

*Golden Meadow Lower Elementary*  
*2019-2020*  
*Student and Parent Handbook*  
*“We will improve learning for all”*

*Welcome to Golden Meadow Lower Elementary School. You will find that the staff and other students here are outstanding. Our school team is dedicated to making sure you receive the best education available. Remember your task in life at this time is to be the best student you can be. We want your years at Golden Meadow Lower Elementary to be rewarding and successful.*

*This year we are sending this information home to help outline some of the programs, activities, and school policies. **It is important, therefore, that you read this information carefully and keep it for easy reference.** We have included items we feel are essential for each parent to know about our school. If there are any items that are unclear, or if you have any questions or concerns, please do not hesitate in calling the school at 475-7385.*

*Kelly Adams*  
*Principal*

### **SCHOOL TIMES**

Open – 8:00                      Take in – 8:30                      Dismissal – 3:30

### **ABSENCES**

Any student who is absent from school during the school year must submit a written excuse from a doctor or parent stating the specific cause of absence and the date(s) of absence(s) **within five (5) school days from the day the student returns to school**, otherwise, the absence will be recorded as **unexcused**. Excuses turned in after the five-day period will not be accepted and days will remain unexcused. When a child misses three consecutive days of school, the parents should notify the school of a reason for the absence. If the parents fail to notify the school, the teacher will contact the parents as for reasons why the child is absent. At ten unexcused tardies or absences, a school shall report the student to the Supervisor of Child Welfare and Attendance. The parent(s) and child are then summoned to appear in Truancy Court (D.A.T.E. Program). Students shall be considered **“exempt excused”** from school for personal illness verified in writing by a doctor or dentist, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student’s own faith. Students who are excused will be given the opportunity to make up work and the excused absence(s) shall not count against the student toward a decision to deny credit or grades based on attendance. Students shall be considered **“non-exempt excused”** from school for personal illness verified in writing by a parent or guardian. Non-exempt excused absences shall allow students to make up work only. **These are not counted as an unexcused absence.** Students shall not be excused for any absence other than those mentioned above and/or for absences for which a written excuse was not submitted **within five (5) days** from the day the student returns to school. These absences shall be considered “unexcused” and students shall be given failing grades for those subjects for any graded activities for those days missed, and students shall not be given an opportunity to make up work.

### **ACCIDENTS**

The school should know at all times where a parent may be reached **in case of an emergency**. Parents are asked to furnish the school with a home phone number, an emergency number, and also the phone number of a relative or neighbor, if at all possible. It is imperative that the school is notified immediately, when changes occur with phone numbers. School insurance is offered to all students. All school accidents must be reported immediately.

### **ADDRESS CHANGES**

The parent/guardian shall notify the school immediately of any changes of address or phone numbers.

### **BUS DELIVERY / PICK-UP OF STUDENTS**

Please make arrangements to have someone at the bus stop for your children. This ensures their safety before the bus arrives and especially after the bus delivers them in the afternoon. Young children can find themselves in danger simply walking from the bus stop to their homes. It is extremely important for someone to be waiting at the bus stop for the safety of your children. **No child under the age of 10 years old will be dropped off unless an adult is at the bus stop to meet them.** If no one is at the stop to pick up the child, he/she will be brought back to school and you will be contacted. Students riding the bus will be picked up and dropped off at the address provided when the student was registered at the school.

### **PROCEDURES FOR PARENT PICK UP DURING SCHOOL HOURS**

1. NO student will be released without a proper ID Check Out card. These ID Check Out Cards must be presented to the front office in order for the student to be released.
2. If parents are separated / divorced, joint custody, etc., it is the responsibility of the parent receiving the cards to distribute the second card to the biological mother / father. All current custody documents (officially stamped from court) will be kept in the student’s folder.

### **BUS TAGS**

Teachers will attach a bus tag to your child’s school bag. This bus tag contains information necessary to place your child on the correct bus. This tag must remain on the school bag for the **entire** school year.

### **LICE POLICY:**

According to Lafourche Parish School Board Policy P.T.2:1.13.b, any child with lice must be satisfactorily treated and possibly remain at home until he/she is **free of nits**. (Only one day is excused absence.)

