

St. Tammany Parish School Board
School Calendar
 2012 - 2013

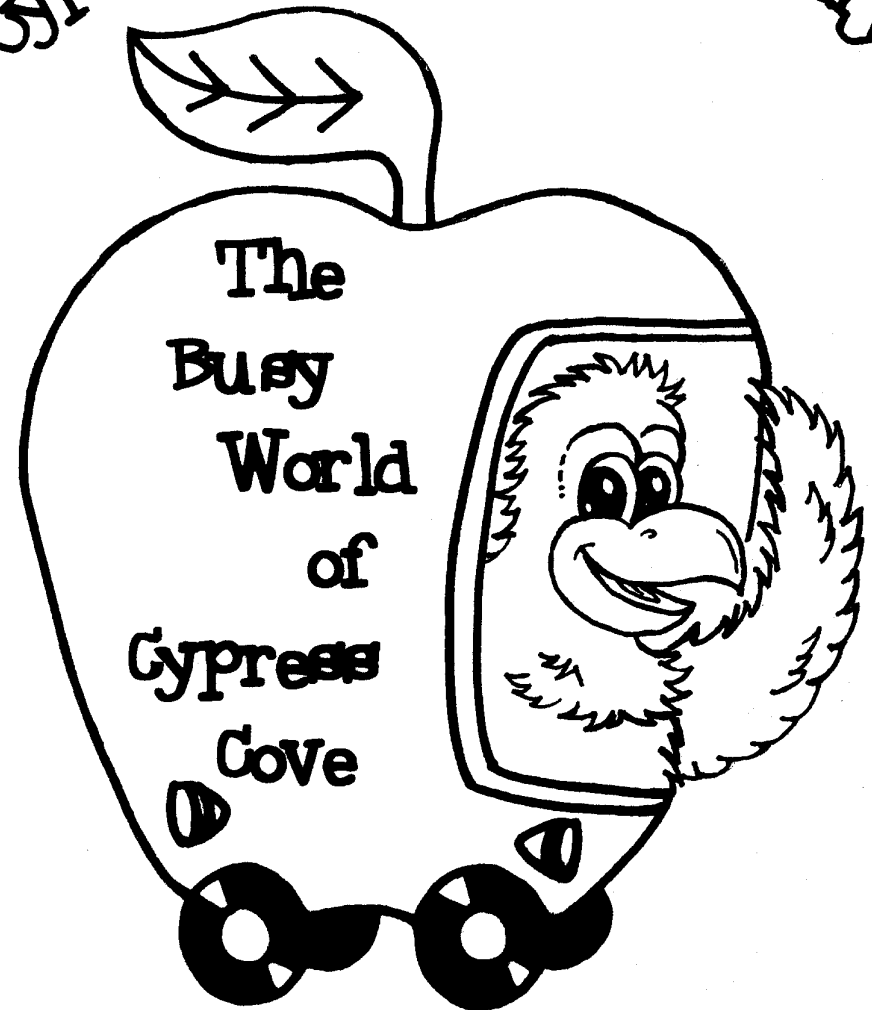
August 6, 2012 (Monday)	Teachers' Professional Development Day
August 7, 2012 (Tuesday)	Teachers' Day
August 8, 2012 (Wednesday)	School Opens
September 3, 2012 (Monday)	Labor Day Holiday*
October 5, 2012 (Friday)	Parish Fair Day*
October 11, 2012 (Thursday)	End of First Grading Period (45 days)
October 12, 2012 (Friday)	½ Prof. Dev./Workday/½ Rac. Keeping (No Students)
November 6, 2012 (Tuesday)	Election Day*
November 19 - 23, 2012 (Mon.-Fri.)	Thanksgiving Holidays*
December 20, 2012 (Thursday)	End of Second Grading Period (43 days)
	End of First Semester (98 days)
	½ Day Record Keeping
December 21, 2012 - January 2, 2013 (Fri.-Wed.)	Winter/Christmas Break*
January 3, 2013 (Thursday)	School Re-Opens
January 21, 2013 (Monday)	Martin Luther King Holiday*
February 11 - 15, 2013 (Mon.-Fri.)	Mardi Gras Holiday*
March 14, 2013 (Thursday)	End of the Third Grading Period (45 days)
March 15, 2013 (Friday)	½ Prof. Dev./Workday/½ Rac. Keeping (No Students)
March 25, 2013 - April 1, 2013 (Mon.-Mon.)	Spring/Easter Break*
May 22, 2013 (Wednesday)	End of Fourth Grading Period (42 days)
	End of Second Semester (87 days)
	End of Season (175 days)
	½ day for Record Keeping
May 23, 2013 (Thursday)	Teachers' Day
May 24, 2013 (Friday)	Teachers' Professional Development Make-up Day**

School Administration are asked to avoid scheduling activities on the following days whenever possible.
 Rosh Hashanah (Observance begins at sundown the day before)September 17, 2012
 Yom Kippur (Observance begins at sundown the day before)September 26, 2012

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

** Professional Development make-up day: all teachers who did not "bank" six (6) hours of workshop time will be required to attend either one-half day or one full day to satisfy the state in-service mandate.

