

Woodmere School

Student Handbook

We Can't Hide Our Wildcat P.R.I.D.E.



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Assistant Principal: Claudia Suazo

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WOODMERE SCHOOL
STUDENT HANDBOOK

Table of Contents

General School Policies

Section	Page
Contact Information.....	3
Mission Statement.....	4
Vision Statement.....	4
Wildcat Creed.....	4
Core Values.....	5
Woodmere Expectations.....	6
Bullying Policy.....	6-7
Anti-Bullying Pledge.....	7
Discipline.....	7
School Hours.....	7
Bell Schedule.....	7
Dismissal.....	8
Walkers.....	8
Car Riders.....	8
Bus Riders.....	8
Attendance Policy.....	9
Tardiness.....	9
Check In/Check Out.....	10
Uniform Policy.....	10-11
School ID.....	11
Student Planners.....	11
Report Cards.....	12
Emergency Cards.....	12
Emergency Drills.....	13
Cell Phones.....	13
Prohibited Items.....	14
Birthday Celebration.....	14
Visitors.....	14
Dress Down.....	14
Cold Weather Attire.....	15
Photo & Internet Release.....	15
Violence Prevention Program.....	15

WOODMERE SCHOOL
STUDENT HANDBOOK

CONTACT INFORMATION

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WOODMERE SCHOOL
STUDENT HANDBOOK

Mission Statement

It is our mission at Woodmere Elementary to provide students with high quality education in a safe, respectful and inclusive environment that builds a foundation for lifelong learning.

Vision Statement

At Woodmere, we envision a school in which the community, staff and students share and appreciate differences and exemplify our P.R.I.D.E. values

WILDCAT CREED!

I pledge today, to do my best
In Reading, Math, and all the rest

I promise to obey the rules
In my class and in my school

I respect myself, and others too

I expect the best in all I do

I am here to learn all I can

To try my best and be all I am

WE CAN'T HIDE OUR WILDCATE P.R.I.D.E.

WOODMERE SCHOOL
STUDENT HANDBOOK

CORE VALUES

Perseverance Respect Integrity Discipline Excellence

- ❖ **Perseverance:** When the going gets tough, the tough gets going!
 - “Through perseverance many people will succeed out of what seemed to be certain failure”
– *Benjamin Disraeli*
- ❖ **Respect:** We treat others the way we want to be treated. We treat other people’s things the way we want our things to be treated. We treat this school the way we want our house to be treated!
 - “Respect for ourselves guides our morals, respect for others guide our manners”
– *Laurence Sterne*
- ❖ **Integrity:** We do the right thing because it is the right thing to do, no matter who is watching!
 - “Real Integrity is doing the right thing, knowing that nobody’s going to know whether you did it or not”
– *Oprah Winfrey*
- ❖ **Discipline:** We have goals. We know what we need to do to reach those goals. So, like Nike we “*Just Do It*” and we do it every day!
 - “It was character that got us out of bed, commitment that moved us into action, and discipline that enabled us to follow through”
– *Zig Ziglar*
- ❖ **Excellence:** “Good, Better, Best!” We won’t rest until our good is better and our better is best!
 - “The will to win, the desire to succeed, the urge to reach your full potential...these are the keys that will unlock the door to excellence”
– *Confucius*

WOODMERE SCHOOL
STUDENT HANDBOOK

WOODMERE EXPECTATIONS!

Be Safe!

- ✓ Keep hands, feet, and objects to yourself
- ✓ Listen and follow directions carefully
- ✓ Walk quietly and in a straight line when in the hallway

Be Respectful!

- ✓ Respect yourself, others, and your environment
- ✓ Raise your hands and wait to be called before speaking, standing, etc.
- ✓ Use your inside voice when speaking
- ✓ Keep your eyes on the speaker

Be Responsible!

- ✓ Complete homework daily
- ✓ Bring any needed assignments and materials to class
- ✓ Be ready to learn

BULLYING

At Woodmere, we define bullying as repeated actions towards an individual, or groups of individuals, that are hurtful, harmful, offensive, inappropriate, obscene, or considered otherwise unacceptable behavior. A bully's action can involve harming someone or destroying/abusing their property. There are several types of bullying, such as verbal, social/emotional, physical, and cyber.

Woodmere is committed to keeping our school a safe and caring environment for all students. We DO NOT tolerate any forms of bullying and we will treat others with respect! Woodmere has an obligation to promote mutual respect, tolerance, and acceptance among students. We will not bully or intimidate any classmates through words or actions.

