

Southside Elementary School



Student Handbook 2008 - 2009

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High Academic Success For All Students

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Dear Parents/Guardians:

The faculty and staff welcome you and your child to Southside Elementary School. Southside Elementary is a Title 1 school made up of Kindergarten, First, and Second Grade classes.

As a staff of trained, professional people, we have a tremendous task to help your child establish initially successful learning patterns at school. Your support and assistance as parents is essential for your child to reach his/her maximum educational development. Our major goal is that our primary students will establish a good learning foundation on which new learning will continue to develop in a fluent, consistent, and exciting pattern as they encounter learning experiences at various educational levels.

To have a safe environment and an appropriate setting for learning, rules and regulations must be obeyed and enforced at Southside Elementary. Please take time to read the entire student/parent handbook.

We believe parent/school communication is a key element in the success of our students. If we can be of any assistance, or you as parents can assist us, please feel free to come by the school or call 259-4489. The faculty and administration look forward to meeting and working with you this school year.

Sincerely,

**Keith Henderson
Southside Elementary Principal**

PHILOSOPHY

Our primary responsibility is to create and maintain a positive learning environment to help each student obtain the basic skills, understanding of ideas and values required to be a productive member of his/her community and nation.

A learning atmosphere will be nurtured that emphasizes each student as an individual with a unique personality. Student growth and progress are based on the needs, abilities, and interests of the individual. The Southside Instructional Program and activities recognize the dignity and worth of each student.

For every student to advance to his/her full potential mentally, physically, emotionally, and socially, there must be understanding and cooperation among parents, students, teachers, and principal. The best strategies and techniques available within budgetary constraints are utilized to try to help each student. To promote and preserve our American Heritage, students must understand the true meaning of freedom, democracy, honesty, and the responsibility each individual has in promoting these principles.

Recognizing the learning process as ongoing, we believe that every student:

Recognizing the learning process continued:

- ▶ **Needs a positive self-image.**
- ▶ **Be encouraged to develop independence and to act responsibly.**
- ▶ **Be provided opportunities for self-expression.**
- ▶ **Know and apply social skills for working and playing with others.**
- ▶ **Learn by doing in all curriculum areas.**
- ▶ **Be encouraged to be a problem solver by using creative thinking, reasoning and experimentation.**
- ▶ **Know the importance of good health and safety habits.**

CLASS ASSIGNMENTS

Southside Elementary reserves the right to:

Assign students to a class and/or teacher as determined by the Principal. Therefore, parent/guardian request will not be honored.

SOUTHSIDE ELEMENTARY SCHOOL VISION

We, the Southside Elementary Staff, Parents, and Community will work together to help our students:

- 1. Feel Good About Themselves.**
- 2. Become Responsible.**
- 3. Learn to do the Very Best They Can.**

STUDENT MOTTO

“I am glad to be me. I am responsible for what I say and do. Today and every day, I will do the very best I can. I am special at Southside Elementary School.”

SOUTHSIDE ELEMENTARY MISSION STATEMENT

“To provide academic success for all Students!”

ENROLLMENT REQUIREMENTS (K-3)

- ▶ **Five (5) by September 30 to enter Kindergarten, live within Jonesboro School District and take the Chicago Early Assessment Test.**
- ▶ **Be Six (6) by September 30 to enter First Grade and live within Jonesboro School District.**
- ▶ **Every new enrollee must have the following:**
 - 1. Official state birth certificate**
 - 2. Immunization record issued from the Jackson Parish Health Unit**
 - 3. Social Security Card (number).**

New enrollee continued:

- 4. Complete a Jackson Parish School Pre-School and New Enrollee Form.**
- 5. Complete a Parent Emergency Notification Form**
- 6. Proof of residence (example: electric, water or phone bill)**

BREAKFAST/LUNCH

Breakfast is served each school day from **7:15 a.m.** until **7:45 a.m.!** Students who wish to eat breakfast at school must arrive at school no later than **7:30 a.m.** to finish eating by **7:40 a.m.** Students report to the cafeteria, sit at assigned tables until the teacher and/or tutor arrives to escort them to their classroom every morning after unloading. All First and Second Grade students arriving after **7:40 a.m.** are to report directly to his/her assigned classroom. Breakfast/Lunch money will be paid in advance the first school day of each week to the cafeteria manager. **No charges will be allowed!**

TEACHER DUTY

Staff members will be on duty from 7:00 a.m. until the last bus leaves. ***No child is to be left at Southside before 7:00 a.m. or after the last bus leaves for dismissal as no supervision will be provided before or after these times!***

ARRIVAL -DEPARTURE PROCEDURES

Arrival:

Parents that bring their children to school every morning, or just occasionally, can help us make sure that each child is delivered to us as safely as possible. In the mornings, buses enter from the Southwest end of the campus, by the office, and unload their students at the cafeteria arcade. Parents, also, enter the campus each morning or afternoon from the South of the building and **unload** or **pick-up** their children at the NEW arcade at the back of the cafeteria. We request that parents **enter** from South Polk St. and **exit** on Thrasher Dr. ensuring that every child is unloaded and/or picked up as promptly as possible. Parents are asked not to park and walk students to the arcade due to the possibility of them being injured by exiting vehicles and/or entering the parking area.

*** Note: Duty personnel will be on duty no earlier than 7:00 a.m.! Please wait your turn to load or unload your child. It is unsafe for all concerned for anyone to break out of line and/or go around another vehicle or bus! Thanks for helping us have a SAFE YEAR!**

Departure:

Departure time for K/1st parents/guardians wishing to pick up their children is **2:50 p.m.**, and not before, unless there are extenuating circumstances or a child has a doctor's appointment. In these cases, the office staff must approve the early departure and the child must be signed out in the office.

Departure continued:

The bus loading area must never be blocked by parents/guardians that come to pick up their children! Buses will begin loading each school day at **2:50 p.m.!** ***Any student not picked up by his/her parent/guardian by the time their bus is called will be loaded onto the bus to be unloaded at their normal afternoon destination!*** As buses are lined up for departure, the bus numbers will be called starting at 2:55 p.m. over the intercom. Teachers will send only those students that ride the bus numbers called. Every student must be responsible for having items ready to take home, listen carefully for his/her bus number and WALK (not run) to their bus loading area(s). ALL students will ride their assigned bus. ***Request for temporary bus change must not be frequent and will be made in writing with approval from both the principal and bus driver.*** The parent/guardian must provide copies to both principal and bus driver. **Telephone request for bus change will NOT be honored!**

ATTENDANCE REQUIREMENTS

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 creates a genuine hardship for a student and is regarded as a very serious problem.