Cypress Cove Elementary



Student Handbook 2012-2013

PHILOSOPHY

Look into any classroom
the differences are there;
short ones, tall ones, giggle ones,
apparent in each chair.

Remember in a classroom
no two children are the same;
each is very special
As different as their name.

This one needs to tell you
on your shirt you feel a tug;
that one's life is chaos
So he mostly needs a hug.

Happy active learners
is the goal we seek each day.
Learning through their senses
While they work and while they play.

Each child is a new challenge
but this we know for sure,
every child can learn
and every child has worth.

We don't have every answer
Of this we're not so wild
but the thought that's always constant
is the dignity of the child.

PARENTAL INVOLVEMENT POLICY

The Cypress Cove Elementary faculty, staff, parents, and students share the responsibility for educating the whole child. Parents are a key component in this process. Communication between school and home is a vital link to ensure that students understand the importance of academic excellence. Parents are encouraged to be actively involved in their child's education through the many activities provided by the school and/or PTA. Parental involvement occurs in the following ways:

Family School Communication

- School web site
- Weekly teacher information bulletin
- Monthly PTA Newsletter
- Home & School Connection
- Breakfast and Lunch menus
- Morning Meeting
- CCE Handbook
- What happens after Kindergarten meeting
- PTA meetings
- PTA Board meetings
- PTA Volunteer Tea
- Parent Conferences
- Telephone Conferences
- Newspaper articles
- I.E.P.s.
- SAT
- New Parent Spring Orientation

Family Involvement Activities

- Fall Open House
- Field Trips
- Volunteering
- Class Parties
- Computer Lab assistant
- Cafeteria Mascot contest
- Seasonal Family Art projects
- Meet the Teacher
- PTA Safety Poster Contest

- PTA Reflections Contest
- Reading Challenge
- Daily live weather reports
- Home & School Connections activities
- CCE Web site games
- CCE Fun Run

Special Events encouraging Family Involvement

- Mardi Gras Ball
- Teddy Bear Tea
- Easter Hat Parade
- Grandparents' Luncheons
- Monthly Birthday celebrations
- Buddy's Breakfasts
- Picnics with the Principals
- Character Awards
- Class Programs
- Kindergarten Programs
- Library Book Fairs

Cypress Cove Elementary encourages parent participation in all aspects of the school operation. Volunteering is encouraged in order to enhance the effectiveness of all student learning opportunities.

REMINDER: ALL VOLUNTEERS MUST SIGN IN AT THE OFFICE. EACH TIME YOU VOLUNTEER, YOU WILL BE GIVEN A STICKER TO WEAR IDENTIFYING YOU TO FACULTY, STUDENTS, AND STAFF AS A FRIEND AND A HELPER.

Cypress Cove Elementary
540 S. Military Rd.
Slidell, LA 70461
641-3033

<http://cypresscoveelementary.stpsb.org>

Lisa Dial, principal

TABLE OF CONTENTS

Admissions	1
After Care - “Kitty Cats”	1
Arrival and Dismissal	1
Art	2
Attendance	2
Before Care - “Early Birds”	2
Breakfast	3
Bullying	3
Bus Service	3
Cancellation of School	4
Calendar	4
Car Riders	5
Change of Address	6
Colors and Mascot	6
Communications	6
Counselor	7
Doctor and Dentist Appointments	8
Dress Code	8
Early Dismissal	8
Education of Children and Youth in Homeless Situations	9
Emergency Information	10
Fees	10
Field Trips	11
Illness or Injury	12
Immunizations	12
Interims	12
Library	12
Lost and Found	13
Lunch	13
Media Release and Technology Use Agreement	14
Medications	14
Messages	14

Music	15
Nurse	15
Parties	15
PaySchools	16
Positive Behavior Support	16
Physical Education	17
Progress Reports	17
PTA	17
Receipts/Refunds	17
Report Cards	18
Rules for General Behavior	19
Sexual Abuse (Mandated Program)	19
Speech Therapists	20
Suspension	20
Tardiness	20
Uniforms	20
Visitors	20
Websites	20
Withdrawal	21
Student’s Schedule	22

Happy to be at CCE!

ADMISSIONS

New **kindergarten** students must be five (5) years old **before** October 1 of the school year in which they are enrolling. **First grade** students must be six (6) years old **before** October 1.

