

**Whispering Forest Elementary School  
300 Spiehler Road  
Slidell, LA 70458  
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**Parent-Student Handbook  
2016-2017**

**“Magic is in the Air & Learning is  
Everywhere”**

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# Whispering Forest Elementary

## 2016-2017 School Supply List

### KINDERGARTEN

- 1 - Mat (thin, red & blue plastic)
- 2 - 24 count Crayons
- 1 - Washable Crayola Markers
- 8 - Glue Sticks
- 8 - #2 Pencils
- 1 - Watercolor Paints
- 1 - Fiskars Scissors
- 1 - Zippered Pencil Pouch
- 1 - 12x18 Construction Paper
- 1 - Kleenex Box
- 1 - Paper Towel Roll
- 1 - Plastic 2 Pocket Folder
- 1 - Composition Notebook Primary

### GRADE 2

- 4 - Glue Sticks .21 oz.
- 2 - 24 Count Crayons
- 1 - Fiskars Scissors
- 2 - Marble Composition Books (wide ruled)
- 4 - Spiral Notebooks (wide ruled)
- 48 - #2 Wooden Pencils
- 5 - Plastic Pocket Folder with Prongs (red, yellow, blue, green, orange)
- 2 - Red Pens
- 1 - Pack Loose Leaf Paper (wide ruled)
- 2 - Highlighters
- 1 - Box of Kleenex
- 1 - Roll of Paper Towels

### GRADE 1

- 1 - 9 x 12 Pack of Construction Paper (one color)
- 1 - 12 x 18 Pack of Construction Paper (one color)
- 3 - 24 Count Box of Crayons
- 2 - 8 oz. Glue
- 1 - Washable Markers
- 1 - Fiskars Scissors
- 36 - #2 Pencils
- 3 - Marble Composition Notebooks
- 4 - Plastic Pocket Folders w/ Prongs (red, yellow, green, blue)
- 1 - Roll of Paper Towels
- 1 - Box of Tissue
- 1 - Pack of Pencil Cap Erasers (30)

### GRADE 3

- 1 - 24 Count Crayons
- 1 - 8 oz. Glue
- 1 - Fiskars Scissors
- 1 - Loose Leaf Paper (200 count wide ruled)
- 7 - Marble Composition Books (wide ruled)
- 48 - #2 Pencils
- 6 - Folders, 2 pockets, 3 prongs (solid colors)
- 2 - Red Ink Pens
- 2 - Highlighters
- 1 - Washable Markers
- 1 - 9 x 12 Construction Paper Pack
- 1 - Wooden Ruler (standard/metric)
- 1 - 12 x 18 Manila Drawing Paper Pack
- 1 - Box of Kleenex
- 1 - Roll of Paper Towels

### PLEASE NOTE:

- Label all supplies.
- Send supplies in on the first day of school.
- School supplies should be replaced at teachers' request.

# St. Tammany Parish School Board

## School Calendar

### 2016 – 2017

August 3, 2016 (Wednesday)	Teachers' Professional Development Day
August 4, 2016 (Thursday)	Teachers' Professional Development Day
August 5, 2016 (Friday)	Teachers' Day
<b>August 8, 2016 (Monday)</b>	<b>School Opens</b>
September 5, 2016 (Monday)	<b>Labor Day Holiday*</b>
September 30, 2016 (Friday)	<b>Parish Fair Day*</b>
October 13, 2016 (Thursday)	End of First Grading Period
October 14, 2016 (Friday)	½ Prof. Dev./Workday/½ Rec. Keeping (No Students)
November 8, 2016 (Tuesday)	Election Day
November 21 – 25, 2016 (Mon.-Fri.)	<b>Thanksgiving Holidays*</b>
December 20, 2016 (Tuesday)	End of Second Grading Period
	End of First Semester
	½ Day for Students
	½ Day Record Keeping
December 21, 2016 – January 3, 2017 (Wed. - Tues.)	<b>Winter/Christmas Break*</b>
January 4, 2017 (Wednesday)	School Re-Opens
January 16, 2017 (Monday)	<b>Martin Luther King Holiday*</b>
February 27 – March 3, 2017 (Mon.-Fri.)	<b>Mardi Gras Holidays*</b>
March 16, 2017 (Thursday)	End of the Third Grading Period
March 17, 2017 (Friday)	½ Prof. Dev. Day/½ Rec. Keeping Day (No Students)
April 14 – 21, 2017 (Fri. - Fri.)	<b>Easter/Spring Break**</b>
May 23, 2017 (Tuesday)	End of Fourth Grading Period
	End of Second Semester
	½ Day for Students
	½ day for Record Keeping
May 24, 2017 (Wednesday)	Teachers' Day

School Administrators are asked to avoid scheduling activities on the following days whenever possible.

Rosh Hashanah (Observance begins at sundown the day before) .....October 3, 2016

Yom Kippur (Observance begins at sundown the day before) .....October 12, 2016

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

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

**Parents, please remember students' folders are sent home regularly every Monday. Check the folders for graded papers, announcements, and calendar information.**

The PTA also sends out a monthly calendar with the breakfast and lunch menus. These calendars contain important dates for events and activities taking place at Whispering Forest.