Your child may return to school after **all lice and their eggs** are removed. Please accompany your child to school, as she/he will have to be checked in prior to admittance to class. **This must be done between 8:00 and 8:25, not during class time.**

### **CONFERENCES**

Parents are urged to communicate with their child’s teacher. If the parent feels a conference is necessary, please contact the teacher at school and arrange for an appointment. Appointments are made with teachers by sending a note or by calling the office and asking for a conference. Appointments will be scheduled before the opening bell, after dismissal time, or during the teacher’s planning period.

The teacher should answer the note or call the day it is received and set the time for the conference. Please avoid calling the teacher or secretary at their homes unless it is an emergency. Appointments with the principal can also be made by note or telephone.

### **CUSTODY ISSUES**

Custody issues can create problems at school. Please keep your child’s school time free of conflict. We want to educate your child without being in the middle of problems. It is the **responsibility** of the custodial parent to provide the school with custody documents officially stamped from court. The document will be filed in the child’s cumulative folder.

## **DROP OFF AND DISMISSAL INFORMATION**

The driveway in the front of the school building was created as a safe drop-off and pick up area for your children. In our attempt to keep all children safe and dismissed to the correct individual, we utilize a dismissal card system for all pick-ups. This procedure is in effect at all times.

The school will send a cover letter and a procedure parent form home to explain the student drop off and pick up procedure. (Parents must sign forms and return to classroom teachers. If the forms are not signed before officially starting, then the students will ride the bus home.) The dismissal policy will go into effect on Thursday, 8/8/19.

1. Everyone (parents, relatives, babysitters) needs the dismissal cards to check students out. You will be given a dash card to match your child's dismissal card number. Place this card on the right side of the dashboard facing the window. Please keep these cards as securely as your driver's license. If you lose your ID card, check with the principal for another ID card and number.
2. Vehicle morning drop off: Enter the asphalt drive-through from Armond Street. Have your children exit your vehicle on the right at the covered walkway. A staff member will be at the drop off area to assure that your child goes into the school through the front doors. Students are to stay in the vehicle until the driver reaches the covered walkway.
3. Vehicle afternoon pick up: Enter the asphalt drive-through from Armond Street. Have the dash card visible and/or have your dismissal card ready to be checked. When you enter the covered walkway area, your child/ren will walk to your vehicle. The staff members on duty will check the student's dismissal card against your card.
4. In the event that your address permanently changes it **MUST** be made in **writing** prior to 2:30 P.M. You must come to school to complete a Bus Change Form or send a note with your child. Your child will be responsible for bringing the note to the front office. The teacher or school will not be liable if the student does not bring the note to the office. **No changes will be made by telephone.** Parish policy does not allow daily bus changes.
5. Changes in your child's normal dismissal are strongly discouraged. However, when it is necessary to check out your child during the regular school hours, dismissal cards must be presented to the secretary in the front office, and the parent/guardian must complete an early checkout form. If a student is continually checked out early, the child will be referred to Child Welfare and Attendance. The student will be held accountable for loss of instructional time. These early checkouts are affecting our instructional time.
6. State law mandates that students cannot be habitually checked out early.
7. If parents are separated/divorced, joint custody, etc., it is the responsibility of the parents receiving the ID cards to distribute the second card to the biological mother/father. All current custody documents (officially stamped from court) must be kept in student's cumulative folder.
8. Anyone with questions, complaints, or problems concerning the drop off or dismissal policy must call the school (475-7385) or check with the principal before the official starting date of Thursday, 8/8/19.

**I will comply with the dismissal/arrival policy of Golden Meadow Lower Elementary. My signature will be kept on file in the front office (Student Packet Cover Letter).**

## **EMERGENCY SCHOOL CLOSINGS**

Please monitor the local television station Vision TV and radio. The loss of instructional time must be made up and this will be at the discretion of the Superintendent.

## **HOMEWORK**

Request for homework assignments must be made before 10:00 A.M. each morning in order to allow the teacher time to prepare the assignments. The assignments can be picked up before dismissal any time after 2:00 P.M. each afternoon.

