

Cypress Cove Elementary



READ!



THINK!



LEARN!

at CCE!

**Student Handbook
2019-2020**

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

<http://cypresscoveelementary.stpsb.org>

Lisa Dial, Principal

Arlene Sealy, Assistant Principal

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Cypress Cove Vision:

Based on the STPSB Strategic Plan, CCE’s vision is to provide an exemplary school with high expectations and outstanding student achievement in a developmentally appropriate setting. All educators, staff members, students, families and community members will work together to ensure that:

- Students have a safe, nurturing environment for learning.
- Students are positively challenged, enriched, and inspired.
- Students learn to be self-motivated, literate life-long learners.
- Students grow and learn to be responsible citizens of their community.

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.

**Faculty and Staff
of Cypress Cove**

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. Students must be picked up before 6:00 pm. Childcare will not be available on school holidays, half-days or teacher professional development days. All students are expected to follow all safety rules. Severe discipline problems or nonpayment will result in dismissal from the program. See the Cypress Cove Kitty Care Program information packet, available in the office and online, for complete details.

A drop-in service will be offered to those who may need someone to watch their child occasionally. Drop-ins are **REQUIRED** to give a 24-hour notice. A drop-in form would need to be filled out and given to the office. It is bright orange so that it is more likely not to be missed. If the 24-hour notice with form are not in the office, a child would not be able to attend.

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 with an adult** 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.***

ART

Students will study art history and the elements of art as well as production and critique of work. All K, and 1st students attend art one day per week.

ATTENDANCE

Elementary students are allowed 10 absences each year. Absences of two or fewer consecutive school days incurred due to illness of the student or serious illness of the family may be excused by a note written by the parent. Parents should send a written excuse immediately to the teacher if your child is absent. Excuses must be submitted within two days of the absence for make-up work to be done. Make up work will only be provided for excused absences. Teachers must be given 24 hour notice when asked to provide missed assignments. Late excuses for absences will not be accepted.

Excused absences are counted in the total number of absences. You will be called by the district automated system anytime your child is absent or is checked in past the reporting time.

PLEASE NOTE: Act 103 of the 1994 State Legislature deals with student truancy and tardiness and requires principals to report absences and tardiness to the child welfare supervisor. The Supervisor

of Child Welfare must refer a student who is absent or tardy without an acceptable excuse five or more times in one month to the family or juvenile court. Policy also mandates the automatic retention of a student who has been absent for 10 or more days in a school year (extenuating circumstances are taken into consideration).

*Perfect attendance cannot be earned if a child reports late to school or is checked out early.

Pre-Kindergarten Attendance (LA4): Pre K absences require doctor's notes in order to be excused. Children may have no more than 2 unexcused absences per calendar month. Excessive absences or partial day attendance may lead to removal from the program.

BULLYING

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. 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. Check out the bullying glog on our website.

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.

CAFETERIA:

The meals served daily are nutritionally balanced and meet one-third of the daily minimum nutrition requirements. Cypress Cove is also 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. We strongly urge you to take advantage of the school lunch program. Collection procedures are as follows:

- All meals will be paid in advance.
- Each child will be issued an identification number.
- Breakfast and lunch money should be sent in an envelope and labeled as follows:
 - Name of student
 - Amount of money
 - Identification number
 - Teacher’s name
- Breakfast/Lunch money sent in only on Mondays or on the first day of the week. If the child has been ill, it will be on the day he/she returns to school.
- Payment can be in cash or by check payable to Cypress Cove Cafeteria with the student’s computer number on the check. Payments can also be made online using checks or credit cards. A link is available on the school website.
- Charges are not allowed.

Breakfast: Reduced \$.30/day

Paid \$.75/day

Lunch: Reduced \$.40/day

Paid \$1.30/day

Visitor: Breakfast \$2.25 Lunch \$4.75

All prices are subject to change.