## **Table of Contents**

### **I. Philosophy**

### **II. Curriculum**

- Accreditation Advanced Ed
- Attendance Requirements
- Homework
- Make-Up Work
- St. Tammany Parish Grading Policy
- Interim Reports/Report Cards
- Promotions/Retentions
- Library Program
- Textbooks

### **III. General Information**

- Birthday Parties
- Bus Transportation Changes
- Car Riders
- Car Riders Drop off/Pick up Procedures
- Change of Address/Telephone
- Class Parties
- Car Line Expectations
- Dress Code
- Education of Children and Youth in Homeless Situations
- Emergency Closings
- Fees
- Food Services
- Library
- Library Fines
- Lost or Stolen Items
- Medication
- PTA
- Parent-Teacher Conferences
- Student Insurance
- Textbooks
- Visitors to Whispering Forest

### **IV. General Conduct Rules**

- WFE's School-wide Positive Behavior Support (PBS) Plan
- Expectations for Student Behavior
- Expectations Pledge (PBS Pledge)
- Rules in the School Setting
  - Assembly Rules
  - Cafeteria Rules
  - Hallway Rules
  - Line BASIC
  - Playground Rules
  - Restroom Use Rules
- Other School-Wide Discipline Information

## **I. PHILOSOPHY**

The faculty and administration of Whispering Forest Elementary School strive to provide for the intellectual, social, physical, emotional, and ethical needs of each student. We feel that developing a positive self-concept in each child is one of the most necessary steps in providing meaningful learning experiences.

In order to effectively enable students to function in our constantly and rapidly changing world, we must concern ourselves with teaching, thinking, and decision-making skills. The school will strive to provide an atmosphere in which each child learns how to practice concern for himself/herself while remembering the welfare of others. Furthermore, every attempt will be made to equip our students with fundamental skills upon which future success can be built.

## **II. CURRICULUM**

### **GRADE STRUCTURE AND ACADEMIC REQUIREMENTS**

Whispering Forest Elementary School encompasses grades pre-kindergarten through third grade.

The pre-kindergarten and kindergarten programs are full-day programs with emphasis on a developmentally appropriate curriculum to meet the needs of the students who are four and five years of age respectively.

In grades first through third, the curriculum consists of the following subjects being taught utilizing a literature/phonetic approach:

Language Arts: Reading, English,  
Spelling, Phonics, Handwriting, Writing  
Math  
Science  
Social Studies  
Physical Education and Health  
Music  
Art

Our curriculum is built upon Louisiana Common Core Standards that can be accessed by our parents and guardians by going to the State Department of Education website. The link is

**[www.louisianabelieves.com](http://www.louisianabelieves.com)**.

## **SCHOOL ACCREDITATION**



Whispering Forest Elementary School along with all of the schools in St. Tammany Parish is accredited by the Louisiana State Department of Education and Advanced ED. Accreditation is a voluntary method of quality assurance designed primarily to distinguish schools adhering to a set of educational standards. This accreditation means that Whispering Forest has met and maintains standards regarding curriculum, teacher certification, physical facility, and equipment.

## **ATTENDANCE**

### **Admissions**

Parents or guardians of new students entering school must present the following information at registration:

1. A certified copy of the student's birth certificate
2. Student Health Card  
(This card may be obtained from a local physician or from the St. Tammany Parish Health Unit.) **By state law, it is compulsory for all students to have a complete immunization record.**
3. Proof of residence in Whispering Forest School District
4. Student's social security number
5. Report card from the previous school and a statement from the previous school that the withdrawal has been completed in good standing, e.g., the student owes no fines or fees.
6. Letter of Assignment from the School Board if the student is transferring from another school in St. Tammany Parish.
7. Current custody papers, if applicable.

### **Age of Entry**

Children entering kindergarten are required to be five years old on or before October 1<sup>st</sup> for the school year in which they are enrolling.

Children entering first grade are required to be six years old on or before October 1<sup>st</sup> for the school year in which they are enrolling.

### **Attendance Recognition**

At the end-of-the-year awards programs, only students achieving Perfect Attendance will be recognized. Perfect attendance is defined as being in

attendance for 100% of the school day. Therefore, if a student is tardy, checked out for part of the day, or checked out before dismissal, he/she is not eligible for recognition.

## **Attendance Requirements**

It is extremely important that students are present and on time each day.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem. In this regard, it is important for students to be in attendance each day.

By state law, only the following reasons for absences will be excused:

- Illness of student
- Serious illness of a parent
- Death of immediate family member
- Religious holiday of a student's religion

A student who has been absent from school must present a written note by the parent, legal guardian, or from the doctor explaining the reason for the absence and the date(s) of the absence. Excuses must be presented by the student the day of return to school. Excuses will not be accepted after three (3) days of the student's return to school. Extended absences of more than three (3) consecutive days will require a doctor's excuse. Our attendance records are computerized. **These records are closed out at the end of each month. An unexcused absence cannot be changed to excused after this time.**

A student whose absences **are excused** will have **three days** in which to make arrangements with the teacher to make up missed work. If the work is not made up, the student will receive zeros on all work not completed. **Only work missed for excused absences will be permitted to be made up.**

Attendance is entered on the computer daily. Letters are sent by the school system periodically indicating the number of days absent that may jeopardize a student receiving credit for the year's work. A student can be retained if more than **10 days** of school are missed depending on the circumstances. Excessive absences will require a doctor's written excuse, not merely a parent's note. Students who miss more than three and a half (3 1/2) hours of instructional time will be considered absent for the entire day.

