



CEDARWOOD SCHOOL

2018-2019
Elementary
Parent/Student
Handbook



CEDARWOOD SCHOOL

Parent / Student Handbook







Dear Parents,

Welcome to Cedarwood School! We are pleased that you have chosen to be a part of the Cedarwood family.

The purpose of this handbook is to provide you with an outline of the school's philosophy, curriculum, organization, policies, procedures, and standards. Please take time to read it and feel free to direct any questions that you may have to the school's administration.

Through the course of each school year, there are a number of ways in which you can continue to inform yourself about and become active in the life of our school:

You will have the opportunity to...

-  attend the appropriate orientation session for parents of students entering Kindergarten through seventh grade.
-  attend the annual Parents' Night event hosted by your child's teacher(s).
-  take part in various parent workshops offered during the course of the year. Look for these offerings in our email newsletters and on our website calendar at (www.cedarwoodschool.com).
-  volunteer or participate in school activities.
-  serve as a Parent Volunteer to help with class events, such as field trips, International Festival, or class parties.
-  attend the Parents' Club, Dads' Club, and Children's Foundation sponsored activities and events.

You will find out more about these and other aspects of the school's life in the sections of this handbook that follow:

- I. Cedarwood's Mission and Philosophy
- II. The Curriculum
- III. Organization of the School
- IV. School Procedures
- V. School Policies
- VI. Communications
- VII. Financial Information

I. CEDARWOOD'S MISSION AND PHILOSOPHY



Mission Statement

Cedarwood School inspires all students to reach their maximum potential, intellectually, physically, and socially, through a variety of teaching strategies, while promoting positive personal growth and creating a foundation for life-long learning.



Cedarwood believes...

...in a strong foundation for life-long learning.

...in the development of self-confidence, independence, creativity and a curiosity for learning.

... in providing each student with an opportunity to master basic skills and higher level critical thinking through a challenging elementary curriculum.

... in an environment which is child-centered and nurturing.

... in integrating a variety of learning experiences and positive teaching methods into the curriculum.

... in fostering moral values, conflict resolution, and civic responsibility.

... in maintaining limited class sizes and a safe, secure environment.

... in enriching students through information and research skills, foreign language, technology, visual arts, music appreciation and physical education.

...in involving parents and the community in the total learning experience of the students.



School Philosophy

The primary purpose of Cedarwood School is to promote academic excellence in education and to instill a love of learning in each individual child. Cedarwood School provides a nurturing, positive, child-centered environment that fosters self-confidence and challenges learning, growth, creativity and personal achievement. This is accomplished by attending to the academic, social and emotional needs of each student, through involvement in the community. Continuous commitment to innovative programs is a hallmark of Cedarwood School.

No two children are exactly alike. Individual differences among students are respected and valued at Cedarwood because we understand that both children and adults have a multiplicity of learning styles. Faculty members teach to a variety of levels and use many different techniques to create a classroom environment that promotes success for all kinds of learners. At every level our academic and social programs are carefully crafted to take advantage of children's natural strengths and interests during the many developmental stages that span the Cedarwood years.

HISTORY OF CEDARWOOD SCHOOL

Established in 1983, Cedarwood School has earned an exceptional reputation as one of the finest private schools of this area. Beginning in 1983 with only 48 students, the school has expanded its facilities and currently has an enrollment of 300 students in preschool through the seventh grade.

Serving the Mandeville/Covington area as St. Tammany Parish's first school accredited by the National Academy of Early Childhood Programs, Cedarwood School provides a unique learning environment for children two years through the 7th grade. Cedarwood holds accreditation through AdvancED (formerly SACS CASI) and is approved by the Louisiana Department of Education.

The success of Cedarwood School can be attributed to several key factors. One of these key factors is the school's highly qualified faculty. Cedarwood's teachers are certified, experienced, caring professionals. With a large percentage of the faculty having earned a Master's degree in their area of teaching and an average of more than ten years experience, our school offers students an exceptional teaching staff. Another success factor is the high degree of parental involvement in the school. The school's Parent Club under the direction of the administration is active in planning and participating in programs throughout the school year that contribute to the positive, enriching environment at Cedarwood.



Cedarwood was founded in 1983 by Kathy and Maxie LeBlanc

II. THE CURRICULUM

ELEMENTARY ACADEMIC PROGRAMS

Kindergarten and 1st Grade:

Reading, writing, mathematics, science, social studies form the core curriculum in our kindergarten and 1st grade program. Reading is taught utilizing a balanced language curriculum that incorporates both phonics and quality children's literature. Our low teacher-to-student ratio means that the teacher knows and understands the needs of the students and can give each child the time and attention necessary for success. Spanish, physical education, library skills, computer technology foundations, art, and music enhance the program and provide each student the opportunity to explore their talents while providing a foundation for learning for future grades. The kindergarten and 1st grade program begins at 8:00 a.m. and dismisses at 3:00 p.m.