The following documents are required for school registration:

- * certified **birth certificate**
- * **social security** card
- * **3 current proofs of residence** or assignment letter
- * student's last **report card**, if applicable
- * name and complete address of the former school, if applicable
- * Louisiana State **Health Card** (form MCH 14A or revised 1/70 stating proof of immunizations)
- * student **transfer letter** if the student is transferring from another St. Tammany Parish School

AFTER CARE - "KITTY CATS"

Parents may choose to enroll their children in the Cypress Cove after care program. The program is housed in the cafeteria. Children may play games, read, watch movies or do homework. They are supervised by faculty and staff of Cypress Cove. Information and enrollment forms can be obtained through the school office. Children must be picked up by **6:00 p.m.**

ARRIVAL AND DISMISSAL

Students **must not** arrive on campus before 7:50 a.m. Teachers **are not** on duty until this time and **we are not** responsible for your children prior to 7:50. **School begins** at 8:20 a.m. All students entering the school **after** 8:20 a.m. will be marked "TARDY" and **must be checked in through the office** before going to class. **Dismissal begins** at 3:31 p.m. All students should be picked up no later than 3:50 p.m. If a child is to go to day care or anywhere other than their regular destination, **you must send a written** request to his/her teacher. This request will be sent to the office to be approved. Telephone requests **will not be accepted**. **No one** is allowed to take a child from school unless she or he is listed on the emergency card.

There are several **half days** written into the school calendar (see

full calendar for exact dates). On these days, expect that your child will arrive home **three (3) hours earlier** than usual. This means, instead of dismissal beginning at 3:31 p.m., half day dismissal will begin at 12:31 p.m.

****If the half day requires that you change your child's after school transportation, you must send a note to the teacher making her aware of the change. PLAN AHEAD - phone requests cannot be accepted.***

ART

Mary Christopher is our teacher and helps with stage design. Students will study art history and the elements of art as well as production and critique of work. All K, T-1 and 1st students attend art one day per week.

ATTENDANCE

Excused absences are granted in four (4) circumstances: illness of the student, death in the family, absence due to a school related activity, and natural catastrophe or disaster. Absences of two or fewer consecutive days incurred due to personal illness or serious illness in the family may be validated by a parent or caregiver written excuse note. If a student is absent for three or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused. Make-up work will be provided for "excused" absences only. Please do not call or come to school for make-up work during a brief illness. Please give **one day** advance notice when requesting make-up work.

NOTE: Louisiana state law mandates automatic retention of a student who has had unexcused absences for ten (10) or more days in a school year (extenuating circumstances are taken into consideration).

BEFORE CARE - "EARLY BIRDS"

Parents may choose to enroll their children in the Cypress Cove before school care program. The program is housed in the gym. Children may play games, read, watch movies or do homework. Parents may bring the children to "Early Birds" as early as **6:30 a.m.** They will remain there until the regular school morning activities begin. Information and enrollment forms can be obtained through the school office.

BREAKFAST

Breakfast is served in the cafeteria each day between **7:50 a.m. and 8:20 a.m.**

Breakfast is an optional program offered to all students at a cost of **60 cents**, or a reduced price of **40 cents**. There is no charge if a student qualifies for free lunch. Visitors may eat for **\$1.65**. If a student chooses to participate in the breakfast program, he/she must go directly from the bus or car ramp to the cafeteria. (All prices subject to change.)

Students must pay on Mondays, so please plan ahead. (Make **checks payable** to Cypress Cove Cafeteria.) Please make sure your child knows his first and last name, and eventually his assigned computer number for the cafeteria. (Also see Payschools.)

* Breakfast will be served on the first day of school, August 8.

BULLYING

Bullying occurs when a person willfully subjects another person (target) to an intentional, unwanted and unprovoked hurtful action that is verbal, physical or both. Our goal at Cypress Cove Elementary is to make our school environment safe for children both physically and psychologically.

1. “No-bullying” rules will be enforced by staff members.
2. Students will be taught to speak up and get adult help when needed.
3. Students will treat one another with respect and use extra effort to include everyone.
4. Parents will report incidents of bullying to school personnel.

Bullying prevention is taught to the students at our “Rules are Cool” assemblies. It is continually reviewed and reinforced throughout the entire school year.

BUS SERVICE

Bus routes and stops are planned and established by the St. Tammany Parish School Board **Transportation** Department. The easiest way to find out about time and stops in your neighborhood is to contact the Transportation Department at **898-3373** or check the parish website. We do have phone numbers of the bus drivers for Cypress Cove. Call the school for that information.

Please remember that individual **schools do not assign bus drivers** or make route decisions.

BUS CONDUCT:

For the safety of all, the students are expected to always:

- 1) **be completely seated** facing the front of the bus
- 2) keep **hands** and **feet** to themselves
- 3) talk in a **low** (normal) tone of **voice**

It is the responsibility of the principal to determine necessary punishment of the students violating regulations (see Handbook on Attendance, Discipline, and Student Records for specifics).