The school nurse is located at the Jonesboro Hodge Middle School. She is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries and assistance in health teaching and vision screening. Please be sure to contact the nurse(s) (**Mrs. Janet Hutto and/or Mrs. Willene Evans**) if your child has any unusual health problems (259-6611 or 259-6612, ext. 206).

Starting the 2003-2004 school year the school will accept only **five (5) parent notes/phone calls** excusing a student due to illness. **SIX or MORE student absences will require a doctors note** stating specifically why he or she was absent or the absence will be considered un-excused ! A student has one day for each day absent to make up any work if the day or day's absent are excused as determined by a note/phone call for first five absents, doctors note remainder of year.

All notes will be kept on file in the school office. Students will attend a public or private day school or participate in an approved home study program. Any absence due to contagious disease should be reported to the teacher at once so precautionary measures may be taken for any who have been exposed. A child should be kept at home throughout the duration of an illness.

1. Schools will administer attendance regulations in accordance with state and local adopted policies.
2. Students will be expected to be in attendance every student activity day scheduled by the local educational governing authority.
3. Elementary (K-8) students will attend a minimum of **150 days** a school year/**392 instructional minutes per day!** Exceptions for Kindergarten students may be granted when a parent request that a child be allowed to have additional time to mature at home prior to initial entry and/or need for a child to have additional time at home as recognized by the principal and teacher. This time may be granted by a committee composed of the parent, principal, supervisor of child welfare and attendance and the superintendent or his designee(s). * **The new school compulsory attendance age is seventeen.**

Attendance continued:

4. Extenuating circumstances as verified by the Supervisor of Child Welfare and Attendance may result in extended absences if the following condition(s) are present.
 - ▶ Extended personal, physical or emotional illness as verified by a physician.
 - ▶ Extended hospital stay as verified by a physician.
 - ▶ Extended recuperation from an accident as verified by a physician.
 - ▶ Extended contagious disease within a family as verified by a physician.
 - ▶ Prior school system approved travel for education.
 - ▶ Death in the family (not to exceed one week).
 - ▶ Natural catastrophe or disaster.

5. Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades will not receive those grades if they are unable to complete make-up work or pass the course.

CHILD WELFARE AND ATTENDANCE

The Supervisor of Child Welfare and Attendance may visit the residence of a student or any other place in order to ensure that a student is in attendance during the hours of a school day. In the discharge of the duties of their office, visiting teachers or supervisors of child welfare and attendance shall cooperate fully with the State Departments of Public Welfare, Labor, Health and Human Resources, and other state and local agencies. They have the power to serve such writs and process in law relating to compulsory attendance as may be necessary for the enforcement. Violations of the compulsory attendance law shall be investigated, and when necessary, shall include written notice, either in person or by registered mail to the parent, tutor, or person having control or charge of a student within compulsory school and attendance age.

Child Welfare and Attendance

A planned program of child welfare and attendance services shall be provided.

Un-excused Absences

Any unexplained, un-excused, or illegal absence or habitual tardiness shall be reported to the Visiting Teacher and/or Supervisor of Child Welfare and Attendance when necessary.

The Visiting Teacher, Supervisor of Child Welfare and Attendance, Truancy Officer or contact personnel may visit the residence of a student or any other place in order to ensure that a student is in attendance during the hours of a school day.

In the discharge of the duties of their office, Visiting Teacher or Supervisor of Child Welfare and Attendance, shall cooperate fully with the State Department of Public Welfare, Labor, Health and Human Resources (DHHR), and other state and local agencies, and may serve such writs and process in law relating to compulsory attendance as may be necessary for the enforcement.

Un-excused absence continued:

Violations of the compulsory attendance law shall be investigated, and when necessary, shall include written notice, either in person or by registered mail, to the parent, tutor, or other person having control or charge of a student within the compulsory school attendance as may be necessary for the enforcement.

Parent/Guardian or Tutor Responsibility

This school system shall require that every parent/guardian or tutor of an exceptional student and/or any other student enrolled in the school system shall enforce the attendance regulations.

Administrative Procedures Referring to Attendance Policy

The primary responsibility for a student's attendance in school rests with the parent/guardians. A state compulsory school attendance law prescribes the requirements of school attendance in the *Compulsory School Attendance Law*. In compliance with Louisiana Revised Statute 17:221, it is the policy of the Jackson Parish School System to require that a child from the seventh birthday to the eighteenth birthday (unless the child graduates from high school before his eighteenth birthday) attend a public or private school in regularly assigned classes during school hours or participate in an approved home study program. Any student below the age of seven (7), who is legally enrolled in school, is subject to state compulsory school laws. Kindergarten students, once registered, must comply with the Compulsory School Attendance Law. Louisiana Revised Statute 17:221 allows for the prosecution of the parent or guardian of a child when the child does not comply with the attendance requirements. This law also permits the District Attorney's Office to monitor truancy. **This law applies to all students enrolled in the Jackson Parish School System.** Each teacher is responsible for maintaining accurate attendance records.

Levels of Interventions:

I. Three (3) Un-excused Absences

- A. Referred to the truancy center by the school. School faxes information regarding absences to the District Attorney's office (truancy center) and copies the school board.
- B. The truancy center begins a file for the child.
- C. A letter is sent home from the District Attorney's Office-truancy division.

II. Five (5) Un-excused Absences

- A. The school faxes the second referral to the District Attorney's Office (truancy center).
- B. A second letter is sent to the parent/guardians - Second Truancy Notice.
- C. A parent/child conference is scheduled by the truancy center.
 1. K-5th - the conference will be held at the school
 2. 6th - 12th - the conference will be held at the District Attorney's Office.

III. Eight (8) Un-excused Absences

- A. A hearing is scheduled in front of the district judge with the child, parent/guardian and truancy officer present.
- B. The child is placed under court order to go to school and give certain consequences for further truancy to be determined by the truancy officer and the judge. The parent and/or guardian is also placed under court order to have the child in school.
- C. The truancy center again “flags” the child at school. The truancy center will monitor the child each day.

IV. Eleventh (11th) Absence and All Subsequent Absences

- A. Juvenile Court
 - 1. Child is placed on the docket in juvenile court.
 - 2. The child and parent/guardian are given judicial notice to be in juvenile court.
- B. The District Judge will determine punishment at this level.