**Excess absenteeism and/or tardies will be brought to the attention of the principal and, if necessary, the Supervisor of Child Welfare and Attendance and the Truancy Assessment Service Center (TASC)**

**for further action to remediate the problem. Students who are late for school, must be signed in by their parents before entering class.**

All students who live in Whispering Forest's district have access to bus transportation. Therefore, no student should be late to school. Students who walk to school are expected to arrive on time. Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instructional time. Any child who arrives at school after 8:21 a.m. is considered tardy and must be signed into school by a parent or guardian. If a student is late for school, a note from his/her parent or guardian must be presented to the attendance secretary before entering class. Excessive tardiness will be brought to the attention of the principal and, if necessary, the Supervisor of Child Welfare and Attendance. Ten percent of our School Performance Score is based on attendance. It is very important that students start each day on time.

All students living within Whispering Forest's district are provided bus services. If a parent chooses to drive a child to and from school, then the parent also takes the responsibility of getting the child to school and picking up the child on time. Please understand that regular attendance is very important to your child's progress and performance. It is also extremely important to your child's teacher, and the school.

**Withdrawal of a Student from Whispering Forest**

Parents or guardians of students being withdrawn must notify the office **one day** in advance of the withdrawal. Parents must secure withdrawal forms from the attendance secretary before the last day of attendance. **The parent's signature is required on the withdrawal form.** All school property must be returned and accounts settled for final clearance by the office. Records will not be sent to another school until a student has been properly cleared. If transferring to a school in the parish, a Letter of Assignment must be obtained from the Slidell School Board Annex before registering at the new school.

**HOMework**

Homework is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study and creative thinking. The following suggestions are offered to assist children with homework:

- a. Ask your child if he or she has homework that day. Be aware that homework is generally assigned every day except Fridays.
- b. Ask your child to show the homework to you and to explain the completed work thus expressing an interest in his/her progress.
- c. See that your child completes the homework assignment without doing it for him/her.

- d. Set aside a regular time to do homework without outside interference.
- e. Confer with your child's teacher when your child repeatedly denies having no homework.
- f. Understand that quarterly grades may be lowered as a result of failure to return or complete homework assignments.

### **Make-up Work**

Students who have excused absences are permitted to make up class work missed. Students must make arrangements with the teacher within three days after returning to school. Work not made up will result in a grade of zero being given.

## **GRADING POLICY**

### **ST. TAMMANY PARISH SCHOOL SYSTEM'S GRADING POLICY**

#### **Pre-kindergarten**

Please check with your child's teacher on the specific requirements of the program. You will be asked to participate in several activities during the year that are planned by the teachers to promote a strong home/school connection.

#### **Kindergarten**

A checklist of skills shall be used to report to parents.

Portfolios of student work shall be accumulated and shared with parents. The kindergarten portfolio will include: the DSC, a writing sample, the DIBELS assessment given in September, January, and May, the Kindergarten Developmental Profile, the Kindergarten Checklist, a self-portrait, a math sample, a vision and hearing screening, and any other pertinent information. Grades to be assigned on the **Kindergarten** Student Evaluation Report are:

- O** Outstanding/Meets or exceeds stated goals
- S** Satisfactory Progress
- N** Needs Support/Emerging

Assessments of **S** and/or **N** will be given for all quarters in the areas of Social/Emotional Growth, Work Habits, Life Skills, and Physical Development.

Grades will be given to students in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters for ELA and Mathematics.

There is no HONOR ROLL.

## **First Grade**

During the 1<sup>st</sup> quarter marking period, a letter and the report card with only assessments in Conduct, Work Habits, and Handwriting will be sent to parents.

Assessments of **S** and/or **N** will be given for all quarters in the areas of Conduct, Work Habits, and Handwriting.

During the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter marking periods, the following grades will be assigned:

- O** Outstanding/Exceeds stated goals
- S** Satisfactory/ Meets stated goals
- N** Needs Support/ Progressing towards stated goals
- U** Unsatisfactory/ Not grasping stated goals

Grades will be given to students in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters for ELA, Mathematics, and Science/Social Studies.

The DIBELS assessment is given in September, January, and May. This assessment give teachers and students information on a student's early reading skills. The assessments give information in regards to levels of Benchmark, Strategic, and Intensive. Students receiving a rating of Strategic or Intensive will be given specific interventions to improve skill areas deemed below Benchmark.

Students will be assigned grades in reading based on the student's instructional level. The instructional level will be indicated by the student's ability to read designated material with at least 90% accuracy in word recognition and comprehension.

In math, teachers will use beginning of the year and end of the year tests along with CBA's to assess the students progress throughout the year. The teachers will follow the reading assessment schedule for these math assessments.

Portfolios of student work shall be accumulated and shared with parents. Contents of the portfolio for first grade will include: the DIBELS and math assessment results given in September, January and May, a vision screening, a hearing screening, a writing sample, a word recognition test, a math computation assessment, a spelling test, and any other pertinent information.

Students will be promoted if they show proficiency (acceptable progress) at the end of the 4<sup>th</sup> quarter marking period. Students not showing proficiency based on all available criteria will be referred to the Student Assistance Team (SAT) to determine promotion or retention.

There will be no Honor Roll.

## **Second and Third Grades**

Grades A, B, C, D and F will be assigned in math, reading, language, social studies, science, and spelling for each of the four quarter marking periods for all students including gifted/talented and students in specially designed regular education classrooms.

