total development of the child. Students are selected to attend sessions with our Counselor based upon the need. Our Counselor also conducts whole class, small group and individual sessions. If she can be of assistance to you, please call 766-6002.

### **Physical Education**

The physical education program incorporates a variety of activities in the development of physical fitness, muscle coordination, gross and fine motor skills, team sports, and lifetime sports. Each class attends at least 1-45 minutes class with a P.E. teacher. P.E. grades come from factors such as skill, sportsmanship, team cooperation, group effort, and behavior.

Physical education is a required subject in the schools of Louisiana. Every child in school (unless physically disabled) is required to participate. Students must have a written statement from a physician before school personnel can excuse them from active participation.

### **STEAM**

Students will receive instruction from a teacher in Science, technology, engineering, art and music.

### **The Arts**

This new course will incorporate various performing and visual arts that are integrated with the classroom learning in all content areas. On a rotating basis students will draw, sing, perform and dance during this class period. Many performances will be shared with families at the PTA meetings.

### **Spanish and Language Learning**

This class will teach students a variety of vocabulary in conversational Spanish that will prepare them to take Spanish in the middle school. Students learn through hands on activities, singing and collaborative interactions.

## **ADDITIONAL PROGRAMS**

**These programs are designed to provide special activities for identified students who need experiences beyond the regular curriculum.**

### **Speech**

The Speech program is designed to remediate students with speech and language deficits as identified through a Pupil Appraisal evaluation.

### **Resource**

The resource program helps reinforce and remediate skills taught in the regular class and is available for students who have been evaluated through Pupil Appraisal as having learning disabilities.

### **Other**

In addition to the above pullout programs, Wildwood offers Inclusion, Self-Contained Classes, Adapted Physical Education, and Occupational Therapy, services for students who have been evaluated by Pupil Appraisal and who meet the criteria for these services.

**To initiate an evaluation from Pupil Appraisal, please contact our Guidance Counselor at 766-6002.**

## **School Dress Code**

East Baton Rouge Parish School Board Policy, states that uniforms for elementary school students are:

1. Navy blue bottoms (pants, shorts, skirts, skorts, and jumpers, not more than 5" above the knee), NO jeans, biking shorts, tight fitting/stretch pants, sweatpants, or capri pants. Shirt tails must be tucked in.
2. Burgundy shirts/blouses with a collar are acceptable (turtlenecks are acceptable in winter). NO t-shirts.
3. Navy Blue, Burgundy, and/or black coats, socks, jackets, sweaters, parkas, sweatshirts, etc. are preferred, but existing winter wear may be worn. NO colored shirts are to be worn over uniforms.
4. Hooded jackets may be worn but not in the classroom.
5. No caps of any sort or sports head bands are to be worn inside the school building.
6. Closed-toed shoes/sneakers, NO sandals, high heeled shoes, or flip-flops.
7. Belts will be worn on bottoms with belt loops; shirts/blouses will be tucked in. NO oversized or name plate buckles will be allowed for safety reasons.
8. Approved club uniforms (scout, etc.) may be worn on club meeting days. School t-shirts may be worn on spirit day. Every Friday is Spirit day for students. It is a day to show your school spirit by wearing your school t-shirt. Uniform bottoms must be worn with school t-shirt.
9. NO fake or sculptured nails are allowed and no hoop earrings. Again, safety is an issue.

## UNIFORM DISCIPLINE POLICY

In accordance with the policy, the following disciplinary action will be taken for non-compliance.

- 1<sup>st</sup> Offense - Warning letter stating uniform policy.
- 2<sup>nd</sup> Offense - Telephone to parent from Time Out Moderator
- 3<sup>rd</sup> Offense - Parent conference

## PARENT/STUDENT DRESS CODE

The following dress code was developed by the Wildwood School.

- A. Students and parents shall dress in a manner, which is not disruptive to the educational process or the orderly operation of the school.
- B. The following items of clothing are prohibited: see through apparel, including slashed or torn pants, bare midriffs, bare backed tops, halter tops, and short shorts.
- C. Profane and obscene language or pictures on any article of clothing or school item (book sacks, gym bags, etc.) is prohibited.