## **HOMEWORK ASSISTANCE SERVICES**

Homework Louisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

## **LUNCH / BREAKFAST**

All students will be served lunch and breakfast at no charge. If a student would like an extra food item(s), the students will have to pay for the extra food item(s). Any child wishing to eat breakfast at school must be in the cafeteria between 8:00 – 8:25. Your child's lunch account can be viewed online by logging on to LPSB Homepage, click on offices, click on child nutrition, click view child's payment and purchase history, enter child's 7 digit number. If you do not know your child's 7 digit number, call school for this information.

## **MEDICATION**

The School Board has ruled that NO MEDICATION prescribed or otherwise, can be dispensed by teachers or anyone else at school. If a student needs medication, the parent will have to come to school to give it to the child. In a case of extreme emergency, and when parents cannot be located, the child will be brought to the Lady of the Sea Hospital that is, providing we have permission from the parent.

## **PARENT VOLUNTEERS / VISITORS**

Parental involvement and assistance is encouraged and always welcomed at Golden Meadow Lower Elementary School. We value our parents, but any type of interruption disturbs teaching time. Due to this fact, parents will not be allowed to speak to teachers during instructional time. Parents can volunteer for various school and class work assistance through the secretary, or teacher. However, we ask that all volunteers follow these procedures in order to lessen the interruption of the education of our children. Parents should send a note to school informing the teachers that they are willing to help. The teachers can then contact the parents and let the parents know the dates and times they are needed and the nature of the work to be done. Parent volunteers are to check in with the secretary for a Visitor's Tag.

## **POSITIVE BEHAVIORS: SOME DO'S**

1. Do treat others, classmates, members of the school and teachers, as you would like to be treated.
2. Do realize that going to school is your job and that at most times it is work. Come to school each day prepared to complete your assignments.
3. Do, in your contact with people while participating in school activities outside the building, conduct yourself in such a way as to bring respect to yourself and honor to the school.
4. Do make the best of your time both at school and at play.
5. Do try to develop such traits as punctuality, politeness, and a sense of humor.
6. Do listen to announcements and try to understand that the few rules in the school are to be followed because they are in the best interest of all.

7. Do respect school property and other students' belongings. Anyone who willfully damages or destroys books or other school property will be expected to pay its value. Any supplies that you need for school are to remain at school.
8. Do share your daily activities and assignments with your parents.

**SAFETY RULES ON THE PLAYGROUND**

Pupils are to report any accident on the playground to the adult in charge of the class. Please encourage your child to let the teacher know if he/she is ill or injured and to report any dangerous condition which may be noticed. Our main rule of conduct on the playground is that of "HANDS OFF" other children. Children are discouraged from bringing balls and play equipment from home. We use only athletic equipment which has been approved and provided by our school system. **Monitoring classes before instruction begins recess is the responsibility of the teacher.**

**SCHOOL BAGS: OBJECTS ATTACHED**

For safety reasons, students are requested not to attach objects to the outside of school bags. Every student needs a school bag to transport his/her supplies, assignments, notes, etc. Please furnish one for your child as soon as school starts.

**SOILED CLOTHING**

Some young children have restroom accidents resulting in soiled clothing. It is absolutely necessary that parents bring clean clothes for the child and preferably help them to clean up or supply extra sets of clothing to the teacher if the accidents are frequent. Please check school bags to remove soiled clothing since they will be sent home in sealed bags. This is critical for the health of all students.

Additionally, students sometimes get blood/bodily fluids (bloody noses, vomit, etc.) on their clothing. They must be changed into clean clothes to prevent transmission of diseases. The school will call home to ask the parent/guardian to bring clean clothing.

**STUDENT IDENTIFICATION CARDS**

All students are required to wear ID tags as part of the uniform policy. The school will issue the first card free of charge. Replacement cards will cost \$2.00, \$3.00, \$4.00, or \$5.00, as additional cards are needed. The ID tags are also used in the cafeteria and library. For the safety of our children at Golden Meadow Lower Elementary School, we will follow the same parent pick up / dismissal procedure for the 2019 – 20 school year. Parents will be given a set of ID Check Out Cards to be used when picking up a student. The parents must sign these cards. Parents are responsible for keeping these cards as secure as they would keep their credit cards and driver's license. These procedures will be strictly enforced for the safety of your child. Anyone coming to school to pick up a child without an ID Check Out card will be asked to go home and get the ID Check Out card.