Lower Elementary (2nd -3rd):

Cedarwood School's second and third grade program provides a stimulating academic program combined with a sensitivity to children's developmental needs, although a strong emphasis is placed on core curriculum courses such as reading, language arts, writing, math, science, and social studies. The learning environment is enriched with Spanish, music, art, computer science, library skills and physical education. Students are allowed to work in a positive, confidence-building environment. The lower school provides opportunities for each student to experiment and learn by using a variety of problem solving strategies. 2nd and 3rd grade program hours are from 8:00 a.m. to 3:15 p.m.

Middle School (4th -7th):


Cedarwood School's middle school program is designed to offer students a specialized curriculum. The students follow a modified block schedule that provides instruction from teachers who are teaching in their area of specialized training. Elective subjects are offered to all middle school students. Lockers are available for maintaining organization of books and materials.

In Cedarwood's middle school, the curriculum incorporates a balance of literature study and related writing skills, mathematics, social studies and geography, and physical, life, and earth sciences. Science Fair, Regional and State Social Studies Fair, International Festival, are a few of the many projects and hands-on activities that provide students with opportunities to demonstrate what they have learned.

ENRICHMENT PROGRAMS

Enrichment:

Students in grades K-7th benefit from specialized teachers who offer learning experiences in Physical Education, Art, Spanish, Music, Library Science, and the Innovation Lab, incorporating S.T.E.A.M. Applications. These experiences broaden the students' scope, nurture self-confidence, and create an environment where each student's talents are respected.

 **ESL Program** – (English as a Second Language) The Cedarwood English Learning Program focuses on teaching integral vocabulary and English language skills to students in interactive, exciting ways. Students benefit tremendously from peer models and their great Cedarwood classroom community. Because of this, we endeavor to maintain their time in the classroom as much as possible receive out of the classroom, individualized intensive vocabulary instruction as well as survival English. Limited English Speakers (LES) will generally receive additional help from a program instructor in their own classroom during their Language Arts classes (inclusion). By providing instruction to Non-English Speakers (NES) rough inclusion, Cedarwood ensures that students maintain ties to their classroom and that all English language instruction meshes completely with the content goals and objectives of each particular grade level. When it is deemed necessary by both the classroom teacher and the program instructor, Limited English Speakers (LES) may be pulled out of the classroom for mini lessons that focus on particular areas of need.

III. ORGANIZATION OF THE SCHOOL

The School Officers:


The business administration of the school is under the management of the school's president and the school's officers.


 **Kathryn LeBlanc, President CEO – ext. 121**
kleblanc@cedarwoodschool.com


 **Maxie LeBlanc, Facilities Manager**

The Administration:

The two divisions of the school – Preschool and Elementary – have head administrators who represent the school, manage the school office, work with parents on school issues, and coordinate the work of the faculty, and the school's support organizations; Parents' Club, Dads' Club and the Children's Foundation. The division administrators have regular office hours and maintain an “open door” policy. Parents should feel free to speak with them about issues of concern.


 **Kathryn LeBlanc, M. Ed., President/CEO-ext. 121**
kleblanc@cedarwoodschool.com

 **Cindy Braud, Chief Operating Officer - ext. 130**
cbraud@cedarwoodschool.com

 **Brian Cordes, Principal – ext. 122**
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 **Lanie McKnight, Assistant Principal**
lmcknight@cedarwoodschool.com

 **Kim Ellis, Preschool Director – ext. 128**
kellis@cedarwoodschool.com

 **Becky Chapron, Assistant Preschool Director – ext. 125**
bchapron@cedarwoodschool.com

 **Regina Wurtzel, Accounts Manager – ext. 123**
rwurtzel@cedarwoodschool.com

The Faculty

The faculty of Cedarwood consists of preschool, kindergarten & lower elementary, middle school, and enrichment teachers. Teachers within each division of the school meet weekly for professional development, curriculum planning, and to discuss student progress. Monthly meetings are scheduled after school or on special workdays for further professional development and for administrative work.

IV. SCHOOL PROCEDURES

Daily Routines

The General Schedule

Instructional Time

Kindergarten & 1 st	8:00 a.m. - 3:00 p.m.
2 nd -7 th	8:00 a.m. - 3:15 p.m.

A copy of a child's daily schedule is provided to him/her on the first day of school. Additional copies of the schedule can be obtained by contacting the Main Office and speaking with the school's Administrative Assistant.

Transportation

Parents must make arrangements for the transportation of their children to and from school. Cedarwood School does not provide transportation.

MORNING ARRIVALS

Arrival time for Kindergarten - 7th grade

students is from 7:45 a.m. until 7:55 a.m. There will be a bell that rings at 7:55 for teachers and students to enter the classrooms. There will be another bell at 8:00 a.m. which will be a "tardy" bell. Students are expected to be in the classroom ready for announcements to begin at 8:00 a.m. Please have your child arrive at school at the appropriate time to insure he/she can benefit from our total program. K-7th students arriving before 7:45 a.m. must report to the Extended Learning program located in the Learning Center. A parent must accompany the student in order to complete the sign-in process.

Students arriving at school between 7:30-7:45 a.m.

must be signed into the Extended Learning Program. A parent must escort him/her to the Library to sign in their child. Students are not allowed to be on campus unless they are under the supervision of Cedarwood staff. Prior to 7:45 a.m., supervision is with the Extended Learning Program. At 7:45 a.m., duty teachers are on campus to supervise students.