Credit for course pursued will not be given if attendance goes below parish set level.

Exception can be made only in the event of extenuating circumstances approved in accordance with procedures established by the Jackson Parish School.

If the decision is made collectively by the principal, teacher and Child Welfare and Attendance supervisor, that the student will not receive credit because of excessive days of absence, the parent or guardian may appeal the decision to the Superintendent and the School Board.

Make-Up Work After Absence

Students should know at the beginning of the school year that time limits that have been established for making up work.

Students have the responsibility to secure those lessons and assignments they have missed. However, for students with un-excused absences, neither the teacher nor the school will be responsible for providing make-up tests, lessons, assignments, etc.

The following rule of thumb will be followed as classwork and tests are scheduled for make-up: “for each day absent, the student shall have an equal number of days to make up their classwork, assignments or tests missed.”

Examples of this are as follows:

- 1 day absent - make-up work will be done the following day
- 2 days absent - student would have 2 days to makeup the work
- 3 days absent - student would have 3 days to makeup the work
- 7 days absent - student would have 7 days to makeup the work

Note: *Parent/Guardian notes will be accepted for up to five (5) days absences (total for the year). After five (5) days, a doctors’ note is required.*

Make-up work continued:

All work must be made up before the school year ends regardless of dates or the number of days absent, unless extenuating circumstances determined by Child Welfare and Attendance Supervisor exist. All students on disability leave must make arrangements with the school principal to complete expected school work on a designated schedule. Other absences and procedures are referred to in the Jackson Parish School Board Policy Manual and the Jackson Parish Pupil Progression Plan, both may be viewed in the principal's office upon request.

Note: Please refer to the letter from the District Attorney's Office concerning the new **Jackson Parish Truancy Program** located at the back of this handbook.

When parents and teachers communicate with each other, the educational growth of children is increased. Parents are encouraged to call to schedule a conference if there are concerns. **Please call the school (259-4489) at least one day prior to the parent/teacher conference so that the teacher may have time to arrange her schedule and materials for the conference. *No one will be allowed to interrupt the teacher and/or classroom during instructional time!* Therefore, I cannot allow anyone to visit with the teacher for a few minutes, to check on how their child is doing in class or peek in on them.**

PARISH-WIDE PARENT CONFERENCE DAY

Parish-wide Parent Conference Day will be held at least once during the school year (**end of 2nd nine weeks**) - see the parish calendar provided within this handbook. Students will remain at home during the designated day and parents will be scheduled a conference time with the teacher.

SCHOOL VOLUNTEERS

If you are interested in becoming a Southside volunteer parent, please come by the school and pick up a Volunteer form or request your child's teacher send a copy home by your child. You may return the completed form to your child's classroom teacher so that a schedule may be developed to meet the teachers needs and obtain teacher approval. The completed schedule (with teacher approval obtained) will be issued to the student to be sent home and a copy placed in the office. Volunteers may help by tutoring, making bulletin boards, assisting with duplicating materials, and other tasks as requested by principal or teacher. **We appreciate your interest and involvement, but all volunteers are required to adhere to the Jackson Parish Closed Campus Policy prior to entering the class by checking in through the office, having teacher approval with scheduled time, signing in on the Visitation Booklet!**

SCHOOL VISITATION PROGRAM

Our visitation program is an attempt to obtain parent involvement by giving parents a chance to observe their child in his or her classroom environment. You may obtain a School Visitation Form from your child's classroom teacher or come by the office and obtain a form. Return the completed form to your child's classroom teacher so that a schedule may be developed and approved by the teacher. The teacher approved schedule will be issued to the student to be taken home and a copy placed in the office. **All visitors are required to adhere to the Jackson Parish Closed Campus Policy by checking in through the office, having prior teacher approval (completed visitation form with a scheduled time), sign in on the visitor booklet before entering the class!**

PARENT-TEACHER ORGANIZATION (PTO)

P.T.O. is a club where parents and teachers are working together to help their children, their school, and their community. The P.T.O. will meet at least once per nine weeks grading period or as needed as determined by the P.T.O. president. Future meetings will be announced through school memos, newsletters or notices.

TITLE 1 ANNUAL PARENT MEETING

Our annual Title 1 Parent meeting, Open House/P.T.O. has been scheduled for Tuesday, September 18, 2007 (during the 1st nine (9) weeks). Notices will be issued to students to take home to their parent/guardian(s) prior to the meeting date.

GRANDPARENT'S DAY

Our 4th annual Grandparent's Day will be held on Friday, September 7, 2007 (if funding is available). Notices will be sent out in order for us to get a count of how many Grandparents plan to attend. This event was very successful over the past two years; help us make it even bigger this year. We love our Grandparents!

DRESS CODE

Good grooming and proper dress should be the primary responsibility of the home and not the school system. The school's concern is preventing this from becoming a disruptive force at school or a factor that might impair the learning opportunities of the students in improper attire or the other students around them. The school has the authority to question improper appearance, and may insist on proper patterns of grooming and dress. Please refer to the *Jackson Parish Student Dress Code Policy* for more information concerning proper and improper appearances and dress as outlined by the parish. *A copy of the student dress code is attached at the end of this handbook for your convenience. Please take special notice of the dress code requirements for cold weather coats and/or jackets.*

- SCHOOL SHIRT COLORS: Red, White and Royal Blue – are to be worn in tucked inside pants or skirt all day!
- PANTS/SHORTS/SKORTS OR JUMPER COLORS: Navy, Khaki – with no cargo pockets on them.
- BELTS: are to be worn with uniforms if the uniform has belt loops (must have belt on everyday).