All students and/or staff shall immediately report incidents of bullying, harassment, or intimidation to the school principal or designee. This policy applies to students on school ground, while traveling on a school bus to and from school, on field trips or a school-sponsored activity, and during a school-sponsored activity. Disciplinary actions after the first incident of bullying may include but is not limited to the following:

- ❖ Loss of privileges
- ❖ Reassignment of classes
- ❖ Detention
- ❖ In-school suspension (ISS)
- ❖ Out-of-school suspension (OS)
- ❖ Assignment to an alternative school

WOODMERE SCHOOL

STUDENT HANDBOOK

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in written form by using the appropriate form. Forms are available in the front office.

ANTI-BULLY PLEDGE

I pledge to S.T.O.P.:

- S**upport students who are bullied
- T**each by example, treating others with respect
- O**pen my eyes and be alert to all incidents of bullying
- P**revent bullying by reporting any suspicious behavior

DISCIPLINE

It is our goal to help each student acquire self-discipline. Per state mandate, Woodmere institutes a Positive Behavior Support plan to reward students who follow the rules. Woodmere's discipline policy will be administered fairly, firmly, and consistently by teachers and the school administration. It is the responsibility of the student to comply with and conform to the school's rules and regulations. Failure to comply may result in disciplinary procedures described in the discipline section of this handbook.

SCHOOL HOURS

Normal school hours are from 8:00 a.m. to 2:50 p.m.
Early release hours are from 8:00 a.m. to 12:20 p.m.
Emergency release hours are from 8:00 a.m. to 11:25 a.m.

BELL SCHEDULE

- 7:30 AM – Students arrive on campus; Breakfast is served
- 7:50 AM – Students transition to their homerooms
- 8:00 AM – Tardy bell
 - ✓ Students arriving after 8:00 AM MUST be signed in by a parent, **NO EXCEPTIONS**
- 2:45 PM – Bus riders are dismissed
- 2:50 PM – Car riders and walkers are dismissed
 - ✓ Pre-K, Kindergarten, and 1st grades will be dismissed last
 - ✓ 2nd and 3rd grade students will be dismissed 3rd
 - ✓ 4th, 5th, and 6th grade students will be dismissed 2nd
 - ✓ 7th and 8th grade students will be dismissed 1st

WOODMERE SCHOOL

STUDENT HANDBOOK

DISMISSAL

We will NOT accept directions via the phone to change a student's way home or to give permission to someone not on the emergency card to check out a student. This is a safety issue. We cannot confirm the identity of the person giving these instructions over the phone. Any change must be made in person or in writing with the parent or guardian who signed the emergency card, signing the note of request.

Walkers

Walkers will be dismissed through the front door of the school. All walkers are to leave the school grounds immediately. **NO LOITERING IS ALLOWED!**

No cars should be parked in front of the school to pick-up students. If you are in a car, you MUST go through the carpool lane located at the back of the school, off Destrehan Ave. This is to help prevent overcrowding and confusion at dismissal time. This is also a safety issue, as it is an extremely busy time. Students walking to and from school should cross the street correctly by using the marked crosswalks.

- ❖ **Crosswalk Procedure:** All walkers must wait for the crossing guard to cross them. Parents are NOT to let their children out of the car at the crosswalk. Everyone, including all drivers, must obey the crossing guard.

Car Riders

All students who are car riders must be dropped off and picked up at the back entrance of the school, off Destrehan Ave. Cars must follow the dismissal routine of waiting patiently in line! Cars may not park in the parking lot to wait for students. This is a major safety concern.

Bus Riders

If you have any concerns regarding busing, please notify the Transportation Department at 504-349-7721, 504-340-7780, or 504-349-7782. You may also access information concerning bus numbers, routes, and pickup times at www.jpschools.org under the Transportation tab. Children are expected to sit quietly on the bus in their assigned seats. They are to remain seated at all times. Any misbehavior on the bus could possibly cause an accident.

Bus students will be dismissed at 2:45 PM daily and must report immediately to their assigned bus line location and be seated. Students are expected to remain seated and follow the directions of the teacher on duty, until their bus arrives.

WOODMERE SCHOOL
STUDENT HANDBOOK

ATTENDANCE

****Per Louisiana Law: School attendance, duty of parents and excessive absences are mandated to be reported****

Attendance is very important to your student's academic and social success. Please ensure your student(s) is on time every day. The school day officially begins at 8:00 AM. Students **CANNOT** be on school grounds before 7:30 AM. This is to protect your child because teachers and staff are not required to report for duty until 7:30 AM. As soon as students arrive on campus, they must go directly to the cafeteria for breakfast, unless Pre-K or Kindergarten – they are to report to class.