Any student arriving at or after 8:00 a.m.

for grades Kindergarten - 7th should report directly to the office and will be issued a tardy pass to be presented to the teacher upon the student's arrival within the classroom. The 8:00 a.m. bell is the beginning of school so students should be in the classroom at 8:00 a.m. If they are just being dropped off at 8:00 a.m., they will be tardy getting to their classroom and ready for announcements to begin.

Tardies to school and to class are handled through the school's disciplinary system using the following rules:

-  If a student is **late due to a doctor's appointment**, only a doctor's (or dental) note

from your doctor's office will excuse the tardy (the school's attendance software will document the reason for the tardiness). The student's tardy notice will be marked as excused; though considered excused, the tardy will be reported on interim and progress reports but is omitted from the disciplinary system, until such point that the student accumulates a repeated number of such tardies (more than eight (8) in one semester). The student will be required to present the tardy notice to his or her teacher in order to be admitted into class.

- Each tardy will be documented by the office staff. If a student has repeated tardiness that is **unexcused** (no written doctor's note), the procedures outlined below will be followed:
 - Upon the accumulation of...
 - **4 tardies** (per semester), a student will receive an absence and a parent will be notified of the 4 tardies/absence.
 - **8 tardies** (per semester), a student will receive 2 absences and a formal letter of notification of further action will be sent to the parent from the administration.
 - Students with 3 or more tardies will **not** be considered for perfect attendance awards.

The staff at Cedarwood School recognizes the importance of adherence to the arrival times for students in the overall picture of school performance.

The time before the bell rings in the morning is an important time of organization and socialization to students. Entering the classroom with the rest of the class and receiving directions for the morning activities are vital to successful school performance. Students arriving late to school impact the rest of the class by distracting other students as they organize their materials and diverting the teacher's attention. Chronic tardiness is considered a disciplinary issue and will be addressed.

Students are expected to be on time to school and to each of their classes.

With parental cooperation, it is our hope that no child will have to receive a consequence for arriving late to school. It is our goal to have all students not miss any instructional time and to have as few distractions as possible in order to create an optimal learning environment from the very beginning of the school day.

• **Attendance Policy**

It is extremely important that children attend school regularly.

- In the elementary grades (K-7th) the maximum number of days a student may be absent is **10 days** per year. Please note that accumulated tardies (as documented with the tardy section of this handbook) are included within the ten absence formula. Beyond that, state law dictates that promotion is at the discretion of the school administration.
- If a child is absent for three consecutive days, a doctor's note is required for re-admission to school.
- Students in grades K-7th who miss more than three (3) hours of instructional time during the school day will be considered absent from school.

- The days absent for elementary school students shall include excused absences, unexcused absences, and suspensions. A total number of absences, which includes excused and unexcused absences and suspensions, are reported on progress reports.
- Students participating in school-approved activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.
- Students with absences will not be considered for perfect attendance awards.
 - (See Homework Policy section for policies on make-up work.)

Extended Learning Program

Morning - 7:30 a.m.-8:00 a.m.

Students are to report to the Literacy Center and a parent must sign the student in. A separate fee will be assessed. The teacher on duty will keep a daily log of students present and fees will be assessed accordingly.

Afternoon - 3:00 p.m.-6:00 p.m.

Students are to report to the gym / courtyard and sign-in with the director. The Extended Learning Program offers hourly rates in the elementary and preschool. Registration information for this program is mailed to families in July. For questions regarding the Extended Learning Program, please contact the school office.

AFTERNOON DISMISSAL

AUTHORIZED PERSONS

Please send a note with your children if you wish for them to leave school with anyone other than those authorized on your child's emergency card. This is very important because without proper authorization, children will not be allowed to leave school with other people. If they belong to certain organizations, or after school activities, one note will suffice for the entire year or until his/her schedule changes. Please communicate your child's pick-up procedure to the school office.

At the appropriate dismissal time (see below), all students will be sent to their designated area. Students will be dismissed only from designated carpool areas; please do not request that your child wait for you in the front office. Parents are required to pick up their children at their designated time in their designated carpool pick-up area.

<u>Preschool 4's & 5's</u>	3:00-3:15 – AREA A
<u>Kdg and 1st graders dismissal</u>	3:00-3:15 - AREA B
<u>2nd and 3rd graders dismissal</u>	3:15-3:30 - AREA B
<u>4th-7th graders dismissal</u>	3:15-3:30 - AREA A
(Please do not pull into the carpool line before 3:15)	

Please keep the entrance to driveway open! Keep the area between the white curbing open at all times. Please wait on Heavens Drive until you are able to pull in past the white curbing at the entrance to carpool. (If you pull in and wait in this area, it will hold up carpool.)

For **security purposes**, parents will not be allowed past the double doors in the office during dismissal without a visitor's sticker. Parents will not be allowed to wait outside of the classroom or in the hallways prior to dismissal. Students whose parents are picking up preschoolers from the Preschool building may follow the Alternate Dismissal Location Plan. These students will be dismissed to a designated area in the gym to be signed out by their parents. If a student is checked out prior to 3:00 p.m., they must be signed out in the school office. Additionally, no adults (parents, guardians, or other people authorized to pick up students from school) will be allowed to enter the campus through the carpool area, on foot, to pick up students. All visitors required to enter the school through the front door, and receive a visitor's sticker.. No checkouts of students are allowed between 3:00-3:30, during dismissal, unless it is for a designated school or athletic event.