FIRE AND TORNADO ALARM

A new fire alarm system has been installed. A fire will be indicated by a *siren* and *flashing lights*. If this system fails, the *911 intercom systems* will be used to indicate *fire (dial 912)* and a *tornado (dial 914)* alarm. Posted procedures are in each classroom or building and will be followed along with the new *Crisis Management Procedure Plan*. *The fire alarm and intercom system will also be used in case of bomb threat or major emergency evacuations.*

POLICIES/EVALUATION/GRADING

KINDERGARTEN

The Jackson Parish School Board, as allowed by the Louisiana Legislature, has established Kindergarten classes for children who have attained the required age and the appropriate documentation for enrollment. The program is informal in nature and organized to meet the developmental needs of young children with teacher-directed, student-initiated learning activities. A 387 minute daily schedule, structured in accordance with Bulletin 741 requirements, is followed. The Jackson Parish School Board has established the following policies in regard to Kindergarten:

- a.) Age requirements for children entering Kindergarten or Grade One will be the same as those established by Jackson Parish Policy Manual regulations. However, exceptions may be granted when a parent request that a child be allowed to have additional time to mature at home prior to initial entry.
- b.) Students must also have a birth certificate, social security card and an up-to-date shot record from the Jackson Parish Health Unit prior to enrollment.
- c.) Students who enroll in Kindergarten are subject to the regular established policies for attendance, behavior and disciplinary action.
- d.) A special Kindergarten report card will be sent home at the end of each nine-week period. An "**M**" indicates *mastery* of skill, "**P**" indicates *progressing* toward mastery of a skill and "**NP**" indicates *not progressing* toward mastery, or failure to master a specific skill. **For promotion to grade one**, Kindergarten students will **successfully master 70%** of the skills prescribed in the Kindergarten curriculum as indicated by teacher evaluation on the report card, tests, content standards, acceptable mastery level of achievement on the report card for **one nine week per semester and** receive a **passing score** on the **Jackson Parish Kindergarten Exit Test**.
- e.) To enroll in the first grade a child is to meet one of the following criteria:
 - & Attend at least a full day public or private Kindergarten for a full year or
 - & Satisfactorily passed academic readiness screening at the time of enrollment for the First Grade administered by the local school system.
- f.) When there is a question of placement at the Kindergarten or Grade One level, a skill's test will be administered to the student by the local school system which must be successfully mastered by the student. The student Placement Review Committee will meet, review the case and render a decision.

Kindergarten Reading Readiness Activities:

One of the chief responsibilities of the Kindergarten program is to provide the kind of learning experience that lay a sound foundation for beginning reading! Readiness for learning does not just happen. The child will have many opportunities to become better acquainted with the world about him and/or her, to look at books, to count and handle many objects, and a variety of reading readiness experiences.

Kindergarten Reading Readiness Activities continued:

These experiences will help children build a background of ideas and words which will make the printed words of a book have meaning to them later. Since real reading is based on understanding, the following progression is necessary:

- * *experience provides ideas*
- * *oral communications about ideas*
- * *someone writes the ideas down*
- * *finally, it can be read*

The parent's greatest responsibility rests with providing opportunities for many rich and varied experiences, letting the children talk about them.

The following are some of the opportunities provided for building reading skills in daily living experiences during Kindergarten:

1. *Learning Center time and a comfortable atmosphere in which to enjoy books.*
2. *Learning to handle and appreciate books.*
3. *Noticing details in pictures. Recall story details.*
4. *Dictating stories to go with pictures.*
5. *Becoming aware of left to right concept as the teacher reads.*
6. *Bringing in books on current interests or just to share.*
7. *Having an opportunity to supply obvious words in the story.*
8. *Recognizing their own names in either print or manuscript.*
9. *Noting similarities in their names and other words.*
10. *Having name cards used for roll call, dismissal and groupings.*
11. *Learning nursery rhymes and finger plays.*
12. *Becoming aware of rhymes and finger plays.*
13. *Looking through magazines for pictures in a given category such as family, foods, pets,*
14. *etc. - possibly making booklets.*
15. *Sorting things by color, size shape, etc.*
16. *Becoming aware of differences in lower and uppercase letters.*
17. *Becoming aware of names of the letters of the alphabet out of alphabetical order.*
18. *Learning consonant letter sounds.*
19. *Using riddle games such as: "I'm thinking of something that has fur, is soft and likes to eat carrots." Child asks "Is it a _____?"*
20. *Becoming aware of signs; room names and numbers, office, library, labels, etc.*
21. *Working with sequence puzzles and other kinds of puzzles.*
22. *Acting out stories to learn sequence.*
23. *Making up own stories.*
24. *Giving names to stories.*
25. *Completing stories.*
26. *Dictating stories about art work and having the teacher write it on their papers.*
27. *Learning to listen and follow instructions.*

Mathematics Concepts for Kindergarten:

Mathematics for Kindergarten involves concepts about numbers, sets, measuring, money, spatial relationships, time and problem solving through the use of manipulative materials, concrete objects and visual aides. The children will discover that we use numbers in many ways, have many ways of measuring, can classify things in many ways, can compare things in many ways, and will begin to understand some of the mathematics skills of counting, adding, subtracting, and dividing (halves, fourths).

The following are some of the basic mathematic concepts taught in Kindergarten:

- 1. A group of objects is called a “set,” such as a set of blocks or a set of dishes.*
- 2. We count to find how many objects we have in a set*
- 3. Objects can be grouped in sets in many ways, such as by kind (family, size, color, use, weight, and shape/classification).*
- 4. Objects that are grouped together because they are similar, are alike or are the same.*
- 5. Objects that are not like the others in some way, are not alike at all or are different.*
- 6. Two objects that are alike or are used together are known as a pair (socks, mittens, shoes) or twins (boys, girls, lamb, squirrels).*
- 7. We compare objects (comparison):*
 - & By size: small, large; big, little; tall, short; fat, thin; wide, narrow.*
 - & By location: near, far; in front of, behind; over, under; in, out; up, down; above, below; inside, outside.*
 - & By quantity: few, many; a lot, a little; more, less; some, none.*
 - & By weight: heavy, light.*
- 8. We can arrange objects in order:*
 - & By size: smallest to largest; largest to smallest; shortest to tallest; thinnest to thickest.*
 - & By location: nearest to farthest; farthest to nearest.*
 - & By position: first, second, third; next to last, last.*
- 9. If we add an object to a set we have more than we did before (addition).*
- 10. If we take an object away from a set we have less than we did before (subtraction).*
- 11. If we remove all the objects in a set we have none left or an empty set.*
- 12. Sets can be divided into two equal parts or are divided in half.*
- 13. If each child has one of the same things we have just enough, for example, each child has a cookie or one chair (one-to-one correspondence or equivalence).*
 - & If each child does not have a chair or a cookie we do not have enough or we have too few.*
 - & If we have more chairs or cookies than children, we have more than enough or too many.*
- 13. Objects have different shapes: circle, triangles, rectangles, square.*

The following are some of the basic mathematic concepts taught in Kindergarten continued:

14. Many things help us measure: clock, thermometer, ruler, calendar, scales, measuring cups and spoons.

15. A numeral represents a number rather than a letter or other symbol or character.

16. We use numbers in many ways: on our house, telephones, cash register, money stamps, book pages, license plates.

17. We use money to buy things, such as food, clothes, cars, toys.

& We have coins and dollars to use as money.