- A- Excellent. The student has consistently demonstrated excellent performance.
- B- High Quality Work. The student's performance is in the upper range of the satisfactory category.
- C- Satisfactory. The student has progressed in a satisfactory manner.
- D- Needs Improvement. The student's performance is in the lower range of satisfactory.
- F- Unsatisfactory Work. The student is not progressing according to standards. The parent and teacher need to have a conference to help the student correct the indicated problems and to ensure adequate progress.

The grades S and N shall be used for conduct and work habits. The student has satisfactory participation in Art, P.E., and Music unless indicated in the comment section of the report card.

- S- Satisfactory
- N- Needs Improvement

Assessment notations shall be recorded in the class record book. When the letter grades (A, B, C, D, and F) are recorded on the report card at the end of the year, add the 4 quarters grade quality points (A=4, B=3, C=2, D=1, F=0) and divide by four. A ".5" shall be rounded up in all cases with the exception of any average less than 1.0. Any average less than 1.0 shall receive an "F" for the end-of-the-year letter grade.

The St. Tammany Parish numerical scale may be used when appropriate to determine letter grades:

- A= 93-100
- B= 85-92
- C= 75-84
- D= 67-74

The DIBELS assessments are given in September, January, and May. These tests assess a student's early reading skills. The assessments give information in regards to levels of Benchmark, Strategic, and Intensive. Students receiving a rating of Strategic or Intensive will be given specific interventions to improve skill areas deemed below Benchmark.

The second and third quarter reading levels will be based on work compiled in the classroom.

Portfolios of student work shall be accumulated and shared with parents. Contents of the portfolio for the second and third grades shall include: DIBELS results given in September, January, and May, a vision screening, a hearing screening, a writing sample, a word recognition test, a math computation assessment, a spelling test, and any other pertinent information.

Students will be assigned grades in reading based on the student's instructional level. The instructional level will be indicated by the student's ability to read designated material with at least 90% accuracy in word recognition and comprehension.

Students will be promoted if they show proficiency (acceptable progress) at the end of the 4<sup>th</sup> quarter marking period. Students not showing proficiency based on all available criteria will be referred to the Student Assistance Team (SAT) to determine promotion or retention.

There will be no Honor Roll.

### **Interim Reports (All grades)**

Interim reports are sent at the midpoint (approximately 4 ½ weeks) of each quarter marking period to students who are not making satisfactory progress. Parents should immediately set up a conference with their child's teacher to discuss areas of concern noted on the interim. Parents are asked to sign and return a copy of the interim for the teacher's records.

### **Report Cards**

For the first, second, and third quarters, all report cards shall be given out on Thursday following the close of the quarter. At the close of the 4<sup>th</sup> quarter, report cards will be mailed. Parent conferences are mandatory for all students who are performing below level and those that received a D or F on the report card. Parents, please make every effort to schedule and attend these conferences.

## **PROMOTIONS AND RETENTIONS**

St. Tammany Parish School System's Policy:

### **Grades 1-3**

Promotion of a student shall be based on the following:

1. A student is promoted in the primary grades (1-3) if he or she does **not** fail:
  1. Reading
  2. Mathematics
  3. Three of these subjects: music, art, science, social studies, health/physical education, language, spelling
2. The instructional level of the student and the student's actual grade level may be different. The student shall receive grades based on his or her performance at the instructional level which may be **below, on, or above** his or her actual grade level placement. Grades are not considered passing if the student is not working **on level**. In reading, students working below grade level will not be promoted.
3. In grades K-3, students must not miss any more than 10 days of school during the school year. A child can be retained for absences under certain circumstances. Attendance requirements are set by state law.

### III. GENERAL STUDENT INFORMATION

#### **Birthday Parties**

Students' birthdays are recognized at school during Morning Meetings and the daily morning announcements. Students will be treated to recognition that includes a sticker and a small trinket to celebrate the occasion (pencil, candies, an ice cream cone coupon etc.). Students' birthday parties may not be held at school. However, parents may send in cupcakes to be enjoyed by the students during recess in celebration of a student's birthday. Additionally, invitations for birthday parties may not be passed out at school unless all students in the classroom are to receive an invitation. Please do not send flowers or balloons. This policy is to prevent any hard feelings that may result.

#### **Bus Transportation Changes**

We cannot make bus changes unless it is in writing. The Transportation Department requires that the letter contain the child's name, the bus number, bus stop, the number of the adult that will be receiving the child when he/she gets off the bus. We are obligated to follow this procedure. **No bus transportation requests can be processed by our office staff or the administration unless the letter is delivered to the office in the morning or faxed to the office at (985) 641-3424 by 12 noon.** No changes in bus transportation will be allowed after 12 noon each day.

#### **Car Riders**

Parents who pick up or drop off their children using the car line must not park and bring the children in unless they have a parent conference or some other school-related activity.