KINDERGARTEN and 1ST GRADE DISMISSAL

From 3:00 - 3:15 p.m., please follow these guidelines:

- Enter the Elementary School driveway into the main back parking lot. **ALL CARS IN CARPOOL MUST ENTER FROM HWY 22.**
- Please keep to the **left** side of the drive. Turn into the **second** curve.
- Display your carpool card in your windshield so that it is visible to the teachers on duty.
- Students will be dismissed from behind the gate of **AREA B**. The teachers will check your child off of the carpool list and then escort him or her and any other riders to the car.
- If you need to park, please park in the left lane of the front driveway or in the parking lot. Do not enter through the carpool gates.
- If you arrive after 3:15 p.m., your child will be checked into the Extended Learning program. You must park your car in the left lane of the front circular driveway and enter through the front office to sign your child out of the Extended Learning program.
- Do not pick up your child on foot from the carpool area. Parents are not allowed in the carpool area between 3:00pm – 3:30pm.

ELEMENTARY DISMISSAL (2nd & 3rd GRADE)

From 3:15-3:30 p.m., please follow these guidelines:

- Students will be dismissed from AREA B.
- Enter the driveway (farthest from the main building) off of Heavens Drive. **ALL CARS MUST ENTER FROM HWY 22. Please do not arrive or enter the driveway prior to 3:15 p.m. because the KDG and 1st grade carpool is in progress.**
- Stay **left** and turn into the second curve. Display your carpool card on the passenger side of the car windshield.
- All grade levels of students who have a sibling in 2nd or 3rd grade will all be picked up in AREA B.
- A teacher will check the students off of the carpool list and assist them to the vehicle.
- If you need to park, please park in the left lane of the front driveway or in the parking lot. Do not enter through the carpool gates.
- If you arrive after 3:30p.m., your child will be enrolled in the Extended Learning program. You must park your car in the left lane of the front circular driveway and enter through the front office to sign your child out of the Extended Learning Program. (See Extended Learning Program procedures for additional information.)

- Do not pick up your child on foot from the carpool area. No parents will be allowed in the carpool area between 3:00p.m. – 3:30p.m. No checkouts are allowed after 3:00p.m., during their designated carpool dismissal times, unless the student is leaving for a school sponsored extracurricular event.

MIDDLE SCHOOL DISMISSAL (4th, 5th, 6th, & 7th GRADE)

From 3:15-3:30 p.m., please follow these guidelines:

- 4th - 7th grade students will be dismissed from AREA A. **Please do not arrive or enter the drive prior to 3:15p.m. because the KDG and 1st grade carpool is in progress.**
- Please keep to the **right**. Turn into the **first** curve. Display your carpool card in your windshield so that it is visible to the persons on duty.
- A teacher will check the students off of the carpool list and assist them to the vehicle.
- If you need to park, please park in the front circular driveway of the elementary school. (Park on the left hand side of the drive.)
- If you arrive after 3:30 p.m., your child will be enrolled in the Extended Learning program. You must park your car in the left lane of the front circular driveway and enter through the front office to sign your child out of the Extended Learning program. (See Extended Learning procedures for additional information.)
- Do not pick up your child on foot from the carpool area. No parents will be allowed in the carpool area between 3:00p.m. – 3:30p.m. No checkouts are allowed after 3:00p.m., during their designated carpool dismissal times, unless the student is leaving for a school sponsored extracurricular event.

PARENTAL-REQUESTED EARLY DISMISSAL

We require written permission from a parent or guardian when someone other than a parent picks up a child for Kindergarten through 7th grade. Parents may list adults who have permission to sign their child out on the emergency card that is kept on file in the office. All adults will be asked to show a photo ID.

Parents must notify the school office in writing or by **telephone** if a student needs to check out prior to 3:00 p.m. No checkouts are allowed after 3:00p.m., during their designated carpool dismissal times, unless the student is leaving for a school sponsored extracurricular event. On the rare occasion of an afterschool doctor's appointment, the student must be checked out prior to the start of carpool.

DISMISSAL FOR ATHLETIC EVENTS

When a student athlete is absent or checks out of school due to a disciplinary action by administration, illness or any other health related circumstance, that student will not be allowed to participate in practice or play in a game on that day.

ALTERNATE DISMISSAL

K-7th students whose parents are also picking up a sibling from the preschool building may enter the campus area through the elementary or preschool front entrance by notifying the school **in writing** that they will be using this plan. Students who ride a bike or walk to school will be dismissed from the Alternate Dismissal Location.

Please follow these Alternate Dismissal guidelines:

- At 3:00p.m. parents picking up in Alternate Dismissal may park in the front circular drive or designated area at the front of the school or in the parking lot.
- Please do not park on the lawns of private residences on Heavens Drive as this will block a necessary lane of the street. You may park in any of the gravel areas in front of the school; please avoid parking your vehicle on the drainage covers or grassy areas.
- Parents must enter the building through the office entrance no earlier than 3:00, receive a visitor's sticker, then walk to the Alternate Dismissal Location in the gym and sign the child out with the duty teacher. This is the only location where a teacher will release a K-7th student to a parent at dismissal.