& Our coins have names: penny, nickel, dime and quarter.

18. We use the word “time” to talk about when things happen. Children begin to understand:

& Today or day is the time between when we get up in the morning and the time we go to bed at night.

& Night is the time when it is dark and we go to sleep.

& Morning is between breakfast and lunch.

& Noon is lunch time.

& Afternoon is between lunch and dinner (supper).

& Evening is between supper and the time you go to bed.

& The days have names: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.

& The months have names: January, February, March, April, May June, July, August, September, October, November and December.

& A year is a very long time.

Ways to help your Kindergarten Child:

- 1. Help him/her learn his/her full name, parents' names, address and telephone number.*
- 2. Help him/her learn the name of his/her bus driver and bus number.*
- 3. Save the bus tag and be sure to pin the name tag (with bus number) on your child for at least the first two weeks of school.*
- 4. Show him/her the safest route for walking to and from the bus stop.*
- 5. Help him/her learn their lunch number.*
- 6. If possible, bring your child in to visit the teacher prior to the start up of school.*
- 7. Make frequent prearranged visits to school - (due to the school being a Closed Campus - visitors must check in through the office upon arrival on campus or once entering the school. We require 24 hour notices for scheduling any parent-teacher conference or visit - No One will be allowed to just go visit with the teacher for just a few minutes during instructional time!).*
- 8. Put your child's name on all outdoor clothing and supplies.*
- 9. Shoes should fit comfortably. Help your child learn how to tie shoes.*
- 10. Dress your child in the correct school uniform daily. The uniform should allow for freedom of body movements. Buttons, buttonholes and belts should be easily fastened and unfastened.*

Ways to help your Kindergarten Child continued:

11. See that your child has the rest that he or she needs.
12. Teach your child to speak clearly and to overcome baby talk.
13. Teach your child independence in his/her toilet habits.
14. Give your child some experience's away form home and parents before he or she enters Kindergarten.
15. Teach your child to put away toys and materials when finished.
16. Listen to your child and show an interest in what he or she has to say.
17. Encourage your child to look at books and talk about what he or she sees.
18. Sing to and with your child.
19. Let your child play with other children his/her age.
20. Give him/her simple jobs to do.
21. Let him/her make certain choices of his/her own.
22. Show acceptance of all children, regardless of color.
23. Show by words and actions that school is a happy and important place.
24. Show an interest in his/her work and praise his/her accomplishments and good behavior.
25. Send him/her on his/her way with a cheerful good-bye.
26. Be concerned.

POLICIES/EVALUATION/GRADING continued:

FIRST and SECOND GRADE: (Students must successfully achieve standards a, b and c)

* This scale is to determine a letter grade prior to the nine-week grade!

A - Excellent	100 - 94	= A	D - Poor	75 - 70	= D
B - Good	93 - 88	= B	F - Failing	69 Down	= F
C - Average	87 - 76	= C			

For promotion to next grade level, the following must be accomplished:

- A. Must score at benchmark level in reading and math.
- B. Achieve, *as reflected in teacher grades, a 70% success level in teacher made test assessments of basic skills areas of Reading and Mathematics* which encompass the state content standards using iLEAP format or curriculum guides.
- C. Students shall successfully master, as indicated by teacher evaluation on the report card, tests and content standards to include the prescribed requirements of the first and second grade curriculum before being promoted to the next grade level. The acceptable mastery level of achievement on the report card and skills test shall be **70%**.
 - Second grade students shall be instructed in cursive writing beginning at midterm. By the end of the second grade, students should be able to identify/write upper and lower case letters and connect all letters of the alphabet unless specified modifications/accommodations are stated in the IEP.
- D. In *grades 1-8*, a student must pass at least two (2) of the nine-weeks (one the first half of year and one the last half of year) grading periods with a grade point average of **0.70** as reflected

Promotion requirements continued:

in teacher evaluation on the report card, skills test and first grade state content standards to include the prescribed requirements of the first grade curriculum before being promoted to the next grade level.

*** Progress Reports will be issue to every child the fourth week of every nine weeks!**

*** Note: At any point, when there is a question by parents or school officials in placement at the Kindergarten – Third Grade level, a skill’s test will be administered to the student (which must be successfully mastered), and the student Placement Review Committee is to meet, review the case and render a decision.**

HONOR ROLL

Principals' Honor Roll - 4.0
"A" Honor Roll - 3.6 - 3.99
"B" Honor Roll - 3.0 - 3.59

For elementary school (**Grades 1-5**) the following subjects will be considered in determining honor roll:

Math Reading Language Arts Social Studies Science

Notes:

1. No rounding off will be permitted.
2. Special Education students in the Specially Designed Regular Instructional Program are to be included in the Honor Roll policy.
3. A grade of **"D"** or **"F"** in any subject considered for Honor Roll will render a student ineligible.
4. Kindergarten **will not** be considered for honor roll.

INDEPENDENT/RECREATIONAL READING

We believe children who are read to and read books on their own are better able to express themselves in oral and written communication skills. Parents of every student at Southside are encouraged to read a minimum of ten books per month to their child or at least 30 minutes each day. We feel that this will help them to become better readers and help them on the DIBELS test which will be required this year.

TESTING

Chicago Early Assessment Test - Within thirty (30) days after the opening date of school, each child entering Kindergarten for the first time will be screened with a developmental readiness test. The instrument selected for use in Jackson Parish is the Chicago Early Assessment Test. The results of the screening will not be used to exclude any child who meets the Kindergarten entrance requirements from entering public school Kindergarten. Parents or guardians will be informed of the results of the individual student’s screening test scores.

Testing continued:

Jackson Parish Kindergarten Exit Test - A content-standard skills exit test will be administered to Kindergarten students prior to entering Grade One. The test is criterion-referenced, developed by the Kindergarten teachers in this system, and based on a curriculum of essential competencies necessary for success in Grade One.