The number of printed meal benefit applications will be limited. Paper applications will be available for those that request one, but an application will not be printed for each student. All parents/guardians are encouraged to apply online at <https://cafefr.stpsb.org>. Parents and Guardians are responsible for all charges incurred before notification of approval is made. Notification of approval or disapproval will be sent to all applicants.

Please contact the cafeteria manager, at 641-8334 if you have any questions.

Fast food and canned and/or bottled drinks are not allowed in the cafeteria. Students may purchase milk for \$.50 if desired. Breakfast and lunch menus will be posted on the website as well as sent home at the beginning of each month.

You may join your child for lunch on any day of the week. But please be aware that for safety, visitors are not allowed on the playground or in the classroom during recess.

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 riding in cars must be picked up and dropped off at the car ramp. Car ramp will open in the morning at 7:50 am and will close at 8:20 am when the second bell rings. For safety reasons, students are not allowed on campus before 7:50 am because teachers will not be on duty at that time.

Car riders will be given a windshield name card which should be displayed on the dash in the front passenger's side of the windshield when picking up your child at the car ramp. Please be aware that line-up for carline starts at 2:45. There will be no early line-ups due to safety reasons.

Car line is finished by 3:50. After this time the students will be in the office. After 4:00 the students will be in our aftercare program and a fee of \$15 will be charged per child. This fee will be increased \$5 for each instance after the first. For Example:

Late first time, cost of \$15

Late second time, cost of \$20

Late third time, cost of \$25

Parents who do not have the car rider signs will be instructed to park and come into the office. Remember, you must have our ID and be listed on the emergency card. You will then return to the carline to pick up your child.

If you send someone 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 notification for your child to be released. They will then return to the carline to pick up the child. The duty teacher will ask for the written authorization prior to releasing the child for dismissal. No one is allowed to walk-up to the car dismissal room for pick-up.

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 **writ-**

ten 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 "2018-2019" events calendar is located on the Cypress Cove Web site. It serves as a reminder of field trips, special programs, vacations, pictures, etc.

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, 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.

COUNSELOR

We have a counselor and Mental Health Provider (MHP) based at Cypress Cove Elementary. In addition to whole group responsibilities, she is available to assist individual students and parents. You may contact her 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 reg-

ular 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.

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; campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;

- 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, if feasible.
- Access educationally related support services;

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- Receive services comparable to those offered to non-homeless children and youth

- Get transportation to school, if feasible
- Access educationally related support services

Should you or your child meet these qualifications; please contact your school's main office or guidance office to complete a form for consideration.

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 copy of the custody agreement in the school office which has been signed by a judge. 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 My Payments Plus)

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 two (2) 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.**

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. 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.

If taking your child from the field trip and not returning to school please sign them out in the morning. In order for a parent to chaperone on a field trip all fees for their child must be paid in full. This includes: cafeteria, aftercare, and library.

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.

LIBRARY

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

Children check out a book each library period. 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. The charge is based on the cost of individual books with a minimum replacement charge of \$10. A refund of fines paid will not be issued until the end of the school year.

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.

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

Our music teacher provides music and movement activities and instruction to all K, and 1st grade students one time each week. She also assists with plays and programs.

MY PAYMENTS PLUS

My Payments Plus is an online payment processing system. This service may be used to pay school lunch, supplies, field trips, 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. My Payments Plus does not save or store bank or credit card information.

NURSE

Kathy Gill is a registered nurse assigned to Cypress Cove students. She coordinates yearly vision and hearing screenings for kindergarten, 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.)

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
- PTA meetings
- PTA Board meetings
- 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
- Seasonal Family Art projects
- Meet the Teacher
- PTA Safety Poster Contest
- PTA Reflections Contest
- Daily live weather reports
- Home & School Connections activities
- CCE Spring Fling

Special Events encouraging Family Involvement

- Mardi Gras Ball
- Teddy Bear Tea
- Easter Hat Parade
- Grandparents' Luncheons
- Monthly Birthday celebrations
- Buddy's Breakfast
- Character Awards
- Class Programs
- Kindergarten Programs

- Library Book Fair

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.