To ensure the safety and supervision of all students at all times on the Cedarwood campus...

- Students who have been signed out will not be permitted to play and move about the campus unsupervised.
- Students who are still on campus after 3:30 p.m. will be required to enter the Extended Learning Program for appropriate supervision.
- Parents must sign students out with the Extended Learning Program duty teacher.
- Parents may not sign their students out until the student reports to the Extended Learning Program duty teacher.

 **EXTENDED LEARNING**

Cedarwood also offers its students many after-school and during school club opportunities. Students can participate in volleyball, flag football, cross country, cheerleading, baseball, soccer, basketball, golf, track, drama club, art club, robotics team, and student council.

 **CLOSING TIME**

Cedarwood closes at 6:00 p.m. Parents are requested to be on time when picking up their children. There is a late fee of \$2.00 per minute after closing time. The supervisor on duty will require that you sign a late slip. The charges will be transferred to your student's account and will be payable through the Authorization for Direct Payment.

 **Carline – Student Dropoff and Pickup**

Parents of elementary students (K-7th) are strongly urged to use the carline for dropping children off in the morning. The carline is the safest way for arrival each morning as there are always two teachers on duty to receive the students. The carline also helps with the flow of traffic and will be more time efficient than going through the office. Any student who is tardy must enter through the office and be signed in by a parent/guardian. The student will be issued a tardy slip for entry to class.

When using carline1, please drop off in the back of the Elementary School at **AREA A**. Teachers will be on duty from **7:45-8:00 am**.

If you will be entering the building and walking your child in yourself, please park in the parking lot or the left lane only of the front driveway (entering from Cedarwood Drive). Parking in the driveway will be limited to five minutes. If a longer stay is expected, please park in the parking lot. The same procedure will apply to the afternoons.

Extremely Important Reminder:

Students are not to be dropped off at any time from cars at the front of the school. Dropping off students in the supervised carpool area is the required procedure. No student may enter the front of the school building without being accompanied by his/her parent.

School Calendar

A school calendar will be provided at the beginning of each school year and is available on the school web site located at www.cedarwoodschool.com.

OnCourse Online Grading and Attendance Portal

Students and parents are issued login credentials for the school's OnCourse Grading and Attendance portal. By accessing www.oncourseconnect.com and entering the provided login and password credentials, students and parents can access a student's attendance record, school calendar, and the student's class web page (one per teacher). For students in 4th -7th Grade, the OnCourse Grading and Attendance portal allows for the students and parents to access daily updates via a continually updated progress report for each of the child's core classes (i.e. English-Language Arts, Math, Science, and Social Studies). Please note that grades for students in Kindergarten – 3rd Grade are only available at the midpoint and end of each academic quarter. Therefore, the OnCourse Grade Portal is *not* active for these grade levels.

Login credentials are provided to each family during the first week that the child is enrolled in school. If you are in need of assistance accessing your OnCourse account, please contact Mr. Cordes bcordes@cedarwoodschool.com to request a login and password.

Automated Phone Messaging

Unplanned school closures due to weather conditions will be announced via the school's automated phone messaging system. Please contact the school office whenever there is a change to your contact information or your child's emergency card information. This will ensure the safety of your child in an emergency as well as keep you informed through the school's automated messaging system. This service is provided as a benefit to all families, however, it is the responsibility of the parent(s) to ensure that the information the school has on file is updated and accurate at all times.

School Security Plan

Cedarwood School remains committed to a safe environment for all students and teachers. No threats or acts of violence by students or their parents will be tolerated on the Cedarwood School campus. Any threat of violence will be reported to the director or principal. All threats of violence will be taken seriously and are considered to be a Level 5 or Level 6 offense (see Code of Student Conduct). The recommendation to the administration for expulsion from Cedarwood due to the threat of a violent act (Level 6) will be at the discretion of the director or principal. Parents of the student will be notified as well as the St. Tammany Police, if deemed appropriate by the director/principal.

Cedarwood School has taken steps to advance the school's security.

- Surveillance cameras on the school's campus allow us to view the perimeter of our fields and playgrounds during and after hours. The cameras provide recorded video of any events that may occur on our campus.

- As parents and visitors enter the school, they are asked to sign in and wear a visitor's badge. All visitors are required to wear the visitor's badge at all times while on campus. Faculty and staff will know, by seeing the badge, that each visitor has checked in through the office. Any visitors who are not parents or guardians of enrolled students must present their driver's license or identification upon entering any part of the campus year round.

- **During a tornado warning or school safety procedure (i.e. Fire Drill, Unauthorized Person on Campus, Severe Weather Drill, etc.),** the school is not able to receive students (we will be in a "lock-down mode" for the protection of persons who may already be on the campus). Please remain at home in the event of a tornado until the threat has passed, and check to make sure that the school is safe for arrival. If you are already in route to the school, seek shelter in a secure structure immediately – do not continue to drive to the school – and remain in a secure location until the threat has passed. (See an administrator for more information on the school's emergency plan.)