A child may only ride a different bus home if the parent first sends a note to the school requesting the change. The note should be sent to the teacher, and approved by the administration. Remember a note must be sent to the teacher whenever there is any change in transportation.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. School will not be cancelled unless a significant safety risk has been created, as school officials are well aware of the hardships abrupt cancellation causes. **Every practical means is used to notify parents of impending cancellation including radio, TV, and newspapers.** In the event of severe weather, check local newscasts for information. School personnel will **remain at school** until all students have left campus. An instant emergency alert notification service is available to parents. The system offers instant communications through text messaging or voice call alerts for any emergency situations which may develop at a school or System wide. Parents may sign up for the service by going to the Emergency Alert Sign-Up button on St. Tammany Parish Public Schools website or the Cypress Cove Elementary website.

CALENDAR

See back cover of handbook.

CAR RIDERS

Students arriving in cars **must** be dropped off and picked up **ONLY** in the car ramp area. Parents are absolutely **NOT** to **cut** in line or **drop** children off in the middle of the drive, or in the parking lot. Students will not be allowed to enter the parking lot to meet someone. We feel the safety of your child is worth the short wait you may have by following this policy. Walking your child through traffic is not safe. Please be patient and stay in your car.

Be aware, no walk ups are allowed. Only parents with school issued car rider cards will have their children released to them, one at a time, to the car line.

Remember, the children will be entering your vehicle on the **passenger side** of the car. This is to ensure the safety of your children and our staff.

Parents who do not have the car rider signs will be instructed to park and come into the office to sign out their child. REMEMBER, you must have photo I.D. and be listed on the emergency card. You will then return to the car line to pick up your child.

If you need to send someone else to pick up your child, you must notify the office in writing that morning. This person must come to the office, prior to 3:15 pm, present identification, and receive written authorization for your child to be released. They will then return to the car line to pick up your child. The duty teacher will ask for the written authorization prior to releasing your child for dismissal. (Remember, the child will not be released before dismissal at 3:31).

Parents, thank you for remaining in the car line after you get your child. *Please, do not pass cars ahead of you as they may still be waiting for children.* We strive to bring the children out as safely and quickly as possible.

Car duty is usually finished by 3:50. After this time the students will be in the school office. You will need to get your child from the office by 4:00. Remember you must have a photo ID.. After 4:00 the students will be in Kitty Cats, located in the cafeteria. You will be charged \$15 drop in fee by the Kitty Cats staff.

NAME CARDS:

Students who are **permanent car riders** will receive a name card. It must be placed in the **front passenger window** of your car.

This identifies you and keeps the line moving smoothly. Please use the name card **all year** because the duty team rotates. You must show identification in the office if you do not have the tag. Thank you for parking and coming into the office.

WRITTEN NOTES:

If your child is an occasional car rider, you must send in a **written note each time** he/she will be picked up. Please include the child's first and last name as well as the teacher's name in your note.

CHANGE OF ADDRESS

Because of the age of our students, it is essential that the school has up-to-date information for each child. Please notify the school immediately if you have a change of **address, phone number, after school care, or marital/custodial status**. This information is essential in helping us provide for your child promptly and efficiently during an emergency.

Any changes to the emergency card must be made in person with proper identification. **If necessary, legal, current custodial papers must be presented.**

COLORS AND MASCOT

Because of the grade configuration and age level of our students, we have chosen the **primary colors (red, blue, and yellow)** as our school colors.

Because we have a bald eagle's nest located in the wetlands area near our school property, we have chosen the **baby eagle** as our mascot. The mascot's name is TJ.

COMMUNICATIONS

NEWSLETTER:

A **newsletter** coordinated and published by the PTA will be sent home once a month on light blue paper. The newsletters will contain calendars of events, as well as timely information from the administration. Watch for them!

ACTIVITY CALENDAR:

A “2012-2013” events calendar is located on the Cypress Cove Web site. It serves as a reminder of field trips, special programs, vacations, pictures, etc.

MENUS:

The cafeteria staff provides a **monthly breakfast and lunch menu sheet**. This menu is sent home on the last day of the preceding month. It is also located on the Cypress Cove website.

HOMEWORK / INFORMATION SHEETS:

Each teacher sends home a **weekly** information sheet. The purpose of the sheet is to provide parents with vocabulary lists, information about areas of study, and reminders about special activities or events. Individual teachers will let you know what day to expect their homework sheet so that you can check the backpacks for it.

CONFERENCES

Two conferences will be scheduled for parents of kindergarten, T-1 and first grade students during the school year. We encourage you to attend. In addition to the scheduled conferences, conferences can be arranged at any time during the school year. **Please do not ask for a conference during instructional time or attempt to see or make a phone call to the teacher during class time.**

The instructional day begins as soon as the class enters. DO NOT follow the class down the hall to stand and “chat” or conference with the teacher. The teacher must attend to all children immediately.