## HOMEWORK POLICY

**Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject and instructional needs of the student.**

- A. Homework, including tests, may be assigned over the weekend or during holidays. Students must adhere to the required assignments to include reading 30 minutes each night.
- B. The following schedule reflects the approximate amount of time students should spend on homework each day (excluding homework and extra projects):

K – teacher determines

1 – 20 minutes

2 – 30 minutes

3 – 45 minutes

4 – 45 minutes (20 – 25 minutes per team teacher)

5 – 45 – 60 minutes (15-29 minutes per team teacher)



- C. In grades K – 5, evaluation of homework will be reflected in the WORK HABITS grade.
- D. All assignments are to be checked for accuracy and completion. Most homework will be graded; however, in some cases it will not be graded. This does not include projects or any other home assignment that the teacher designates as to be graded. Projects may be given to students at various times during the

year. Teachers will provide parents/students with a description of the project, requirements, timelines, and a grading rubric.

- E. Because Wildwood Elementary understands the value of home learning, its completion by our students will be expected.
- F. Students with excused absences will be allowed to complete assignments. However, this work **MUST BE** completed within three school days.
- G. Students failing to complete homework assignments may be required to complete it during recess periods.
- H. Students who repeatedly fail to complete homework assignments may lose:
  - 1. Field Trips
  - 2. Class Parties
  - 3. Field Days
  - 4. Other Incentives as determined by principal
- I. Students who complete their homework for the entire week will be allowed to wear their Wildwood t-shirts and jeans on designated Fridays. Please remember a **HOMEWORK** shirt pass will be issued to those that can participate.

## **DISCIPLINE**

- A. Wildwood Elementary will follow the East Baton Rouge Parish School System discipline policy as outlined in **“The Student Rights and Responsibilities Handbook.”**
- B. Wildwood Elementary expects its students to respect the rights of all other students, to accept and respect the authority of all adults who are a part of our school (principals, teachers, secretary, clerks, attendants, custodial staff, cafeteria staff, bus drivers, substitutes, parent volunteers), and to accept responsibility for their own behavior.
- C. The faculty and staff of Wildwood Elementary will display kindness and respect for its Students, but will not allow behavior that will interrupt the teaching process and infringe upon the rights of others. Toward this end, a discipline committee has designed a school wide Discipline Policy consisting of a conduct sheets for students in grades one through five. All students are responsible for bringing their sheets daily and having a parent signature.

## **WILDWOOD SCHOOL RULES**

### **Rules for the Classroom:**

- 1. Enter and leave your classroom quietly.
- 2. Follow directions the first time they are given.
- 3. Stay in your seat and raise your hand for permission to speak.
- 4. Keep hands, feet, objects and unkind words to yourself.
- 5. Work quietly without disturbing others.

### **Rules for the Restroom:**

- 1. Flush toilet after each use.
- 2. Leave walls and floor clean.

3. Uniform shirt tucked, pants at natural waist.
4. Stay quiet and respect others.
5. Hands washed thoroughly.



**Rules for the Playgrounds:**

1. Play fairly and stay in assigned area.
2. Be aware of others and their feelings.
3. Use playground equipment safely and correctly
4. Report emergencies to duty teacher.
5. Line up and exit quietly.

**Rules for the Cafeteria:**

1. Enter and remain quiet
2. Wash hands and place paper towels in trash.
3. Get all items before sitting.
4. Clean area before leaving.
5. Follow the 1-2-3 Rule to dismiss.

**Rules for the Hallway/Breezeway:**

1. Listen to teacher directions.
2. Keep hands by your side.
3. Remain quiet.
4. Walk to the right.

**Rules for the Carpool Area:**

1. Listen to directions
2. Walk to assigned area quietly
3. Keep hands, feet, and objects to self.
4. Walk to exit campus.
5. Arrive and leave on time.

**SCHOOLWIDE DISCIPLINE POLICY**

**All students grades K – 5, will receive a daily and/or weekly conduct sheet. The student MUST return this to their teacher on a daily basis.**

- A. The conduct grade on the report card will be determined from daily and/or weekly conduct grades. If a conduct card is lost, the student will receive a “65 F” for that week. After the second time the card is lost, a conference with the parent is required. Each grade level will determine a strategy to assist students in keeping track of their conduct cards. Conduct cards will be filed in each teacher’s class as documentation. Conduct card grades may affect participation in school activities such as recess, field trips, parties, field day, etc.
- B. Conduct grades will be sent home at least weekly in the school work packet for parent review and signature.
- C. Each teacher at Wildwood Elementary has authority over every child in any area of the school including loading/unloading buses.
- D. When a student reaches 65% and no improvement is shown for three (3) consecutive weeks or the student creates a severe disruption, the student will be

sent to the Time Out Room or receive consequences outlined in the Parish Discipline Policy.