LUNCHES

- **Purchase or Bring Your Own**

Students have the option either to purchase a nutritious school lunch with milk, chocolate milk, or bottled water, through the LunchTime Program or students may bring their lunch from home. Students requiring special dietary restrictions should bring their lunch to school as the school lunch program is not able to individualize for specific students' needs. Details about the lunch program is mailed to families in July and is available online at www.cedarwoodschool.com/parents/lunch/.

For students bringing lunch, nutritious, non-perishable lunches are required. **NO CANDY, SOFT DRINKS, OR FAST FOOD LUNCHES ARE ALLOWED.** Parents are encouraged to use thermos type containers for warm foods. Microwaves are not available to students. Students who bring lunch may also pre-purchase milk, chocolate milk, or

bottled water through the school, using the school's Authorization for Direct Payment Form.

Students who choose to bring their lunch must have their lunches with them upon their arrival to school. If a student does not have lunch upon arrival to school, they will be allowed to purchase an emergency school lunch and will be billed at the daily lunch rate through the school's ACH system (Authorization for Direct Payment). **No outside lunch deliveries will be allowed.**

▪ **Snacks- Snack Break**

Students in grades Kdg-7th are allowed to bring nutritious snacks from home to eat during their mid-morning recess. We recommend the following: pretzels, cheese and crackers, fruit, raisins, crackers, granola bars or raw vegetables. A snack bar is also available and features healthy snacks and juice for purchase. Chips, ice cream cups, yogurts and other assorted snacks are also offered. Students may also purchase water, or power-aide from the drink machine. The school will provide juice during morning snack break for Kindergarten students only.

Chewing gum is never allowed to be consumed on campus. Please ensure that your child does not bring chewing gum to school as a snack, part of his/her lunch, present for his/her classmates, or for an extra-curricular activity.

ACADEMIC SAFETY TOPICS

▪ **Visitation Policy**

Parents are always welcome in our school; however, for the safety and security of the students and faculty, a few guidelines must be observed:

- The school requires all parents and visitors to enter the campus via the front office and to obtain a visitor's badge.
- In order to maintain academic integrity, visitations to the classroom before, during, and after school are discouraged unless the parent has obtained prior approval from the classroom teacher and/or administration.
- Elementary parents (1st -7th) who wish to visit for lunch will have a specially **designated visitor area or table** where they may eat lunch with their child(ren). No other students will be allowed to sit at the visitor's table unless their parent(s) is also having lunch with them. Parents are expected to stay at the visitor's table during the lunch period, and leave after the lunch period is over. (For students whose recess period is prior to lunch, parents must arrive after recess, when the lunch period begins.)

Parents of Kindergarten students are asked to make arrangements at least one day in advance with the Kindergarten teacher to come and have lunch with their child.

- If a formal conference is needed with a teacher, an appointment is necessary to prevent the teacher from leaving his or her regular duties and the supervision of the children.

- **Specialized Consultants**

Specialized consultants that serve children in our school must sign in at the office; have a criminal background check on file with the director/principal, and current licensure for the specialized area in which they serve children. Cedarwood will work with families, specialized consultants, and the St. Tammany School Board Child Search Coordinator to support staff's efforts in meeting the needs of our students.

- **Volunteers**

Volunteers are required to enter the campus via the front office, sign in and obtain a Visitor Badge to be worn at all times while on campus.

- **Supervision of Younger Siblings on Campus**

At dismissal time and during special events, younger siblings are welcome on campus under the constant supervision of their parents. Children must remain in your view, especially in the gym and playground areas, since most of the playground equipment on the elementary school playground is not appropriate for children younger than four.

If a Physical Education class is in progress, visiting children must be kept in an area that doesn't interfere with the P.E. class in progress.

- **Field Trips**

Field trips are privileges afforded to students. Students can be denied participation if they fail to meet behavioral requirements. All field trips are approved by administration. The teacher will send home a permission slip that includes the event, the date, the time of departure and return, what to wear and what to bring. The permission slips will be sent home at least one week before a planned excursion. All students must turn in a signed fieldtrip permission slip in order to leave the premises on the day of the fieldtrip. Teachers may only accept the school's permission form. No alternate form from home will be accepted. Cell phones are not allowed to be brought on field trips by students. Teachers and chaperones will have cell phones to contact a parent should there ever be a need for any reason.

Beginning in the Fall of 2018, teachers will strive to ensure that each grade level attends three (3) field trips throughout the course of the academic year.

Parent Participation

Parents are encouraged to participate and are often invited to be drivers and chaperones. Teachers will arrange for the appropriate number of parent drivers/chaperones needed; all parents who drive/chaperone must complete and sign a Field Trip Compliance Agreement prior to the day of departure (see guidelines below). A seatbelt per child is required. Although insurance coverage is provided by the school, all drivers are required to present a **copy of their driver's license, proof of insurance policy, and a signed compliance form** to the school office prior to departing on the field trip.

Safety Discretion

The school reserves the right to prohibit a parent/adult from driving students to and from a field trip if he/she is under the influence of alcohol, drugs, or medications which may impair the ability to drive safely, or who has any physical impairment which may impair the ability to drive safely. Parents must verify that they are free from such influences/impairments prior to departure.