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established that students who have more than 7 days per semester, 13 days total, unexcused absences for the school year, will NOT be eligible for promotion to the next grade. **Only 3 parent letters (per nine-weeks) will be accepted to excuse absences!!**

In order for an absence to be classified as excused, it must meet the state guidelines listed below:

LA. R.S. 17:226 Extenuating Circumstances

1. Extended personal physical or emotional illness as verified by a physician (in writing)
2. Extended hospital stays as verified by a physician (in writing)
3. Extended recuperation from an accident as verified by a physician (in writing)
4. Extended contagious disease within a family as verified by a physician (in writing)
5. Death in the family not to exceed one week (bring copy of obituary)
6. Natural Catastrophe and/or disaster.
7. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedure established by LEA.

TARDINESS

The bell, for school to begin, rings at 8:00 AM. Any students arriving after 8:00 AM must be signed in at the front office by an adult, NO EXCEPTIONS. Excessive tardiness will result in disciplinary action.

- Any student not sitting in his/her classroom when the bell rings at 8:00 AM is considered **tardy unexcused** (unless there is a documented excuse) and must be checked in with the front office in order to be admitted to class.

Tardy Expectations

- 1st Offense – Restate expectation/rule
- 2nd Offense – Student conference with administrator
- 3rd Offense – Lunch Detention
- 4th Offense – Refer to Social Worker
- 5th Offense – Parent conference with teacher/office
- 6th Offense – Administrative intervention (Referral, etc.)

WOODMERE SCHOOL
STUDENT HANDBOOK

STUDENT CHECK-IN AND OUT PROCEDURES

- When a student is tardy to school, he/she must be signed in at the front office, by a parent/guardian, to receive a pass before entering class.
- If a student must leave during the school day, he/she must be checked out in the office by a parent or guardian listed on the emergency card. Parents must wait in the front office for their child(ren) to be called. Proper identification is required to check out a student.
- No student will be released to a person not listed on the emergency card or to a person without proper identification. This is for student's safety.
- **No check-out request will be honored after 2:00 PM**
- Check-outs, as well as tardiness, are counted as absences from school, and as such will count against perfect attendance.
 - Any student who signs in after 11:30 AM is considered **absent ½ day unexcused** (unless there is a documented excuse)
 - Any student who signs out before 11:30 AM is considered **absent 1 full day unexcused** (unless there is a documented excuse)
 - Any student who signs out after 11:30 AM is considered **absent ½ day unexcused** (unless there is a documented excuse)

BECAUSE INSTRUCTIONAL TIME IS SO VALUABLE, WE ARE UNABLE TO INTERRUPT CLASSROOM INSTRUCTION TO DELIVER MESSAGES REGARDING CHILDREN'S AFTER SCHOOL TRANSPORTATION. PLEASE MAKE SURE YOUR CHILD KNOWS HOW HE/SHE IS GETTING HOME BEFORE THEY LEAVE HOME IN THE MORNING!!

UNIFORM POLICY

The uniform policy is established to teach students the importance of grooming and hygiene, to instill discipline, prevent violence and disruption in the educational environment, to avoid safety hazards, and to teach students respect for themselves and others. Woodmere students will adhere to our uniform policy. Students are expected to wear their school uniforms, at all times.

PRE-K & KINDERGARTEN STUDENTS must wear purple polo Woodmere shirts with navy blue bottoms (please consider elastic waistband), and tennis shoes (closed-toe, Velcro-laced shoes preferred). Accidents can happen, please make sure that you pack an extra pair of weather-appropriate clothing!

1ST – 5TH GRADE STUDENTS must wear light blue Woodmere polo shirt with navy blue bottoms. Students must wear tennis shoes and sock every day. **Crocs are not allowed!**

6TH – 8TH GRADE STUDENTS must wear the red Woodmere polo shirt with navy blue bottoms. Students must wear tennis shoes and sock every day. **Crocs are not allowed!**

Uniforms can be purchased at:

- Johnson's Uniform: 619 Westwood Dr. Marrero, LA 70072; (504) 340-6061
- Logo Express: 2034 Woodmere Blvd. Harvey, LA 70058; (504) 503-0099
- Uniforms by Kajan: 1981 Baratavia Blvd. Marrero, LA 70072; (504) 371-8570

WOODMERE SCHOOL

STUDENT HANDBOOK

- Skobel's School Unifrom: 1742 Stumpf Blvd. Terrytown, LA 70056; (504) 366-6887

****NOTE****

- Clothing should be clean and appropriate.
- All shirts must be tucked in before entering the school building.
- Hats (including bandannas, scarves or headgear) are not allowed inside the building.
- Students must wear tennis shoes and black or white sock every day.
- Appropriate shoes should always be worn, for safety reasons. Flip flops present a safety hazard both in the classroom and on the playground.
- The season will be changing soon. Please dress your student in weather-appropriate attire.