Web site - Our webmaster is Kristen Remerow. She updates the site weekly. You can access the web site through the parish website or <http://cypresscoveelementary.stpsb.org/>

COUNSELOR

We have two counselors here at Cypress Cove Elementary. Kellee Falterman will be working with the pre-kindergarten and kindergarten students. She will be here on Thursday and Friday. Henrietta Heuer will be working with the T1 and first grade students. She will be here on Monday and Tuesday. In addition to whole group responsibilities, they are available to assist individual students and parents. You

may contact them by calling the school.

DOCTOR AND DENTIST APPOINTMENTS

See “early dismissal”.

DRESS CODE

The following is the required uniform:

- A. **Red shirt** (collared, golf-type, short sleeve with 2 or 3 buttons). Shirts with the Cypress Cove Elementary eagle design are available, or the child may wear a plain red shirt (logo optional).
- B. **Khaki bottoms** - pants, shorts, skirt, jumper - but **not** denim (shorts or tights can be worn under skirts or dresses.)
- C. The red CCE **t-shirt** (sold at school) may be worn on “spirit days” and on field trips.

Caps and hats are banned from school campuses during regular school hours. Caps worn to school during cold weather should be placed in book bags or with jackets during class. Boys’ hair may not fall below the base of a collared shirt. For safety, appropriate shoes should be worn daily for P.E. and playground activities. As per parish dress code policy, **beach sandals or backless rubber thong sandals are not permitted.** See the district handbook for more details.

Because many people like to get an early start, listed below are the various **stores** in and around Slidell that will carry the uniform items.

*ABC School Uniforms - Robert Blvd.

*The Logo Store - 2385 Gause Blvd. (across from Ochsner Clinic).
Wal-Mart

JC Penneys, Dillard’s, Sears - Northshore Square Mall

*The stores with an asterik sell the red shirts with the CCE Logo on them.

EARLY DISMISSAL

Children are **not** to be checked out after **3:15 p.m.** This is a busy time in the office.

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. When this is not possible,

students will be dismissed for these special appointments. Please **remember** to present a **note** from the attending doctor when the child returns.

Frequently tardy or early check-out (3:15 p.m. or before) students will be brought to the attention of the supervisor of Child Welfare and Attendance. Ex. If you check your child out at 3:15 p.m. for 1 week, your child has missed over 1 hour of school. This makes a difference!

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 there;
- 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.

In accordance with this, each student is required to have on file a “LA Student Residency Questionnaire form.” This form will be given to each student at the beginning of the school year. If you have any questions please contact the KIT representative at Cypress Cove.

EMERGENCY INFORMATION

In case of **emergency**, each student is required to have on file at the school office the following information:

- 1) Parent(s) or guardian(s) **name(s)**.
- 2) Complete up-to-date **address**.
- 3) **Home phone** and parent(s) **work phone** number(s).
- 4) Emergency phone numbers. Please list **several** people that we could contact in case we can not reach you.
- 5) **CUSTODY** - If this involves YOUR child, REMEMBER, we must have a **notarized** copy of the custody agreement on file. FURTHERMORE, any **changes must be presented in person**. We must have a copy of any **updated legal changes**.
- 6) Only persons listed on your child’s emergency card will be allowed to pick up your child.
- 7) Changes in **emergency information** must be made in person. This information **will not** be taken over the phone.

FEES

We are requesting a **\$10.00 student fee** from each student to help purchase instructional materials. These materials support and enrich our basic textbooks and curricular activities. Specifically, these extras include items such as science materials, art room supplies, and copy paper. This fee does not cover the cost of field trips. Your support is sincerely appreciated. (Also see Payschools)

FIELD TRIPS

Field trips are planned by teachers to enrich the basic curriculum. The **information** and **cost** of trips will be sent home throughout the school year prior to any trip. No more than four (4) trips per year may be taken. Remember no child will be allowed to go on a field trip without a written permission slip. Also, all students must ride the school bus, even if his/her parent is following behind in a car. Occasionally a parent chaperone may need to take his/her child after the trip, and this is allowed. However, the parent **must leave written notification in the office, and sign the child out of school before the trip.**

If a student/chaperone is unable to attend a field trip the money will be applied to the student's next field trip. If this occurs on the final field trip of the year or if there is any balance of a refund due the parent, checks will be sent home at the end of the school year along with the student's report card. If the student withdraws from school before the end of the school year, the parent should request upon completion of the student's transfer/withdrawal form.