- ❖ **We ask for the safety of the children that you refrain from using your CELL PHONE during pick-up/drop-off.**
- ❖ **If your child is tardy, you must park and walk your child to the office.**
- ❖ **Students are loaded into the vehicles in the afternoon by the adults on duty. The children will line up at a colored cone designated by the duty teachers. Please stop your vehicle so that the door where your child will enter the vehicle is in line with this cone. Your child will be loaded when you come to a complete stop, and you are directing your attention to your child loading the vehicle. Please do not move your vehicle after you stop until the door has been closed.**

❖ **We also ask that you do not wave your child to the vehicle.  
Allow the duty teachers to direct the students while loading.**  
**Car Riders Drop off/Pick up Procedures**

**For the sake of courtesy, protection, and safety of the children, please follow these guidelines.**

1. Safety is always the first consideration. PK children are picked up on the breezeway outside the cafeteria and K-3<sup>rd</sup> grade students in the breezeway area in front of the school.
2. Parents must not park and drop off or pick up their children. (Lines are sometimes long, but they move quickly.)
3. The children line up along the wall. They are called to a particular colored cone. Please align your car door with the cone so that the students can be loaded safely.
4. Please NO CELL PHONE USE in the car ramp area. This is probably the most frequent problem we have. It can also be the most dangerous for the children and staff.
5. If your child is, for some reason, not in the line for pick up, pull up to the last cone of the four in front of the school. A duty teacher or the principal will bring your child to the car.
6. Please do not wave the children to the car. The duty teacher will escort each child and load him/her in the vehicle.

### **Change of Address, Telephone, and Other Important Information**

For emergency reasons, it is important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. The school system has an automated phone message system to deliver important information as the need arises. Your up-to-date telephone number will ensure that the messages are delivered to your home.

### **Class Parties**

Students will be treated to two classroom parties, Christmas and Easter. Room parents will be called upon to assist the teacher in planning and implementing activities for parties. The school will be the final determiner as to the appropriateness of the activities for the parties.

## **Dismissal**

Students will not leave the school during school hours without permission from the principal. **Parents should not check students out early unless there is a family emergency.** It is requested that medical appointments be after school hours. Students will **only** be dismissed to parents, legal guardian, or person authorized by the parent designated on the emergency card. For the safety of their children, parents **may not** pick up their children directly from the classroom. This is done by the office staff. The student will be called to the office by the intercom. Because dismissal time is a busy time for the office staff, students may not be checked out, except due to emergencies, after 2:40 PM. **Change of transportation requests should be made in written form to the office early in the morning that day before noon. Late changes cause problems for the office, the teacher, and your child.**

## **Dress Code**

All students are expected to comply with all aspects of the dress code as adopted by the St. Tammany Parish School Board. At Whispering Forest, all students wear hunter or forest green polo-style uniform shirts. Shirts embroidered with the school logo can be purchased from various local vendors. Uniform bottoms will be khaki colored. Students may wear shorts, skirts, skorts, pants, jumpers, or overalls which are purchased at any location. School spirit shirts can be worn on Spirit Days with any khaki bottom. Hats or caps may not be worn. Cold weather hats may be worn when the need arises. They may not be worn inside the building.

The children are physically active each day at school during recess, physical education, and class activities. Appropriate footwear should be worn each day. The best type of shoes include those that can be tied and/or securely fastened, those not opened in the front or back, and those that are the proper size for your child's foot. An improper shoe can be a risk to the child's safety and be a deterrent to your child's best performance here at school. Please do not send your child to school in any type other than those mentioned. The wearing of tennis shoes on your child's physical education days is highly recommended.

Hair must be neat and well groomed. Specifics in regard to length of the hair can be found in the District Handbook. Mohawk style or hair cuts that have designs carved into the hair are not permitted.

Wearing jewelry is discouraged to avoid loss or damage of these items. Boys may not wear earrings of any kind.

The principal shall be the final interpreter of the dress code. Failure to comply may result in the student being sent home.

## **Education of Children and Youth in Homeless Situations**

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital.

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived here;
- Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

## **Emergency Closing of School**

School closings, because of severe weather, will be announced on major radio and TV stations. Unscheduled closings may also occur; it is important for students to know where to go when school is dismissed early. Please be sure to include this information on your child's emergency card.

## **Fees**

Whispering Forest will charge a \$10.00 supply fee for students. This fee will be used to purchase instructional materials used in the classroom. With the monies generated from this fee, we will purchase the following items:

1. Instructional workbooks
2. Duplicating paper and supplies for instructional use
3. Maintenance of duplicating equipment for instructional use.

## **Field Trips**

Field trips at Whispering Forest are closely tied to the curriculum, and they are designed to enhance the classroom experience by providing hands-on real life experiences for the children. The field trips are paid for through money collected from the students. These fees are based upon the total cost of the trip (transportation, entry fees, etc.). The fees are not refundable since the cost of the trip is determined by factors that are set before hand, and payment is made in advance.

Please understand that when the children return to school they will have a follow up activity to do directly related to the trip. There should be no early check outs of children by the chaperones on the day of the trip.

## **Several other guidelines for adults selected by the teachers to serve as chaperones that must also be adhered to, they are:**

1. Each field trip will have 4 parent chaperones, unless the teacher is notified by the administration to the contrary. Grandparents may serve as chaperones with permission from the administration. Aunts, uncles, older brothers and sisters may not be chaperones. Only parents or legal guardians may chaperone. We want these trips to be an educational bonding experience for the children and their parents.
2. If parents are selected to be chaperones, a letter will be sent to them by the teacher to indicate the cost of the trip and their responsibilities as a chaperone on the trip.
3. Parent chaperones must remain with their assigned groups for the duration of the field trip.
4. Chaperones are expected to follow the school dress codes.
5. Chaperones are not to use personal cell phones during the time they are responsible for the children on a field trip.
6. Tobacco products are prohibited on any and all school related trips and functions.
7. Chaperones may not purchase items for the children in the gift shop. Chaperones should not allow children to purchase items either. This policy has to do with ensuring that children do not feel unhappy or uncomfortable because other children made purchases. The same is

true for the chaperones.