SPIRIT SHIRTS ARE ON SALE NOW AND CAN BE WORN EVERY FRIDAY!!!

STUDENT IDS

In an effort to maintain a safe and secure environment at Woodmere, **all students will be required to wear a school ID**. The first ID is free, and will be issued after back to school pictures are taken. Students will be responsible for maintaining the IDs original condition. **THE ID MUST BE WORN EVERYDAY, THROUGHOUT THE DAY. Loss of the school ID will require a replacement, at a cost of \$5.00 for the ID and \$2.00 for the Lanyard** (the first lanyard is free). IDs that are damaged (defaced) in any way are not allowed and students will be required to purchase a new one.

Students will be required to wear their IDs at school and during school events. Students must have an ID to each lunch (their lunch number bar code is embedded on the ID). Students not wearing an ID are subject to disciplinary actions.

STUDENT AGENDAS

All students will be required to have student agendas/planners. The first agenda is free and will be issued on the first day of school. Students will be responsible for keeping track of their homework and project due dates (if applicable), as well as test dates in their student agenda. **Any loss or stolen agenda will require a replacement, at a cost of \$5.00**. Students in Kindergarten will receive a Primary agenda/planner, which will include items that may be assigned as homework. 1st – 5th grade students will receive an Elementary agenda/planner. 6th – 8th grade students will receive a Middle School agenda/planner. Each agenda comes with time management and test taking skills, etc.

WOODMERE SCHOOL STUDENT HANDBOOK

REPORT CARDS

Report cards or progress reports are given to students each 9-weeks. Students receive letter grades (or indicators) that reflect their performance relative to grade level requirements. Students who do not pass basic skill objectives at their grade level are retained.

Interim reports are given to students during each grading period. This is to inform parents of their child's academic progress. Parents can also keep up with their child's progress by logging into the Student Progress Center at <https://jpsis.jpschools.org/progress/> (our student's PSN number is available in the school's office).

Woodmere has several academic award certificates:

- Principal Honor Roll – for students with straight A's
- Alpha Honor Roll – for students with an A average (3.50 – 4.0 – no C's allowed)
- Beta Honor Roll – for students with a B average (2.5-3.49 – C's allowed)
- Perfect Attendance – for students who attend everyday (no unexcused absence, tardiness, or check-outs)
- B.U.G. Award – for students who Bring Up a Grade (C's and above)
- Good Behavior – for students with great conduct
- Student of The Month – for students chosen by their teacher as a stellar student for the month

EMERGENCY CARDS

The Jefferson Parish Public School System requires that every student have a completed and updated emergency card on file at his/her school. It is the parent's/guardians' responsibility to notify the school if any information on the card changes during the school year (address, phone number, emergency contacts). It is very important that parents/guardians include the following information on their child's emergency card:

1. Three working telephone numbers
2. The names and phone numbers of people who are authorized to pick-up the student.
ONLY those who are listed on the card will be allowed to sign your child(ren) out of school. **WE WILL NOT CALL (OR ACCEPT PHONE CALLS) REGARDING AN UNAUTHORIZED PERSON PICKING UP OR CHECKING OUT A STUDENT.**
3. Correct address information must be provided so that you receive any mailed school correspondence.

WOODMERE SCHOOL
STUDENT HANDBOOK

EMERGENCY DRILLS

The safety of our students is very important to us. The school holds regular drills to teach students the importance of staying calm in the event of an emergency. An emergency Evacuation Map is posted in each classroom, with the exit route outlined by the teacher.

Emergency drills will be practiced throughout the year for fire, tornado, lockdown, etc. When an emergency signal is given:

- ❖ Students will leave the classroom in an orderly manner behind the teacher who will lead them to the designated area. Books should be left in the classroom, but purses should be brought outside,
- ❖ Students will move quickly and quietly through the halls and out of the building.
- ❖ Students will follow the teacher to the assigned position, stand quietly, and wait for the “all clear” signal.
- ❖ Students will return to the building, following their teacher.

CELL PHONES & APPLE WATCHES

Jefferson Parish Public School System recognizes that electronic telecommunication devices have assumed a greater role in the lives of our students. The policy on electronic telecommunication devices is designed to ensure the use of such devices neither interferes with teaching and learning during the school day, nor endangers the safety and well-being of students.