**STUDENT PHOTO / INFORMATION RELEASE FORM** - Refer to the Lafourche Parish Student Handbook

**SCHOOL UNIFORM POLICY** – Refer to the Lafourche Parish Student Handbook

**VIOLATION OF UNIFORM POLICY** – Refer to the Lafourche Parish Student Handbook

**TARDINESS / EARLY DISMISSAL**

Students who arrive to school after 8:30 a.m. will be marked late, unless their bus arrives late. In case of tardiness, the child must report to the office before entering his or her classroom. An admit slip will be given to the child who is late, and the teacher will file the slip in the pupil's school file. Early dismissal slips will also be accumulated in the pupil's school file. After the fifth tardy/early dismissal slip has been accumulated, the teacher will notify the principal who will communicate with the parents. Excessive tardies/early dismissals will be referred to Child Welfare.

**VISITS / ITEM DELIVERY**

All visitors who come to school must first stop at the office to check in with the secretary. **Please enter the school through the front doors.** Visitors must sign in to receive a visitor's badge and will be informed of the proper procedure to follow. A driver's license will be required to enter.

Classroom and teacher visitation cannot be allowed without prior scheduling. Visits must be scheduled with and approved by the principal. Parents may schedule a visit to the school grounds or the classroom by contacting the school and securing prior approval with the principal. Parents may request to eat lunch with their child periodically. Requests must be made and approved in advance (day before) with the teacher and cafeteria.

When teachers have scheduled parents as instructional volunteers, the office will check with the teacher prior to the parent proceeding to the classroom.

Parents bringing items to school for their children are asked to drop the item off in the front office. Disruption of instructional time is minimized in this way.

**CONSISTENCY BEHAVIOR MANAGEMENT PROGRAM**

Learning takes place best in an orderly, pleasant, structured environment. GMLES continually strives to achieve this goal. Good student behavior is paramount to a school environment that is conducive to learning. Learning good behavior and demonstrating good behavior is vital to good citizenship.

Our students were given a set of behavior guidelines in addition to a presentation at school.

The faculty feels that these guidelines encompass rules of behavior that are basic to a safe, pleasant educational environment. We feel that each student must take responsibility for his/her behavior. We realize that some students occasionally need additional emphasis to be impressed with the urgency of obeying good behavior rules at school. In order to help accomplish this, we have adopted a consistency management program that includes a noon recess detention, lunch detention, call to parent, or in-school suspension.

**RATIONALE**

1. To set guidelines for student behavior.
2. To establish consistent consequences for infractions.

**MANAGEMENT PROGRAM PROCEDURES/STEPS**

1. Verbal Warning and Redirections (flip to yellow): The teacher tells the student specifically which rule has been broken, what is wrong and what must be done to correct the misbehavior.
2. Counseling/Conferring (flip to red and recess detention): The teacher counsels, reasons with the student. The child is asked to respond to "How can I solve this problem?"
3. Time Away/Loss of Privileges (flip to black, recess and lunch detention, telephone call to parent): Student loses appropriate privileges.
4. Parent Contact/Think Sheet (flip to black X, recess and lunch detention, parent conference, student referred to Guidance Counselor): Teacher contact the parent by telephone, note, or in person to set a parent/teacher conference.
5. Behavioral Referral: The teacher notifies the principal that a student has shown no improvement in managing behavior through the series of consequences. The teacher has exhausted all resources for dealing with the student.

## BEHAVIOR CONSEQUENCES

1. **Noon Detention** threatening, pushing, tripping, arguing, throwing objects, habitual violation of school rules, instigating a fight, any other infraction deemed inappropriate by administration
2. **In School Detention** injurious conduct / vicious practices, defacing / destroying property, harassment / extortion stealing (restitution), disrespect toward faculty / student, using profane language (oral , written, or gestures), forgery, cheating, fist fighting, leaving campus, willful disobedience, any other infraction deemed inappropriate by administration
3. **Out of School Suspension** intentionally setting off fire alarm, smoking / alcohol / drugs, severe threats to student or faculty, prearranged / gang fights, any other infraction deemed inappropriate by administration.