## **Food Services**

Breakfast is served each day from 7:45 to 8:05. School breakfast and lunch prices can be obtained by calling the school or visiting the school system's website. Parents are asked to pay for breakfasts and lunches on a weekly basis with payments being sent to school in an envelope on Mondays. This will reduce the amount of daily instructional time spent on lunch-record keeping. Parents should send breakfast and lunch monies to school in an envelope labeled with their child's name and computer number, teacher's name, and the amount of money enclosed. Students missing school on Mondays should bring their breakfast and lunch monies on Tuesday. Students must have money in their accounts to eat breakfast and/or lunch. The account is not a charge system.

No child will be allowed to leave school for lunch. Federal regulations prohibit a student from bringing cans or bottles of drink into the cafeteria. Foods from fast food restaurants are not permitted under the federal lunch program.

## **Library**

To encourage students to utilize the library for leisure reading, the librarian will open the library at 8:00 a.m. The library will also be open after school until 3:20 p.m. Additionally, each class has a scheduled library period for 30 minutes each week. Ask your child's teacher for the schedule.

## **Library Fines**

The St. Tammany Parish School Board has adopted the following policy regarding fines:

1. A library media fine of twenty-five cents per day may be charged for reserve and overnight books. Five cents per day may be charged for regular circulation materials that are overdue at the elementary and junior high levels up to the cost of the materials based on the current list price.
2. Payment for lost books shall be based on the current list price.
3. If a student has an overdue book, he or she may not check out additional books from the library until the fine is paid and the book is returned.
4. Library check-out procedures will be restored when students have paid the fines, returned lost books, or negotiated with the librarian and/or

principal as to reasons why the fine cannot be paid.

5. The librarian will notify, in writing, the parent of the student(s) regarding overdue or lost books. Written notifications must be given at least once each quarter when report cards are sent home. The notification may accompany the report card or it may be mailed separately.

### **Lost or Stolen Items**

The school is not responsible for lost or stolen possessions. Each student is responsible for his/her property.

Students are not permitted to bring cards of any kind, toys, computers, radios, cell phones, games, iPads or iPods, CD players or other similar devices, to school except for special activities approved by the principal. A student who is caught stealing from classmates and/or the school could be suspended as a consequence for his/her actions.

A lost and found box houses unclaimed items left on campus by the students. At the end of the year, unclaimed items will be donated to charity.

### **Medication**

Students will not be allowed to have any drugs in their possession at school. By State Law, personnel in the office **cannot** administer medication. When special circumstances exist for a health problem for a long duration the following procedure is followed:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is taken.
2. Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. Medication must be brought to school by the parent or guardian in a container appropriately labeled by the pharmacy or physician.
4. Each medication given must be recorded in a medication log which includes the date, time, dosage, and signature of the person giving the medication.
5. Parents must fill out a **Request for Administering Medication at School Form**. This form can be obtained from the office.

## **Parent-Teacher Association (PTA)**

Whispering Forest Elementary School has an excellent PTA Executive Board who is committed to assisting the administration and staff in developing an outstanding school. **All parents are urged to become members of the PTA and to actively participate.**

## **Parent-Teacher Conferences**

Scheduled parental conferences for parents are required of students in Pre-kindergarten through third grade who are not performing at the level of expectations.

The most advantageous conference will be one in which a team approach is utilized, where all the individuals and information possible to help solve the particular problem are used. Parents must call the school office in advance to set up a time when these individuals might meet with the parent to confer and assist.

Teachers must be given at least one day notice before a conference. This time allows the teacher to make arrangements and to prepare for the conference. Because of the lack of sufficient time before school, conferences should not be scheduled in the morning. Teachers use this time preparing for the school day.

It is not appropriate to call the administration before you contact the teacher with a concern. You are asked to talk with the teacher about your concern(s) first. Conferences may be scheduled by calling the office at 641-3400.

## **Student Insurance**

Optional student insurance is available at a nominal cost. When a student insured under this plan is injured, he or she will be given a claim form from the office. The office merely acts as a median in supplying the insurance and assumes no liability for the injury or negotiations with the company.

## **Textbooks**

All textbooks are the property of the State of Louisiana. Students' use of the state-owned books carries with it the basic responsibility of proper use and good care. If a book is damaged beyond use, or if it is not returned at the end of the session or when the student drops or transfers out of the class, the student must make payment at the original cost of replacing the book. Students are required to cover their books to ensure longer use. Students are expected to bring their books to class each day. Textbooks are checked out electronically to individual students. Once the textbooks have been checked

out to individual students, they are responsible for the care and condition of these books for the duration of the school year.

### **Visitors to Whispering Forest**

An individual visiting the school for any reason must report first to the office. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements. All visitors must have a visitors' pass from the office to visit the school. This pass is good for the duration of the time a visitor is on campus on that day. Passes may not be used for more than one day. Visiting at any time should be arranged through the office. It is not appropriate to go to a classroom to conference with a teacher during instructional time or during the time a teacher is on duty.

Parents are always welcome! We must be sure that when parents visit that we have knowledge of these visits, and the visits do not interfere with the duties of our teachers or other school personnel. These policies are also used to ensure the safety of the students and school personnel and to reduce classroom interruptions which result in loss of instructional time.

#### **IV. GENERAL CONDUCT RULES**

Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere which encourages learning according to our school philosophy, it is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed by the students.