PARENT CHAPERONES:

There can be **no more than 5** chaperones **per trip**. Parent chaperones will be contacted by individual teachers prior to each trip. We try to rotate so that every parent who is interested gets a chance to go. Younger siblings **can not** be taken on the trips, as the **purpose of a chaperone** is to supervise a class group of 4-6 students. This can not be adequately done if a chaperone is chasing a toddler. Parents who are not attending a particular field trip need to feel assured that their child is being well supervised.

A Chaperone may not buy treats and "extras" for "his or her group". Though your intentions are good, this is unfair to other children who are not receiving treats, and puts other parent chaperones in an uncomfortable situation.

Chaperones must pay for their own ticket, lunch, entry fees, etc. Unfortunately, school budgets make paying for chaperones' cost prohibitive. We wish this were not the case and truly appreciate your support as field trips could not be taken without our parent volunteers. This cost is, of course, depending on the particular trip.

- * Chaperones must refrain from smoking on all field trips.
- * Discipline problems must be brought to the teacher's attention.

ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by a member of the school staff or the school nurse if she is on campus. Parents will be contacted and **ill children are expected to be taken home**, ex. temperature of **100° or above**, vomiting or diarrhea. If parents cannot be contacted and emergency medical treatment is necessary, the child will be taken to the emergency room. **REMEMBER THE IMPORTANCE OF ACCURATE, CURRENT EMERGENCY NUMBERS ON FILE IN THE OFFICE.**

- * Remember, no child may be checked out without presenting an I.D.
- * A child **will not** be dismissed to anyone who is **not listed** on the emergency card.

IMMUNIZATIONS

State law requires that every child who is admitted to public school must have evidence of a vaccination for diphtheria, tetanus, whooping cough and polio. Also required is a rubella/rubeola vaccination and a tuberculin skin test, and the hepatitis series.

INTERIMS

See Progress Reports.

LIBRARY

Each student spends time each week with our librarian, **Lynne Ford**. They will hear stories and share in enrichment activities.

Children check out a book each library period. Most kindergarten children keep the books in their classroom. T-1 and 1st graders take them home. Children who want books more than once a week can exchange books any morning before class.

Children are not charged for late or overdue books. We request however, that you do help your young child remember to return the books on his or her library day, as he or she may not check out a new book until the current book is returned.

You **WILL** be charged for damaged or lost books even if it "is the dog's fault". The charge is based on the cost of individual books

with a minimum replacement charge of \$10.

LOST AND FOUND

All clothing found on campus will be placed in the “**lost and found**” bins. Please **label** all **jackets, sweatshirts, caps, etc.** with your child’s first and last names. Money and jewelry found will be sent to the office. Such items may be claimed with proper identification. Periodically, the items are collected and taken to a charitable organization.

LUNCH

Robin Blakeman is our cafeteria manager. She and her staff coordinate and prepare both the breakfast and lunch programs. The school lunches are served daily and are designed to meet 1/3 of the daily minimum nutritional requirements.

Lunch prices are **\$1.00** per day or **\$5.00 per week** and include milk. Reduced price is seventy (.70) cents. If you wish to purchase milk only, it is fifty (.50) cents daily. Visitors may eat for \$3.45. **Free or reduced lunches** are offered to qualifying families. Forms are sent home the first week of school. (All prices subject to change)

It would be appreciated if lunch is paid for by the week or month. Students are asked **NOT TO CHARGE LUNCHES**. Please send monies in an envelope with the **computer** number, **teacher’s name**, and **child’s legal name** on it.

* Lunch money will **only** be accepted on Mondays or the first day of the week, or if a child has been ill, on the day he/she returns to school.

* Cypress Cove Elementary is a “**Team Nutrition School**”. This means that our school lunches are lower in fat and sodium, and include a wide variety of grains, vegetables, and fruits.

It is parish and state policy that outside food from fast food restaurants may not be brought into the cafeteria, ex. McDonald’s, Wendy’s, etc..

(also see Payschools)

MEDIA RELEASE and TECHNOLOGY USE AGREEMENTS (Internet)

Media release forms are sent home the first week of school. Students may only be photographed, video taped, etc. for publication **IF** this form is signed and on file in the school office. Sometimes the local newspapers drop by to photograph special events. The pictures can not be used unless all students photographed have a media release form. Technology use agreements **must** be on hand so that teachers may use the internet to visit appropriate web sites with their class.

Parents please remember when posting pictures or videos of your children on social networking sites or internet to not include other Cypress Cove Elementary students. Some parents have not signed a media release and they do not want pictures of their children on the internet.

MEDICATIONS

**DO NOT SEND ANY MEDICATION TO SCHOOL.
TEACHERS AND STAFF ARE NOT ALLOWED TO
ADMINISTER MEDICATION TO STUDENTS.**

***Exception:** If your child is on long term medication (ex. Ritalin), you may request a St. Tammany Parish medication form from the school office and have it completed by your physician. The medication will then be administered through the office. This does not include antibiotics, cough or pain medicine, ear drops, etc.*

MESSAGES

Please, only **emergency** messages can be relayed to teachers and students during the school day. The entire class is disrupted and teaching is stopped each time a message is relayed to a classroom.