Students can possess a cell phone on campus. HOWEVER, the device must be COMPLETELY OFF and not visible or audible while students are on school grounds or on the school bus (unless it is an emergency, such as an imminent threat, or it is approved by the principal or her designee.

Possession of a cell phone, by a student, is a privilege and may be forfeited by any student not abiding by the terms of this policy. Consequences:

- ❖ 1st Offense = Parent Conference/Non-suspension with administrator (phone confiscated and returned to a parent)
- ❖ 2nd Offense – Detention (phone confiscated and returned to a parent)
- ❖ 3rd Offense – Referral
- ❖ 4th Offense – Conference and suspension or Principal’s chosen consequence, as deemed appropriate (phone confiscated and returned to a parent.)

****Parent/Guardian may pick-up cell phones the following day between the hours of 8:00 AM and 3:00 PM****

WOODMERE SCHOOL
STUDENT HANDBOOK

PROHIBITED ITEMS

1. Electronic Devices – CD/DVD players, computers, pagers, tape recorders, MP3 players, games, toys, air pods, I-Pods, radios, Gameboys, cameras, etc.
2. Laser Pointers
3. Glass containers
4. Any items containing nuts
5. Playing cards
6. Skateboards
7. Pets
8. Water/toy guns and/or toy/look-like-a weapon
9. Fireworks
10. Fake blood
11. Non-educational items – Pokémon, Yu-Gi-Oh, Dragon Ball Z, Baseball cards, etc.
12. Obscene material
13. Any item not on this list that is deemed inappropriate, distracting, or disturbing to others by administration.

BIRTHDAYS

In order to maximize instructional time, birthday celebrations will be limited to the Friday evening following your child's birthday. The celebration will be held in the classroom. Parents must first contact their child's teacher, one week in advance, to make arrangements. The birthday treats (store bought only and do not contain nuts) should be bought to the front office to be shared by the birthday boy/girl's class at the end of the day. Parents and other family members are not allowed in the classroom for these celebrations.

VISITORS

For the safety of our students, faculty and staff, all visitors must sign in at the front office (Identification is required). We ask that parents bring their child to school and leave. If you must stay for any reason, please sign in with the office and get a visitor's pass. If you are in the school building without a visitor's pass, you will be asked to return to the office to sign in.

DRESS DOWN DAY

Students are to follow these guidelines for Dress Down Days:

- Pants/Belts must fit properly and should not be too tight or loose
- Skirts – No short skirts, skirts must be knee length
- Pajamas – No pajamas should be worn, unless it is pajama day
- Shirts must have sleeves and may not be low-cut or strapless; no tank tops, muscle shirts, midriffs, crop tops, one or off shoulder, exposed midsection, or undergarments allowed.
- T-shirts may be worn with no inappropriate writing
- Shoes – Toes **MUST** be covered; no sandals, slippers, flip-flops, clogs or high heels

WOODMERE SCHOOL
STUDENT HANDBOOK

COLD WEATHER ATTIRE

Woodmere jackets, sweatshirts, and cardigans are available at Logo Express: 2034 Woodmere Blvd. Harvey, LA 70058; (504) 503-0099.

- Otherwise, the jacket must be a solid navy or black color. Jackets must reach the waist and be buttoned down or zipped-down, **NO HOODIES ALLOWED**
- No leggings allowed! If it is cold outside, students must wear their navy-blue uniform pants.

PHOTO AND INTERNET RELEASE

Woodmere follows Jefferson Parish Schools Systems' guidelines for internet usage:

- Students have a responsibility to use appropriate language when using the internet.
- As community member, students must respect the rights of others in both the local community and the internet at large.
- Students must take responsibility for his or her own messages, actions, and words on the internet. Failure to fulfill these responsibilities may result in school disciplinary actions and/or loss of internet privileges.

You can view the entire Photo and Internet Release forms at

<https://www.jpschools.org/cms/lib/LA50000440/Centricity/domain/142/english/Photography-and-Internet-Forms.pdf...>

VIOLENCE PREVENTION PROGRAM

All students involved in a fight at school, on the bus, at the bus stop, or at a school event will be subject to suspension, expulsion, and/or arrest, as stated in the Policies and Procedures for Parents and Students. Pushing and shoving lead to fighting and are violations of school policy. Students who are suspended for fighting, as determined by administrators, will be required to undergo conflict resolution training with a parent/guardian before being readmitted to school. The conflict resolution session will be held on a Saturday, and the cost is \$75.00, which can be paid at the time of enrollment. The student will also be required to complete four hours of community service, which will be scheduled and supervised by personnel at the school site.

****Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court****