#### **WHISPERING FOREST ELEMENTARY SCHOOL-WIDE POSTIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) DISCIPLINE PLAN**

At Whispering Forest Elementary, our goal is to provide a safe, positive learning environment for all students. To do so, each student must be in a school climate that is satisfying and productive, without the disruptive behavior by any student infringing upon the rights of others.

Home and school alike must share the responsibility of teaching appropriate behavior. By working together we can ensure positive student conduct. Discipline is essential in developing accountability, responsibility and respect for others, self and property.

Our Positive Behavior Intervention and Support (PBIS) program at Whispering Forest is modeled after the state's PBIS model. Each school in St. Tammany Public School System has adopted a similar plan that meets the needs of the school's population and disciplinary concerns.

Our PBIS committee that meets every month has completed a plan that includes the following components: a pledge that lists the expectations of all members of the WFE community, rules of conduct for specific areas of the campus, school-wide posters reminding students of the expectations and rules of the program, classroom and school-wide incentives for positive student behavior, and a recognition system both classroom and school-wide to bring attention to the positive examples in our school. The program is designed to be proactive and to be flexible to best meet the needs of the children and staff.

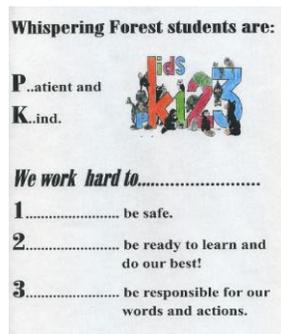
Each classroom teacher will provide the student and his/her parents a set of classroom rules and consequences, review the school's PBIS plan, and the St. Tammany Parish Discipline Plan. The faculty will spend time teaching and modeling the appropriate behaviors in all school settings, e.g., in the classroom, hallways, cafeteria, bus transportation, playground, restrooms and lunchroom. The teacher will review the rules and expectations to the children at the beginning of the year, and as needed throughout the year. The faculty and staff will continue to ensure that students receive assistance, encouragement, praise and

specific feedback regarding their many positive, social, and academic gains.

## **OUR PBS EXPECTATIONS PLEDGE**

### **Expectations for Student Behavior**

The school-wide positive behavior discipline policy in effect at Whispering Forest Elementary School consists of rules to be followed, a reward system for good behavior and consequences for inappropriate behavior. In an effort to present a positive and consistent discipline program, each student will be taught to demonstrate wise choices regarding his/her behavior. Knowing the rules and consequences beforehand will help each child to make choices that will reflect citizenship and caring skills.



### **Rules in Other School Settings**

#### **Assembly Rules**

1. Sit with legs crossed and hands in your lap.
2. Stop, look, and listen when the assembly begins.
3. At the end of the assembly, look at your teacher, and remain seated until directions are given.

#### **Cafeteria Rules**

1. Keep your hands and feet to yourself.
2. Use an inside voice when talking.
3. Practice good table manners.
4. Listen to the adults on duty.

#### **Hallway Rules**

1. Walk facing forward on the right.
2. Move quietly down the hall in ABC order.
3. Be kind and do not touch the displays on the walls or your classmates.

#### **Line BASIC**

1. Line up in ABC order.

2. Walk slowly in a single file line following the leader.
3. Place hands at your side or fingers to your lips.
4. Keep own place in line without pushing or shoving.

### **Playground Rules**

1. Teachers release the students to the playground for recess.
2. Play safely.
3. Ask permission to enter the building.
4. When recess ends, walk to your class line.

### **Use of Restroom Rules**

1. Use the restroom quickly, quietly and appropriately.
2. Use good hygiene by flushing the toilet and washing your hands
3. One student per stall at a time.
4. Use doors, fixtures, and dispensers appropriately.
5. Leave stall doors unlocked after use.

### **Other School-Wide Discipline Information**

#### **Library Use**

1. Handle all books and materials with care.
2. When taking a book from the shelf, always mark its spot with the library ruler.
3. Library rulers are not to be used to hit anyone or anything.
4. In the reading pit, students are to sit in one spot with “ears listening, eyes watching, hands still, feet quiet, and lips closed”.
5. After books are checked out, students are to line up at the exit door in a straight line, eyes front, lips closed, hands to themselves, and holding their books correctly.

#### **Whole School Quiet Symbol**

Whole School Quiet Symbol is 1,2,3.

Action: One finger up, two fingers up, and three fingers up.

Meaning:	One finger	= STOP TALKING,
	Two fingers	= LISTEN TO THE SPEAKER, and
	Three fingers	= SETTING AN EXAMPLE FOR OTHERS

## **CONSEQUENCES FOR NOT FOLLOWING RULES IN THE SCHOOL SETTINGS**

The goal of the school-wide discipline is for the students to know what is expected of them and what will happen if they break a rule or make an error in judgment. The choice lies with the student. The students should see themselves as being responsible and in control of their actions.

### **MINOR OFFENSES**

Most offenses will be handled “on the spot”, by the staff member. Students will know what poor judgment was on their part and will be helped to formulate more acceptable alternatives for the future. Appropriate interventions can include time out, call home, or a written note sent home. Detentions may be assigned at the teacher’s discretion. Continuous minor offenses may result in a major offense.

### **MAJOR OFFENSES**

If an offense is considered severe or highly dangerous, the appropriate level of consequences will be determined by the severity of the act. When sending students to the office for disciplinary intervention, staff members will submit a written behavior report describing the student’s specific behavior(s). The principal will investigate the offense and listen to the explanations of the offense from the student and any witnesses. The student will be removed from class and the parents contacted. Depending on the seriousness of the major offense, the past performance of a student, and the circumstances surrounding the offense, administrative action may occur at any level determined by the principal.