The following safety procedures are to be followed:

- **Siblings are not allowed to attend** school field trips.
- **Drivers may not make any other stops with students in their cars other than the designated destination.**
- **Chaperones should not separate from the group and they should refrain from purchasing extra treats for their groups or individual students.** *Parents violating these requests will not be asked to attend future field trips.*
- **Parents do not have the ability to select which students he/she wishes to supervise.** *Parent chaperones will be assigned specific students and these students must be supervised by the chaperone at all times.*
- **Parents should load students at the rear entrance of the school within either the designated Carpool A or Carpool B drop-off zones.** This helps maintain the safety of the children. If a parent is not driving on the field trip, they must park in the school parking lot and not in the front circular drive.

- **Swimming during Physical Education Classes**

Students in Kindergarten - 7th grade will have swimming as part of the Physical Education program during the fall and late spring. Every student must have an executed Swim Waiver Form on file to participate in any activity in the school's swimming pool.

- **Toys and Personal Belongings**
 - **No toys are to be brought from home** unless requested by the teacher. *(This includes toy guns, war toys, fad toys and other toys that promote aggressive play.)* Parents should assure their children that his or her toys are for home use, and that he or she has special toys and activities provided at school.

- **Cell phones or any electronic games are discouraged** from being brought to school by students. If a student is observed using any of these items on campus, the item will be confiscated and returned directly to a student's parent.

▪ **Rolling Backpack Policy**

Rolling backpacks will be allowed in middle school, grades 4th -7th, under the following conditions:

- May be used to transport books between first-floor classrooms. Students may not drag their rolling backpacks up and down stairs.
- For students with lockers on the second floor, the student must carry his/her backpack while going up or down the outdoor staircases. Any student observed dragging his/her backpack up or down an outdoor staircase will no longer be allowed the privilege of using the rolling backpack and will be required to purchase a new backpack that is not equipped with the rolling feature. Administration retains the right not to allow a student to continue the use his/her rolling backpack if the administration believes that the student, after a previous warning, is using the backpack in a manner deemed to be detrimental to the student and/or his classmates or the physical campus.

▪ **Middle School Lockers**

Students in grades 4th -7th have a locker at school. All middle school students are issued a lock for their locker. No other lock may be used on the school lockers. A fee is charged for missing or damaged locks. Students are not to share their locker combination with any other students. Lockers must be kept locked during the school day, as well as after school hours, to ensure the protection of the contents.

Younger children in K-3rd have cubbies and/or desks in their rooms in which to store their belongings.

▪ **Lost and Found**

The Lost and Found Box is located in the breezeway area of the elementary building, near the courtyard. Please check it regularly for lost items. Students should refrain from searching another student's locker and/or personal belongings for their own lost item. All items not claimed at the end of each semester will be donated to a charity.

▪ **Pet Policy**

Classroom pets or visiting animals must be in good health.

Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

Teaching staff must supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Program staff must make sure that any child who is allergic to a type of animal is not exposed to that animal.

The school's administration reserves the right to deny visitation of any pet.

KINDNESS AND UNITY TOPICS

▪ Birthday and Party Invitations

Parents are asked to follow these guidelines:

- **Do not send any type of birthday party or other party invitation to school for distribution.**
 - This pertains to any party that will take place at your home or any other designated location.) Such occasions are considered personal and should not be affiliated with the school.
 - If you would like to send invitations from home, we can assist you by providing addresses for class members (which are available in the directory, in the office, or through the classroom teacher).
 - Students may celebrate their birthday at school, with the permission of the child's teacher, by bringing a special birthday snack. Due to severe food allergies, **48 hours advance notice** is required to be given to the teacher prior to sending any type of snack to school. It is strongly recommended that a parent also contact the Administrative Assistant to inform him/her that a birthday treat will be delivered to school. The birthday snack (i.e. cookies or cupcakes) will be served during the afternoon snack time for preschoolers or during lunch or morning recess for elementary students. Any snacks may be taken to the kitchen for proper storage.
 - Party favors/hats or entertainment are not permitted.
 - Balloons or flowers should not be delivered to the school. If they do arrive, it will be given to the student after dismissal.

▪ Class Parties and Special Events

Cedarwood's school community is comprised of a diverse group of individuals from a variety of cultures, religions, and nationalities. In respect to this cultural diversity,

Cedarwood's administration encourages its faculty, when appropriate, to integrate customs and traditions of the students represented in the classes. Celebrating differences in our culture benefits children's long-term foundation in terms of global awareness and appreciation.

Classroom parties and special events are for the purpose of fostering social development, positive interactions, and an awareness of culture.

The following Special Events are annual occurrences:

▪ **Lower Elementary Parties (Kindergarten through 3rd Grade):**

Fall Celebration (October) - No costumes, masks, references to witches, devils, goblins, ghosts or haunted houses will be permitted. Pumpkins, jack-o-lanterns, fall nature activities and studies of harvest are encouraged.

Winter Celebration (December) - Christmas customs of the children around the world are encouraged. Customs and traditions of various cultures may be discussed or shared by the children. There will be no exclusions. Students will not exchange gifts. Community service projects are encouraged during this season.