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.

CHRISTMAS:

Teachers handle this party with some variations, so specific details will be sent home from your child’s teacher at the appropriate time.

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.

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. Balloons or flower deliveries to students are not allowed.

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, 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.

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.

Notes from the PTA will be on light blue paper. Check out the CCE website for the PTA link.

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.

REPORT CARDS

Report cards go home at the end of each grading period.

GRADING AND PROMOTIONAL POLICY

Pre-Kindergarten

2nd and 4th quarter: Teacher will contact parents to schedule conferences to discuss progress.

Kindergarten

Content area grades are: Reading, Language Arts, Math, and Conduct.

2nd, 3rd, and 4th quarter:

O - Outstanding/Exceeds stated goals

S - Satisfactory/Meets stated goals

N - Needs Support/Progressing toward stated goals

First Grade

Content areas graded are: Reading, Language Arts, Math, Science, and Social Studies. Grading scale is A, B, C, D, F for content areas and O, S, N, U for conduct.

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.

PBIS:

Below are the rules for all areas of the school campus.

● Cafeteria:

1. Quiet
2. Hands to self

● Hall:

1. Quiet
2. Walk on line
3. Hands to self

- Bathroom:
 1. Quiet
 2. Hands to self
 3. Flush and Wash
- Morning Meeting
 1. Quiet
 2. Hands and Feet to self
 3. Sit on line
- Playground
 1. Hands and Feet to self
 2. Take turns
 3. Line up at Bell
- On the Bus
 1. Quiet
 2. Sit - Face Forward

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.

TRANSPORTATION CHANGES

If a child is to go to anywhere other than their regular destination or is going home a different way, 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.

When sending someone to pick up your child from carline. This person must come to the office prior to 3:15 pm, present identification, and receive written notification for your child to be released. They will then return to the carline to pick up the child. The duty teacher will ask for the written authorization prior to releasing the child for dismissal. Remember, no one is allowed to take a child from school unless he or she is listed on the emergency card.

VISITORS

Visitors are welcome at Cypress Cove Elementary, but we foremost want to ensure safety for your child. The St. Tammany Parish School Board has implemented a system to confirm the identification of anyone checking into the office. On your visit to the school, please be prepared to present your driver's license to be scanned, which will produce a visitor's pass.

- All visitors must report to the school office immediately upon arrival.
- No person shall go on school grounds or in any building without authority of the school office.
- Visitors must receive an "official" visitor's pass that must be worn the entire time while on campus.
- Upon departing, visitors must report back to the school office to turn in the visitor's pass.
- Parents shall not visit the classroom unannounced for any reason.
- Adult restrooms are located in the office for your use.

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.

You can access the web site through the parish website or <http://cypresscoveelementary.stpsb.org/>

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.

2019 - 2020
Student Information

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

2019-2020 SCHOOL CALENDAR

Important Dates

Aug. 6-7	Teachers' Professional Development Day
Aug. 8	Teachers' Day
Aug. 9	School Opens
Sept. 2	Labor Day Holiday*
Oct. 4	Parish Fair Day*
Oct. 10	End of First Grading Period
Oct. 11	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
Nov. 25-29	Thanksgiving Holidays*
Dec.20	End of Second Grading Period End of First Semester 1/2 Day for Students 1/2 Day Record Keeping
Dec. 23-Jan. 3	Winter/Christmas Break*
Jan. 6	School Re-Opens
Jan. 20	Martin Luther King Holiday*
Feb. 24-28.....	Mardi Gras Holidays*
March 12	End of Third Grading Period
March 13	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
April 10-17	Spring/Easter Break**
May 22	End of Fourth Grading Period End of Second Semester 1/2 Day for Students 1/2 Day Record Keeping
May 25	Memorial Day
May 26	Teachers' Day

The School Board requires an appropriate program for:

Nov. 11

School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed):

Sept. 30

Oct. 9

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

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