Each student will receive all the positive support we can obtain to help him/her stay in school. The staff will modify this discipline policy to support any child.

## **The Rights of Our Stakeholders**

### **Student Rights**

All students have the right:

1. to an appropriate public education which meets the needs of the students.
2. to be oriented on rules and regulations which pertain to activities of school.
3. to a safe environment for their person and property.
4. to ask for assistance from teachers, guidance counselor.
5. to learn without disruption.
6. to be protected from physical or verbal abuse.
7. to be informed of the school rules, regulations, and disciplinary policy.

### **Teacher's Rights**

All teachers have the right:

1. to work in a positive school climate with minimum disruptions.
2. to expect all assignments to be completed as requested.
3. to expect children to behave properly.
4. to be supported by parents.
5. to be respected by students, parents, and other staff.

### **Principal or Designated Administrator's Rights**

The principal or designated administrator has the right:

1. to expect the support of teachers, students, and parents in carrying out established board policy.
2. to carry out board policy to the fullest degree.
3. to provide the proper environment conducive to learning.

### **Parent or Guardian Rights**

The parent or guardian has the right:

1. to send their child to a school with a positive climate for learning.
2. to expect fair, firm, and immediate reaction in dealing with class disruptions.
3. to expect the school to maintain academic standards prescribed by LA Department of Education and Advanced ED.
4. to expect a classroom that allows quality education.
5. to be informed of student attendance, learning or behavior problems.

## **The Responsibilities of Our Stakeholders**

### **Students' responsibilities are:**

1. to do all they can do to help themselves learn.
2. to respect the rights of teachers, students and administrators.
3. to be honest, self-disciplined and dependable.
4. to show proper care of equipment, textbooks, and school property.
5. to follow the rules and regulations set by St. Tammany School Board.
6. to be on time and in attendance every day.
7. to strive to perform to the highest achievement level.
8. to observe safety rules on buses.
9. to refrain from cheating in class.
10. to be responsible for actions as well as verbal response.
11. to ask teachers for help when needed.
12. to be polite to all teachers, staff and each other.
13. to respect the teacher's right to teach.
14. to follow school and classroom rules.
15. to treat school property and the property of others with respect.
16. to come to school with all necessary materials and be prepared to learn
17. to complete all assigned work to the best of their ability.
18. to use class time appropriately.
19. to take home and return required forms.

### **Teachers' responsibilities are:**

1. to maintain effective classroom management.
2. to be an example both by actions as well as speech.
3. to assist in the discipline process.
4. to follow the rules and regulations set by St. Tammany Parish School Board.
5. to provide the best possible education through a positive classroom climate which allows for learning to take place.
6. to respect all students and parents.
7. to enforce the rules of the school courteously, consistently, and impartially.
8. to deal with disciplinary problems quickly, firmly, and impartially.
9. to help with discipline problems outside the classrooms, in the halls, restrooms, and on the school grounds.
10. to do all they can to help students learn.
11. to create and maintain a safe, orderly, and respectful classroom learning environment.

**Principal or Designated Administrator's responsibilities are:**

1. to help create and maintain a positive climate for learning.
2. to administer local board policy as well as state policy.
3. to be an example by speech and actions.
4. to be fair and consistent in dealing with students and teachers.
5. to support and maintain the school-wide discipline system.
6. to communicate the expectations of the school-wide discipline system to students and their parents.
7. to comply with school policies concerning discipline by using preventive practices, parent conferences, and actively supervising students at all times.
8. to support and maintain a safe, orderly, and respectful environment for students, teachers, and staff at Whispering Forest Elementary School.

**Parents' responsibilities are:**

1. to instill in their child the need for an education.
2. to instill the sense of responsibility their child needs for success.
3. to aid their child in understanding the discipline code of Whispering Forest Elementary School.
4. to see that their child attends school on time, every day, all day.
5. to support the efforts of all school personnel.
6. to instill respect for students, teachers, staff, and administrators.
7. to encourage their child to follow the policies set by St. Tammany Parish School Board.
8. to help their child develop a positive attitude about school.
9. to do all they can to help their child succeed in school.
10. to become involved in their child's education.
11. to follow through at home when teachers and administrators need assistance in improving a child's performance or behavior.
12. to ensure compliance with the school dress code and policy for appropriate attire.

## **Whispering Forest Elementary Bullying Procedures**

Proven allegations will be handled as follows:

1 <sup>st</sup> offense:	Verbal reprimand, parent contact, apology to the other child, referral to the Guidance Counselor.
2 <sup>nd</sup> offense:	Verbal and written reprimand, parent contact, apology to the other child, referral to Guidance Counselor, loss of school privileges as deemed appropriate by the administration.
3 <sup>rd</sup> offense:	Verbal and written reprimand, parent contact, apology to the other child, referral to the Guidance Counselor, loss of school privileges, and possible removal from class/school as deemed appropriate by the school administration.

Victims of bullying must report such information to the appropriate adults. Please help our children understand that the power of the bully comes from the silence of the victim. Encourage your child to speak up if a situation is persistent. This behavior may be a case of bullying.

### **System Bullying Policy**

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

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

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities. Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

Retaliation is defined as meaning "to pay back (an injury) in kind." When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated.

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

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

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