- E. Time out partners will be designated at each grade level if a child needs to be removed from class. The principal, or her designee, shall assign students to the TIME OUT Room (TOR) as appropriate.

## **INTERVENTIONS**

The following is an example of the steps teachers **may** implement to improve positive student behavior. Teachers provide interventions to assist with promoting positive behavior and reducing the number of referrals to the office.

- Step 1:** Student/Teacher conference
- Step 2:** Send student to "Time-Out" partner
- Step 3:** Parent/Teacher/Student conference
- Step 4:** When a student receives an "F" for three consecutive weeks, he/she is referred to the Time Out Room.
- Step 5:** SBLC with parent, teachers, student, administration, and the Guidance Counselor to create an individual behavior plan.
- Step 6:** When all steps have been exhausted, the student will be referred to the Parish Discipline Policy.

**Please Note:** The school will seek and refer parents to other agencies if necessary.

### **Severe Infractions:**

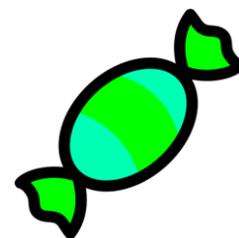
The teacher may make written referrals regarding student behavior for the following:

- Fighting
- Possession of weapons/contrabands (even a toy that looks like a weapon)
- Sexual harassment
- Cursing Teacher/Staff/Student
- Physically/Verbally out-of-control

## **INCENTIVES**

Students will be recognized for their positive, cooperative behavior through incentives (classroom and school wide programs). The following list shows examples of incentives used.

- Praise
- Rewards (stickers, name on bulletin board, etc.)
- Treats (candy, special awards, etc.)
- Positive notes/Calls to Parents
- Wildcat Tickets
- Positive Behavior Support rewards (PBS)



### **Principal's Student of the Month Luncheon:**

The Principal's SOM Luncheon is for those students who have met exceptional criteria set by the school and teacher for each week of the month. At the end of the month, those students will receive a special treat from the PBIS committee and will eat lunch with the principal.

**Wild Cards:**

Teachers, bus drivers, and other school personnel can award tickets to students for outstanding behavior and/or work habits to receive awesome prizes from our PBIS CART.

**CONSEQUENCES**

Time Out, Suspension, and Expulsion shall be used when necessary. The following list gives examples of student behavior warranting these types of consequences; however, for a more complete list, please refer to the Rights and Responsibilities Handbook provided by the district.

1. Disrespect for the authority of teachers and staff (talking back, arguing, ignoring, etc.)
2. Use of obscene and/or profane language
3. Fighting on the campus, in class, or on the bus
4. Stealing
5. Threatening students or adults
6. Disrupting the classroom
7. Bringing weapons (real or play) to school
8. Abusing restroom privileges by throwing rolls of tissue into toilets, writing on walls, urinating or defecating on the floor or walls.
9. Sexual harassment/misconduct

**Weapons are not allowed on campus. The following is state law. These signs are posted about the campus and shall be enforced. "Any student or non-student found guilty of carrying a firearm on a school campus or school bus shall be imprisoned at hard labor for up to five (5) years." (L.R.S. 12:95.2) If a student is arrested for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.**

**SCHOOL DRUG POLICY**

- A. The School Drug Policy applies to all students in the East Baton Rouge Parish School System.
- B. A teacher, principal, or administrator may search any building, desk, locker area or grounds for weapons.
- C. The teacher, principal, or administrator may search the person of a student when there is probable cause to believe that the student has in his/her possession any of the items mentioned in "B" above.
- D. Students possessing a drug (controlled dangerous substance) shall be reported to the School Drug Enforcement TASK Force for investigation.
- E. Parents and/or guardians shall be contacted immediately.