Dyslexia Screening - The Jackson Parish School System is mandated by the state of Louisiana to conduct Dyslexia screening in order to provide a profile of strengths and weaknesses for students in grade(s) K-3. This screening will be done by “screening specialists” who have been trained to identify characteristics of dyslexia, attention deficit hyperactivity disorder, and at-risk social/emotional factors. You will be notified by note and/or letter of testing dates and given the opportunity to decline the above screening if you so desire. The 1st grade will be administered the Dyslexia screening prior to the end of each school year.

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) - The Jackson Parish School System is required to administer the DIBELS assessment to all students grades K-2. This test is administered three times a year (start of school, midterm and end of year) to assess student progress.

TEST-TAKING REMINDERS

Teacher-made tests and book tests are administered to students frequently to assess attainment of objectives. Standardized tests are other instruments used to measure achievement of goals and basic skill objectives.

Students should:

1. Get a good night's rest and eat a good breakfast.
2. Always get to school on time.
3. Help us by reminding your child to do the following:
 - ▶ Concentrate without talking.
 - ▶ Relax and forget other people around you.
 - ▶ Listen to and/or read directions, then follow them and read questions twice before answering.
 - ▶ Think before he or she writes the answer.
 - ▶ Check his/her paper for errors before turning it in.

DISCIPLINARY PLAN

Discipline Philosophy:

It is the professional belief of the staff and administration at Southside that this disciplinary plan will assist in providing a safer, healthier, and happier atmosphere for your child to learn. Allowing individuals to live with the natural and/or reasonable consequences of their actions is the essence of our discipline system which includes the use of corporal punishment. Therefore, punishment will only be administered to facilitate personal growth.

Definition of Terms:

Discipline: Discipline can be defined as persuading people that it is to their benefit to keep rules.

Self-discipline: Self-discipline is the ability to make a plan and carry it out.

Responsibility: Responsibility is the ability to look at one's behavior, evaluate it, and make a plan to do better.

Assault: Unprovoked physical attack on one student by another.

Theft: Taking property without permission of the owner.

Fighting: Two or more students involved in exchange of blows and assault is not determined.

Self defense: The doctrine of self defense - namely - the right of an individual to respond to force with force, only so long as it is necessary to protect oneself; when the danger is passed, resorting to violence is no longer sanctioned. Thus, the school only recognizes self-protection, not retaliation. Since the school always has a responsible adult on duty whenever the students are under the supervision of the school, Southside Elementary school believes the opportunity for a student to have to resort to the doctrine of self defense to protect himself/herself will be for all practical purposes non-existent.

Profanity and/or Obscenity: Profanity and/or obscenity in any form is prohibited. The following standard will be used by the administration, after considering all the extenuating circumstances, to determine if something is profane and/or obscene.

1. Taken as a whole, do the circumstances surrounding the given issue show the issue possesses literary, artistic, political and or scientific merit.
2. Is the issue in question an example of an outgrowth of Southside's educational philosophy.

SEARCH AND SEIZURE

Southside Elementary reserves the right to inspect or search lockers/desks and storage areas at any time for health and safety reasons.

SCHOOL-WIDE ASSERTIVE DISCIPLINE PLAN

Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere that 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 to enable the teacher and the student to be more comfortable with one another. We believe and uphold that the following conditions must exist in our classrooms and on our campus:

- & No child will stop the teacher from teaching.
- & No child will prevent another child from learning.
- & No child will engage in behavior that is not in his/her best interest or the best interest of others.

In each classroom, the teacher will provide a maximum of five rules for class conduct. A copy of the classroom plan for discipline (**GROWL**) will be sent home to parents/guardians and be on file in the principal's office. Students will be advised of the rewards and consequences (may include corporal punishment) for following or breaking classroom rules.

Procedure:

1. State expected behaviors.
2. Give positive consequences for appropriate behavior.
3. Give negative consequences (which may include corporal punishment) for inappropriate behavior.
4. Explain discipline plan (which may include corporal punishment) to students.
5. Be consistent in implementation of discipline plan.

** Note: Concessions (snacks) are considered a privilege and may be withheld by the teacher and/or administrator upon his/her discretion, especially when it comes to behavior! Snack time will be determined by the individual classroom teacher after lunch has been served.*

CAFETERIA CONDUCT

1. Be quiet and orderly in the serving line.
2. Eat meals quietly with any talk in a low voice.
3. Eat only his/her food (***Do not take food from other students!***).
4. Use good table manners.
5. Stay seated until meal is completed and teacher directions are given.

HALL & WALKWAY CONDUCT

1. At all times walk to the right side of the halls.
2. Loitering or playing in halls/walkways is not acceptable.
3. Go to the restroom, water fountain, and playground as quickly and quietly as possible.
4. Line up as promptly as possible after recess.
5. As a group, students are accompanied to restrooms and water fountains by their teacher.
6. Students are to remain in the classroom during instructional time, except in case of emergencies.

PLAYGROUND CONDUCT

1. Students are to participate in approved, organized game activities. No pushing, hitting, wrestling, or fighting type activities will be tolerated.
2. Students must stay within the boundaries of their playground and in sight of the duty teachers at all times. No student is permitted to go under or over the fence into the street for a ball.
3. When using the swings, students follow the following rules:
 - a. No standing in the swings. Sit!
 - b. One person to a swing.
 - c. No jumping, twisting, or swinging sideways.
 - d. Keep a reasonable distance behind or in front of a swing in motion.
4. Students must slide in a sitting position, facing the front, one at a time.
5. Touch football will not be permitted, except in supervised P.E. classes.
6. Jump ropes should be used for jumping only and should never be tied to playground equipment or to any student.
7. No balls will be permitted on playground unless provided by the teacher.
8. Rock throwing, dirt throwing, and pinecone throwing will not be permitted.
9. Students should go only one way on the horizontal bars, one behind the other. Pushing and pulling of students on the bars will not be permitted.
10. Balls and toys are not to be brought to school unless requested and supervised by the teacher for special instructional purposes.
11. Students are not to walk in water or mud puddles.
12. Students are not to get on playground equipment while eating.

OFFICE REFERRALS

Office referrals will be made **after** all steps of the classroom discipline plan have been applied.

Severe Clause: Students who severely disrupt by the following means will be sent to the principal's office immediately for possible suspension from school or corporal punishment!