Please remember to provide your child with lunch money, library books, snacks, and supplies so that classrooms do not have to be disrupted. Use the form at the end of this book to keep track of your child’s schedule.

REMINDER: **Changes** in bus or car dismissal plans may not be done over the phone. These must be put in writing and approved by the principal. A written note must be sent to the teacher whenever there is any

change in transportation. The teacher will send the note to the office for approval.

Messages are sent home from the teacher to parents in the form of weekly information sheets, calendars, and individual notes at certain times.

MUSIC

Carol Cline is our music teacher. She provides music and movement activities and instruction to all K, T-1st and 1st grade students one time each week. She also assists with plays and programs.

NURSE

Kathy Gill is a registered nurse assigned to Cypress Cove students. She is at our school on Mondays. She coordinates yearly vision and hearing screenings for kindergarten, T-1, and first grade students. Dates for these screenings will be provided when scheduled.

She also monitors student health records and informs the parent if medical attention is needed. She conducts “lice” checks periodically. (NOTE: If a child is found to have lice, parish policy requires that they be excluded from school. They **may not** return until they have been cleared by one of the school nurses.)

PARTIES

We will have three (3) parties this year. Party time is in the afternoon from **2:00 to 3:00** p.m. Room mothers or fathers will contact parents for help with refreshments or games.

HALLOWEEN:

The Halloween party will have a “happy - not scary” theme. The party will be held on Tuesday, October 30.

CHRISTMAS:

Teachers handle this party with some variations, so specific details will be sent home from your child’s teacher at the appropriate time. The parties are scheduled for Wednesday, December 19.

EASTER:

Depending on the weather, many classes choose to have egg

hunts or relay activities outside. Your child’s teacher will send specific information at the appropriate time. The party this year will be on Friday, March 22.

BIRTHDAYS:

Some parents send in a birthday treat. That is entirely up to you. However, keep it simple and be courteous by informing the teacher ahead of time. **Treats cannot be eaten before lunch.** Birthday party invitations should be taken care of at home unless the ENTIRE class is invited. This way feelings do not get hurt.

PAYSCHOOLS

Payschools is an online payment processing system. This service may be used to pay school lunch, supplies, field trips, and before and after school care. Parents may log on to the online pay service on the School system website at www.stpsb.org or Cypress Cove Elementary website <http://cypresscoveelementary.stpsb.org/>.

Parents may pay fees using echeck or Mastercard, Visa, or Discover cards. You will not be charged a user fee and all school fees charged to parents will be the same whether paid online or at the school through checks or cash. The payments can be made online by parents 24 hours a day, 7 days a week. Payschools does not save or store bank or credit card information.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

PBIS is a proactive way to deal with behaviors. Students are taught how to behave or “going to school” behaviors. This program is built on positive reinforcement of appropriate behaviors as well as consequences and learning opportunities for inappropriate behaviors.

At Cypress Cove Elementary our expectations are:

Care

Connect

Enjoy

PHYSICAL EDUCATION

K, T-1 and 1st grade students receive 150 minutes of Health or P.E. per week. Sixty (60) minutes per week is spent with our P.E. teachers. Their program, "Every Child A Winner" encourages movement and creativity, in a non-competitive atmosphere. Our Coaches are K. Beasley and B. Agar.

PROGRESS REPORTS

Progress reports are distributed to all **first grade** students during the middle of each **grading period**. Please sign the report and return it to school. If you have questions or concerns, please call for a teacher conference.

PTA

In 1994-95, Cypress Cove Elementary's PTA became a new unit in the St. Tammany Parish District PTA organization. Our goal is to continue the hard work and dedication that they exemplified. They, through their affiliation with the Parish, State, and National PTAs, support quality education and a safe environment for our children.

We encourage you to join our Parent-Teacher team.

Our PTA President for this year is **Rosalin Scott**. She encourages your input and active support. Rosalin can be reached at 288-9372.

Notes from the PTA will be on light blue paper.

RECEIPTS/REFUNDS

Please put any receipt you receive from school in a safe place! If you need a refund from school for any reason, you must provide the ORIGINAL receipt. We are not able to refund money with photocopies of receipts. See important information regarding refunds for field trips in the field trip section of this handbook.

REPORT CARDS

Report cards and/or checklists go home at the end of **each grading period**.

GRADING AND PROMOTIONAL POLICY

Kindergarten

1st marking period: A student Evaluation Report Card is sent to parents addressing social/emotional growth, work habits, life skills, and physical development.