**ELEMENTARY DISCIPLINE CENTERS**

1. When a student is referred to the Discipline Center, the student's parent/guardian should be notified and given the reason for such action.
2. Lessons, textbooks, and other relevant materials of instruction are to be sent with the student.
3. Parents/guardians are expected to take the student to the center's classroom NO LATER than 7:30 A.M. on each day he/she is assigned to the center.
4. Medication should be brought to the center by the student's parent/guardian.

5. Students not attending discipline centers on the assigned dates shall be given "unexcused absences" and shall not be allowed to make up any missed class assignments.
6. Students are required to be in attendance ALL dates assigned. Days missed due to illness must be verified by a physician's statement. If a student misbehaves while attending a Discipline Center and is removed, that student will be suspended from school for the rest of the time he/she was assigned to the center.



## **BUS POLICY**

Parents/guardians should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

### **Responsibilities of parents/guardians are as follows:**

- A. Be familiar with and follow local board and school level policies for school bus transportation. Sign and return the school bus agreement within the first week of school.
- B. Have children ready and at their designated pickup points along the route.
- C. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
- D. Assist when there are disciplinary actions.

## **BUS RULES**

A bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

- A. Be on time. The bus will not wait.
- B. Do not stand in the street while waiting for the bus. Stand a safe distance off the street and wait until the bus is stopped and the driver motions to you before you approach the bus.
- C. If you must cross the street to board the bus, do so very carefully. Wait for your driver's directions and cross at least 10 feet in front of the bus after the driver signals it is OK to cross. You should also check for traffic in both directions before crossing.

- D. Cooperate with the driver; your safety depends on it.
- E. Remain quiet enough not to distract the driver.
- F. Present written permission from your parents, and approved by the principal, to your bus driver to get on and off the bus at a stop other than your own.
- G. Do not stand when a seat is available and the bus is in motion. Sit in the seat assigned to you by the driver.
- H. Do not extend arms, head or other objects out of windows or doors.
- I. Do not throw objects in the bus or out of windows or doors.
- J. Do not use the emergency door except for emergencies; usually directed by the driver.
- K. Do not damage the bus in any way.
- L. Be courteous and safety-conscious at all times.
- M. Protect your riding privilege by abiding by all the above rules.

**The Bus Driver and the parents will initially handle discipline problems on the bus. Bus Drivers will attempt to resolve problems by contacting the child's parents and tracking the behavior and call on the bus tracking form. If, this doesn't improve the behavior, bus drivers have been instructed to notify the principal. The principal will revoke bus privileges for students who do not conform to the rules. A Bus Behavior Referral slip from the driver will be sent to the school office and parents will receive a copy of the form. The Bus Referral must be signed by parents and returned to the bus driver on the next day.**

### **SNACKS**

Students are NOT to bring snacks to school. Chewing gum or foods of any kind on the bus or at school will not be permitted. Students may not sell candy or any other items on buses or on the school campus.

### **HEALTH POLICIES**

Our school clinic is open twice a week. We ask that you please do not send your child to school when he/she is ill. **Return the Permission for Emergency Treatment Form** so that we may have important information needed if your child becomes ill.

**In the event that a child becomes seriously ill and his/her parent or the designated persons cannot be reached, he/she will be taken to the nearest hospital by ambulance at the expense of the parent or guardian.**

If a child is too sick to stay in the classroom, the teacher will send him/her to the office and the secretary or volunteer will call the parents to come pick up their child. The school must have a home telephone number and at least one emergency number to call in such cases. Please make sure that you have submitted an emergency card to school. You must update our records if your phone number changes during the school year.

Unfortunately, we have isolated cases of head lice. As parents, you need to be reminded that it IS NOT the responsibility of this school to check your children for head lice. However, if discovered in their heads, we will call to ask you to come get them from school, treat the problem, and clear the head of all nits. Chronic, continuing cases of head lice WILL BE reported to the **Supervisor of Child Welfare and Attendance whose policy is to refer such cases to Child Protection.**