### Positive Behavior Intervention Support

PBIS is a collaborative, assessment based approach to developing effective interventions that address the behavior of all students. This process emphasizes the use of proactive based strategies and aims to build effective environments in which positive behavior is more prevalent than problem behavior. Student behavior is addressed on a school wide, classroom, and individual student level by creating a sequence of behavior supports in which all school personnel participate. Features of the SWPBIS process include establishing behavioral competence of students through instruction, creating clearly stated rules and expectations for all settings on the school campus, establishing clearly stated consequences for misbehavior, and clearly stated procedures for rewarding appropriate behavior. This process requires collaboration among administration, staff, and students at the district and school wide levels to affect changes that influence positive behavior and school climate.

### Attendance Rewards

Bell to Bell – Each student that has Bell to Bell will be invited to a party after the nine weeks is completed.

Perfect Attendance Banner – Each homeroom has a perfect attendance banner displayed. Each day the entire class is present from bell to bell, they color in a letter on the banner. When all of the letters are colored in, the class earns an incentive.

Students who receive green or yellow lights for the whole week will be able to participate in the weekly reward on Friday. To extend our PBIS system, the students who meet the criteria will attend the PBIS party that will be held each 9 weeks. The PBIS parties will take place in the following months: October, January, March, and May. Students will be invited to attend the PBIS party at the Golden Meadow Park in May until they are off for any PBIS parties through the 2019-2020 school year. Students will be held to the following criteria for a 9 week period.

### Criteria For PBIS Invitations:

**Behavior-** Proper conduct in class, halls, cafeteria, recess, and on bus are expected at all times from GMLES students:

Pre-K – 2<sup>nd</sup> Grade: Students will be able to attend the

- 1<sup>st</sup> 9 weeks: A student will be invited to PBIS until he/she receives 1 red and/or 10 yellow lights with no black light.
- 2<sup>nd</sup> 9 weeks: A student will be invited to PBIS until he/she receives 1 red and/or 10 yellow lights with no black light.
- 3<sup>rd</sup> 9 weeks: A student will be invited to PBIS until he/she receives 5 yellows lights with no red or black lights.
- 4<sup>th</sup> 9 weeks: A student will be invited to PBIS until he/she receives 5 yellows lights with no red or black lights.

**Attitude:** Students at GMLES need to be eager to learn, helpful, cooperative, hard-working along with showing a positive attitude and respect for teachers, staff, and other students.

**Responsibility:** Students at GMLES are expected to be responsible for being on time for class and having all supplies and completed assignments.

**Academic:** Students at GMLES are expected to perform to the best of ability every day.

**Participation:** Students at GMLES are expected to participate in all class activities every day.

**Attendance:** Students at GMLES are expected to attend school on a regular basis. A student that is tardy or leaves early is expected to have his/her homework the following school day. If a student misses school, then the student is expected to have his/her homework either the day he/she returns to school or the following school day. As per Lafourche Parish's Attendance Policy:

## GOLDEN MEADOW LOWER ELEMENTARY SCHOOL

### Parent Involvement Plan 2019-2020

We at Golden Meadow Lower Elementary believe that parental involvement is an essential element in reaching the instructional goals and academic achievement of students. This school year the principal, faculty, and staff will provide a variety of programs to promote parental involvement. Documentation of these programs will include sign-in sheets and copies of the monthly school calendar.

Golden Meadow Lower Elementary has established the following programs/activities to encourage strong parental involvement.

#### Activities

1. Parent Night-Held in August; parents meet with the teachers to learn about class routines
2. Grandparents Day - Held in September; grandparents will read to students, participate in class activity, etc.
3. Several Parent Literacy presentations will be held throughout the school year.
4. Parents can serve on Volunteer Committees: Classroom / Library helper, Teacher Appreciation Luncheon, etc.
5. Scheduled opportunities each nine weeks for parents to participate in a classroom activity with students.
6. Pre-Kindergarten parents will attend small and large group workshops as well as visit the classroom as scheduled.
7. Teacher / Parent conferences as requested by parent or teacher.
8. Families are provided with a school handbook, weekly test and homework schedules.
9. Test folders are sent home weekly to be signed and returned.
10. Teachers will make four contacts with parents within the school year.

Teachers at Golden Meadow Lower Elementary will implement these activities that encourage parental involvement through our Parent Involvement Program. All activities will ensure that parents of children attending Golden Meadow Lower Elementary will have an adequate opportunity to participate and be involved in the educational process.