2nd, 3rd, and 4th marking period: The Student Evaluation Report Card is sent home addressing the above and English language arts and mathematics.

Parent conferences will be scheduled in January by the kindergarten teachers.

Transitional First Grade

1st, 2nd, 3rd, 4th marking period: A Student Evaluation Report Card will be sent home to all students.

NOTE: *All transitional first grade children will be promoted to the first grade at the end of the year.*

First Grade

1st marking period: A Student Evaluation Report Card will be sent to parents addressing Work Habits, Conduct and Handwriting only.

2nd, 3rd, 4th marking period: Report Cards will be sent home.

E - Excellent Progress/Exceeds stated goals

S - Satisfactory Progress/Meets stated goals

N - Needs Support/Progressing towards stated goals

U - Unsatisfactory/Not grasping essential skills

NOTE: If a student in first grade receives a "U" (unsatisfactory/not grasping stated goals) in reading or math as indicated on the fourth grad-

ing period, the SAT shall review available data pertaining to the student's reading or math proficiency to determine promotion or retention.

The reading or math proficiency of the student shall be determined by using the informal teacher assessment portfolio which includes a collection of the following: Dibels assessment results three times per year, writing sample, word recognition test, basal reading series assessments, math sample, spelling test, Voyager Passport Program and any other pertinent information. Students with characteristics of dyslexia who are served in a multisensory structured language program follow the same criteria for promotion as all other students.

RULES FOR GENERAL BEHAVIOR

Rules are necessary for the safety, respect, and well being of all. Rules for young students must be positive, concise, and few. Our teachers have established a list of rules for various areas and situations. As part of our social living studies, defining, discussing, and reinforcing rules is an ongoing part of our curriculum.

CLASSROOM:

Each teacher creates rules appropriate for her or his own classroom routine. These rules are clearly posted. The rules are discussed with the children from the first day. Within the classroom teachers also use a classroom management system called CHAMPS. This system is both proactive and positive. The basic premise of CHAMPS is that for each classroom activity and transition, the teacher identifies and teaches students precisely what the expectations are for the activity.

Consequently, the amount of misbehavior will be significantly reduced and the amount of learning that takes place in the classroom will increase.

SEXUAL ABUSE

MANDATED CHILD SEXUAL ABUSE PREVENTION EDUCATION AND REPORTING PROGRAM

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. All materials that will be used in the instruction may be previewed by contacting the school administration. The **school counselor** will keep you informed about **dates** regarding such materials. We would also like to encourage you to talk with

your child about this topic as well as other general safety issues.

SPEECH THERAPISTS

Currently, we have three speech therapists. They identify, evaluate, and service children in areas such as articulation and language development. Most of their work is with small groups or individual instruction.

SUSPENSION

(exclusion, suspension, expulsion)

The Handbook on Attendance, Discipline, and Student Records clearly defines St. Tammany Parish's policies in these matters. Each student receives a copy of this publication at the beginning of each year. Please take the time to read these policies.

TARDINESS

Prompt arrival at school is expected of all students. **Late arrival disrupts class and causes loss of instructional time.** Arriving late is also stressful to our very young students. Any child who arrives after **8:20 a.m.** is considered tardy. They must be signed in at the office and get a class pass. **DO NOT JUST DROP YOUR LATE CHILD OFF IN FRONT OF THE SCHOOL. YOU MUST WALK HIM OR HER INTO THE OFFICE.**

As per Act 105 of the Louisiana State Legislature, after **5** tardies the student's name will be sent to Mr. Soniat, Supervisor of Child Welfare and Attendance.

UNIFORMS

(See Dress Code)

VISITORS

All visitors must report to the administrative office immediately upon arrival at Cypress Cove, and shall present their picture ID.. All persons shall receive an "official visitor identification" **tag** which they are to wear while visiting the Cypress Cove campus. All visitors must turn in their nametag and sign out when leaving the school.

WEBSITES:

All teachers have a class website. You can access by searching on the Cypress Cove Elementary website. Each website will include a weekly memo as well as important dates.

WITHDRAWAL

Please contact the school office several days prior to your move, as this allows the staff enough time to complete the necessary paperwork. You should check to see if library books, textbooks and lunch money are due. This will save you time when you withdraw your child and will help to ensure that records can be sent without delay. You must come to the office on the student's last day to sign the Transfer/Withdrawal form.

	Student's Name
Teacher	_____
Room No.	_____
Lunch I.D.#	_____
Lunch Time	_____
Bus#	_____
Driver	_____
Art	Day: _____ Time: _____
Computer	Day: _____ Time: _____
Library	Day: _____ Time: _____
Music	Day: _____ Time: _____
P.E.	Day: _____ Time: _____ (wear tennis shoes)
Recess	_____
Snack	_____
Speech*	Day(s): _____ Time: _____
	Teacher _____

* not all students