## MEDICATION AT SCHOOL

- A. As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medications cannot be administered before or after school hours.
- B. Possible exceptions to the general policy:
1. Medication for behavior modification.
  2. Insect sting allergy – must have a note from the physician with specific instructions.
  3. Anticonvulsive medications. (Ex: Dilantin, Phenobarbital)
  4. Medication of asthmatic conditions.
  5. Extenuating circumstances.
- C. Antibiotics and other short-term medication, including non-prescription medications, **SHALL NOT BE GIVEN AT SCHOOL.**
- D. Children shall not be allowed to have medication in their possession on the school grounds. Teacher and principals have the right to take the medication from the child and contact the parents for appropriate information.
- E. Prior to the administering of medication during school hours, the following will be required:
1. The Parental Consent/Physician's Order Form must be completed by the physician and signed by the parent or guardian.
  2. The medication shall be taken to school by the parent or guardian in a container labeled by a pharmacist. Unlabeled medications will not be administered in school.
  3. No more than a month's supply of medication will be kept at school. The empty bottle will be sent home with the child.
  4. At the beginning of each school year and anytime there is a change in medication, a new form from the physician shall accompany the new prescription.
  5. All medication shall be recorded daily on the Medication Log. The Parental Consent/Physician's Order Form shall be attached to the Medication Log.
  6. Because of potential danger, medication shall be kept under lock and key in a secure, central location.



7. The principal will designate the person to administer the medication. Any person so designated shall have received instruction on administration of medication.

### **STUDENT INSURANCE**

Insurance is offered to all students. Forms and envelopes are distributed to all students at the beginning of the school year and should be filled in and returned to the classroom teachers.

### **CHANGE OF ADDRESS, TELEPHONE/EMERGENCY NUMBERS**

Please keep the school informed of any change of address, telephone number or emergency number. It is important that we are able to reach you at all times in cases of illness or accident.

### **PROCEDURES FOR EMERGENCY SITUATIONS**

Specific procedures are outlined for use when it becomes necessary to send students home at a time other than the scheduled dismissal time such as: a natural disaster, civil defense alert, extended bomb search, emergency shutdown of essential facilities, or fire emergency. The decision to close a school comes from the Superintendent's office. The following rules apply:

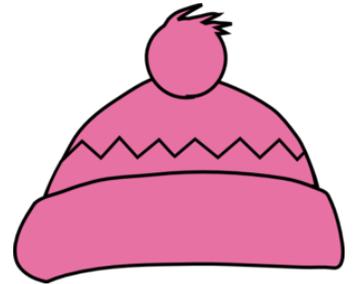
- A. Parents are notified of dismissals in advance through the media so that they may make plans for a responsible adult to take care of their children if they cannot be at home.
- B. Students will be released to parents who arrive at school to pick them up. **NO CHILD WILL BE RELEASED TO ANY PERSON OTHER THAN HIS/HER PARENT(S) DURING AN EMERGENCY WITHOUT WRITTEN PERMISSION FROM THE PARENT.** Parents must follow the school check-out procedure during emergency situations. Each child must be told how he/she is to get home if there is a chance of emergency concerning unstable weather conditions or another unforeseen emergency.
- C. Children who ride buses will be kept in a safe place until the buses arrive.

### **MESSAGES**

- A. Only messages of urgent importance can be relayed during school time as this interrupts the teaching process. If you must deliver a message or bring an item to your child, **PLEASE REPORT TO THE OFFICE.**
- B. Only office personnel, the teacher, or health clinic staff will contact parents in cases of illness or emergency.
- C. Students will not be allowed to call home for books, homework, etc. **Make sure your child is prepared as he/she leaves home.**
- D. Students may not bring cell phones to school.

## PERSONAL ITEMS

Please place your child's name on ALL school supplies, sweaters, coats, hats, gloves, raincoats, book sacks, etc. This enables us to return lost items to your child. Items that are unclaimed will be donated to Good Will at the end of the school year.



## Other Included Documents

The following documents are included with your handbook for your review and signature:

- Title I Compact for Student Success, A Parent/Students/School/Teacher Agreement
- School-Based Parent & Family Engagement Policy
- Internet Usage Policy
- Media Release Form
- Rights and Responsibility Handbook

Please sign and return the Student/Parent handbook acknowledgement form signature page, indicating that you have received, read, and understand the 2016-2017 Student/Parent Handbook. If you did not received the documents listed above, please contact the school or your child's teacher to have one sent to you.

**Thank you for your support!**  
**We look forward to working with you and your child(ren) this school year!**