1. Fighting.
2. Disrespect to school staff.
3. Intimidation, extortion, harassment, and/or bodily harm to students, or teachers.
4. Possession of lethal weapons or drugs. ***LOUISIANA LAW REQUIRES SUSPENSION AND/OR EXPULSION FROM SCHOOL.***

ASSERTIVE DISCIPLINE PLAN USED BY THE PRINCIPAL

After the first office referral, a discipline report letter will be sent home by the student and/or mailed. A parent/guardian is expected to sign the letter and return the letter to school on the next day his/her child attends at Southside. The signature does not necessarily mean approval or disapproval of the disciplinary report, but is important so that the staff knows that you have knowledge of the office referral.

* **First Offense** - Appropriate, corrective disciplinary actions will be outlined in a conference with the student.

Principal Assertive Discipline Plan continued:

- * **Second Offense** - Appropriate disciplinary actions will include a conference with the student, a phone call and/or a discipline report sent home to parent/guardian explaining the nature of the offense.
- * **Third Offense** - Appropriate disciplinary action may include recess detention.
- * **Fourth Offense** - Appropriate disciplinary action may include corporal punishment or isolation from class and request for a parent conference
- * **Fifth Offense** - Appropriate disciplinary action may be removal from school until principal, teacher, parent/guardian, and student can have a conference to resolve discipline problems before the student can be reinstated in school (or corporal punishment).
- * **Sixth Offense** - Appropriate disciplinary action may be suspension from school or other interventions (possible corporal punishment) to modify student behavior to acceptable school standards.

Any of the above steps may be altered/switched or changed depending on the conditions, consequences (*corporal punishment may be used at any step or offense*), or severity of the infractions as determined by the administration and/or his designee.

SCHOOL BUS RIDING

Each bus driver gives all his/her riders the Jackson Parish School Board Transportation Handbook which outlines acceptable/unacceptable bus behavior and consequences for inappropriate bus behavior. A signed signature card returned to the bus driver from the bus handbook indicates that the communication process has occurred. **The bus driver has complete charge of the bus and its occupants at all times! A copy of the transportation policy may be found at the back of this handbook for your convenience.**

A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus *must be requested in writing* by the parent/guardian and submitted to the school office. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. *No student may ride two different buses unless permission is obtained from the principal prior to the afternoon bus loading!*

ROLE OF PARENTS

1. Be familiar with and follow local board and school level policies for school bus transportation. (*See Jackson Parish Transportation Handbook and/or Student Handbook*)
2. Have children ready and at their designated pickup points along the route.
3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Have children attend school daily.

RULES FOR SCHOOL BUS RIDERS

Cooperate with the driver; your safety depends on it!

1. Be on time; the bus will not wait.
2. Cross the road cautiously when waiting for and leaving the bus.
3. Follow the driver's instructions when loading and unloading.
4. Remain quiet enough not to distract the driver.
5. Have written permission and be authorized by the principal to ride a different bus or to get off at a stop other than your own.
6. Do not stand when the bus is in motion.
7. Do not extend arms, head or other objects out of windows and doors.
8. Do not throw objects in the bus or out of windows and doors.
9. Do not use the emergency door except for emergencies.
10. Do not eat or drink on the bus.
11. Do not use or possess tobacco, matches, cigarette lighters, obscene materials, weapons or other prohibited items on the bus.
12. No objects are allowed on the bus if prohibited by state or federal law or local school board policies.
13. Do not damage the bus in any way.
14. Be courteous, safety-conscious, protect your riding privilege --- **Enjoy Your Ride!**

DISCIPLINARY POLICY FOR VIOLATION OF BUS RULES

1. Verbal Warning, conference, parent notice, and assignment of front seat.
2. Verbal Warning, conference, parent notice, and removal from bus for three or more days.
No Exceptions!
3. Verbal Warning, conference, parent notice and removal from bus for five or more days. Parent conference required before returning to bus.
4. Verbal Warning, conference, parent notice, recommendation for student removal from bus for remainder of school year. Parent conference required with principal, bus driver and Transportation Supervisor - (Due process hearing).

HEALTH CARE

Entrance Requirements:

All students upon entering Louisiana schools for the first time shall present an *official birth certificate*, *social security card* and *a record of immunizations* at time of enrollment and/or registration. Students must be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases according to a schedule approved by the State Department of Health and Human Resources, or shall present evidence of an immunization program in progress. In addition, each child shall have a test for meniscocytosis, commonly known as "sickle-cell anemia."

Health Care continued - Communicable Diseases:

Principals and teachers are required to cooperate with the Jackson Parish School Nurse/Public Health Nurses (**Mrs. Janet Hutto located at Student Service Center or Mrs. Willene Evans - located at Jonesboro Middle Office**) to protect the health of children while in school by excluding the ill and preventing return to school of those not yet recovered from an illness.

General Restrictions: No pupil known to have an infectious or contagious disease shall be allowed in school.

General Restrictions: Isolation of patient and exclusion from school until the school nurse returns them to school by issuing a notice to the school:

1. **Chickenpox**--Until all lesions of the skin have healed.
2. **Diphtheria**--Until two cultures from nose and throat taken 24 hours apart fail to show diphtheria germ.
3. **Impetigo Contagiose (Indian Fire)**--Until all lesions are healed or upon submission of certificate signed by a physician that the lesions are no longer communicable.
4. **Measles**--Until danger of communicability is past (from four (4) days before to five (5) days) after appearance of rash.
5. **German Measles**--Until seven (7) days after appearance of rash.
6. **Meningitis**--Until fourteen (14) days after onset.
7. **Mumps**--Until swelling has disappeared.
8. **Pediculosis (lice)**--Until infested child is free of lice and nits.
9. **Pink Eye**--Until infectious discharge ceases.
10. **Poliomyelitis (Infantile Paralysis)**--Until two weeks after onset.
11. **Scabies (Itch)**--Until adequately treated.
12. **Ring Worm**--Scalp - Until scaly patches with broken off hair disappears. Until ring worms of exposed part disappear.
13. **Small Pox**--Until all scales and scabs have disappeared.
14. **Trench Mouth**--Until case is diagnosed as being closed.
15. **Tuberculosis**--Until case is diagnosed as being closed.
16. **Typhoid Fever**--Until one month after onset.

Health Care continued - Communicable Diseases:

17. **Upper Respiratory Infections** (colds, influenza): Until free of fever 24 hours.
18. **Whooping Cough**-- Until approximately three weeks after development of whooping cough.

Head Lice

The presence of Head Lice and/or nits (eggs) according to *Louisiana Law and Jackson Parish School Board regulations require that students be removed from school until they are clear of both lice and/or nits*. The following guidelines/procedures will be followed to minimize the occurrence of head lice at Southside:

1. Each student with Head Lice and/or nits will be removed immediately from school until clear of both Head Lice and/or nits.
2. Teachers in classrooms where students have been found with Lice and/or nits will follow eradication procedures.
3. Parents/Guardians will receive letters giving proper procedures for eradication of Lice and/or nits. Not only must hair be treated, but the whole house including bedding must be free of Lice and/or nits.
4. Each child will be checked before being allowed to re-enter Southside. After the second occurrence of Head Lice and/or nits, he/she must go to the Jonesboro Hodge Middle School to be examined by the School Nurse(s) (**Mrs. Janet Hutto and/or Mrs. Willene Evans**). If the student is clear, *the School Nurse(s) will issue a permit to allow the students re-entry to Southside*.

Dispensing of Medicine:

Our school board requires that the following forms must be on file in your child's health record before we begin giving any medicine at school:

1. Signed consent by the parent or guardian to give the medicine.
2. Signed medication order. The written medication order form available in the school office should be taken to your child's licensed prescriber (*your child's physician or dentist etc.*) for completion and returned to your child's school. This order must be renewed as needed and also at the beginning of each academic year.

Medicine should be delivered to the designated person, in a container with a label from the pharmacy or manufacturer by either you or a responsible adult whom you designate. Please, ask your pharmacy to provide separate bottles for school and home use. No more than a twenty-five (25) day supply of medicine should be delivered to the school. ***Due to health and safety reasons, any medication to be given to a student on campus by a parent or guardian shall be administered in the office!***

& Across the counter drugs/medications, cough drops, peppermints, and/or home Remedies are prohibited!

Dispensing of Medicine continued:

- & **Animals, reptiles and/or birds are not allowed inside the school building due to the health and safety concerns of the students (allergies, asthma and possible injury to a student).**

MONITORING ITEMS BROUGHT TO SCHOOL

Parents should carefully monitor items that students bring to school. Louisiana law and Jackson Parish School Board policies require mandatory suspension and/or expulsion of students that bring items classified as dangerous weapons. Examples are knives and pocket knives with blades two inches or longer and guns.

- & *Toys, stuffed animals, gig-a-pets, yoyo's, roller blades, skates and any other items disruptive to the educational flow and/or dangerous to the health or well-being of the students are prohibited on campus!*
- & *The school will not be responsible for any personal items that are lost, damaged, or stolen!*
- & *We would ask that all personal items be clearly labeled with your child's name!*

TARDY POLICY

Classes begin promptly at **7:50 a.m.** Students arriving after **7:50 a.m.** are considered tardy and **must** be signed in at the office. Southside Elementary tardies are recorded daily and are cumulative per nine weeks. It is our policy to assess one day of absence against a child for each three tardies. The computer automatically does this!

A student accumulating excessive tardies during a nine weeks' grading period will be referred to the child Welfare and Attendance Supervisor for further action.

JACKSON PARISH CLOSED CAMPUS POLICY

The Jackson Parish School Board has a closed campus policy for each child's safety and to insure a good learning environment. Our school encourages parent visitation and conferences, but requires all visitors to stop by the office for approval for campus visitation. If you wish to visit with your child's teacher concerning their educational progress or for any other reason you must schedule a parent conference during the teachers planning period. ***The conference must be scheduled with notice of at least one day so that the teacher may be informed and all materials prepared for the conference. No one will be allowed to go anywhere on campus without prior approval through the office!***

If at any time the educational flow of the campus is disrupted by an intruder and/or irate parent(s) and/or guardian(s), **Lock Down** will be invoked. If necessary, the individual(s) shall be informed to leave the campus immediately and/or be removed from campus by the appropriate school personnel and/or police with the understanding that charges may be filed and/or a restraining order issued prohibiting the individual(s) from being on the school grounds and/or entering the campus at any time. **Please put your child's teacher's name on any snack bags which you may bring for the class and leave in the office to be delivered by the office personnel or designee.**

Note:

We are providing this handbook for the benefit of both students and parents. School rules and/or policies, Jackson Parish Student Dress Code, Jackson Parish Transportation Policy are clearly stated within this handbook. **Southside Elementary reserves the right to assign students to classes as determined by the administrator.** Therefore, a parent/guardian request for a child to be assigned to a teacher and/or to be placed in a class will not be honored.

Please read this information and refer to it as you communicate with your son/daughter about school, bus and home expectations as they relate directly to your child having a successful year at Southside Elementary.

Please complete the medical/emergency records form and the Transportation form provided at end of this handbook and returned it to your child's classroom teacher as soon as possible. Your signature indicates that you have received the school student handbook containing the Jackson Parish Student Dress Code and the Jackson Parish Transportation Policy.

If you have any questions or concerns, please phone (259-4489) or come by the school office.

**** Special Note: At any time the material contained within this handbook may be changed due to anticipated circumstances by the administrator.***

Child's Name: _____ Teacher: _____

List any items your child is allergic to (example: Medicine, Food, Bee Sting, etc.):

List any medicines (of a long-term nature/or on an on going basis) your child is taking:

List any medical or physical problems your child has:

If in a medical emergency, we are not able to contact you, do we have your permission to transport your child to the hospital? _____ Yes _____ No

If the answer is NO, please complete the following:

Name of physician of your choosing: _____

Office phone # : (318) (_____) - (_____)

Physician's home phone # if possible : (318) (_____) - (_____)

Student Handbook / Student Compact /Transportation Forms

Student Name: _____ Bus #: _____

Address: _____
(street name)

Mailing address: _____

Parent/Guardian: _____

Home phone #: (318) (_____) - (_____)

Work phone #: (318) (_____) - (_____)

Student: I have received, read and understand the *Regulations for students riding school buses and agree*, as a passenger, to abide by said regulations in both the student handbook and transportation policy. I have also received, read, understand and will abide by the student dress code and compact:

Student signature: _____ Date: _____

Parent/Guardian: I have received, read and understand the *Regulations for students riding school buses and agree* to assume full responsibility for my child's conduct on said buses. I have also received, read, understand and will assume full responsibility for my child abiding by the student handbook, student dress code and student compact.

Parent signature: _____ Date: _____

& Please sign forms and return to your child's teacher immediately in order for your child to continue riding the school bus and for us to have up-to-date information on your child. Every student is required to have the above form(s) on file in the office!