Friendship Day (February) –The ideals of friendship amongst all students will be celebrated through appropriate team-building activities initiated through the school's guidance program.

Spring Celebration (late March or early April) - Although this is a religious holiday for many, our focus will be on customs and traditions of spring.

End of the Year Party (May) - All school endorsed parties will be held on campus. A snack with juice or drink may be served (cupcake or cookies with juice). Parties will last no longer than one hour and will be scheduled at the end of the day. All parties are to be scheduled by the teacher, planned by the teacher, and assisted by the classroom parents. Scheduled parties are to be approved by the school Principal.

▪ **Middle School Socials (4th-7th Grades):**

Winter Celebration (December) - Christmas customs of the children around the world are encouraged. Customs and traditions of various cultures may be discussed or shared by the children. There will be no exclusions. Students will not exchange gifts. Community service projects are encouraged during this season. Middle School students will hold a Middle School Social within the Main Courtyard on the last day of class in December.

Friendship Day (February) –The ideals of friendship amongst all students will be celebrated through appropriate team-building activities.

The Student Council will host several on or off-campus social events throughout the year for middle school students. These events will take place

after school hours:

Fall Social – (date t.b.a. -check school calendar) – grades 3rd -7th

Spring Social – (date t.b.a. – check school calendar) – grades 3rd -7th

Other social events may occur with permission from the school Principal and under the direction of the NEHS (National Elementary Honor Society) or Student Council faculty sponsor.

V. ACADEMIC POLICIES

▪ ACADEMIC GRADING

Students in Kindergarten and in 1st grade are not given numeric average. Their progress is assessed using a performance scale for the various benchmarks covered in those grades.

Teachers are required to utilize the following grading scale for grades 2-7:

Academic Areas (2nd-7th): **Non-Graded Areas (K/1st):**

A - 100-94

1 - Outstanding

B - 93-86

2 – Progressing as expected (Satisfactory)

C - 85-78

3 – Limited progress (Needs Improvement)

D - 77-70

U - 69-0

Students will normally have at least five major grades in each subject taught in the quarter's curriculum. Special reports/projects, assessed through scales, rubrics, checklists or tests will be used as major grades.

Grade Formulas for Student Averages

When averaging grades, teachers will average daily grades separately from tests/special project grades.

- In 2nd grade, course averages are determined by counting daily grades and formal test/project grades at an equal 50% weight.
- In 3rd grade, the course average will be determined by weighing the daily grade at 30% and the tests/project grades at 70%.
- For Middle School (4th – 7th grade) a total point system is used to calculate the student's course average. If a student receives 80% of the total points offered during the course's grading period, the student will receive the score of 80% on his/her report card.

Types of Assessments

Grades will be taken on a variety of work. The following are examples of methods used for assessments other than tests:

- | | |
|------------------------|--|
| a. journals | f. student interviews |
| b. oral questions | g. direct observations |
| c. portfolio sample | h. student notebooks |
| d. investigations | i. collaborative work |
| e. class presentations | j. matrixes, rubrics, scales, checklists |

Elective and Enrichment Classes (middle school):

Teachers will use the following grading codes when grading students' participation, progress and conduct in elective subjects:

E - Excellent **S** - Satisfactory **N** - Needs Improvement

Academic Progress Reports

Elementary students will receive progress reports:

- A progress report at the end of each of four nine-week grading periods
- An interim report in the middle of each nine week period.

Parents may schedule a conference with the homeroom teacher or specific subject-area teachers at any time concerning grades. A mandatory parent-teacher conference day is scheduled at the completion of the first nine weeks and at the mid-point of the year in January. Conferences at the end of the 3rd nine weeks are held at the discretion of the teacher or at the request of the parent. Refer to the school calendar for interim and progress reporting dates, and for the mandatory parent-teacher conference date.

Homework Policy

Students in grades 1st -7th are assigned weekly homework. We feel strongly that homework provides students with the necessary review and practice work that they need to master educational goals, as well as helping to develop effective study habits and time management skills. Students will be held accountable for its completion. Students in grades 4th -7th who do not turn in homework assignments can and may be scheduled to complete those assignments in "Assignment Hall" during lunch recess.

GOALS:

- to foster a sense of responsibility in recording, completing and returning assignments to school
- to provide practice and/or reinforcement in the various subject areas
- to provide enrichment activities designed to motivate students to reinforce study skills

General Guidelines for Parents Concerning Homework

- When your child gets home, encourage your child to review their planner or homework sheet and discuss with them what was done in class and what the assignments are. Middle school teachers also post assignments on their OnCourse page which can be accessed through the school website, however, the students' planner should be the main source of accurate information regarding homework.
- Refer to the Cedarwood OnCourse website for the middle school project and test calendar.
- Have your child take out all necessary materials.
- Answer any initial questions your child might have. Help your child learn how to access the information (i.e. reading the directions, looking at his/her planner, accessing the web page) needed to complete the task(s).
- Let them know ahead of time that they are responsible for completed work. (Homework should not present a new concept; therefore encourage students to be independent.)
- Please do not correct their assignments. Homework is a diagnostic tool (teachers need to see children's mistakes in order to plan individualized remediation, reinforcement, or enrichment activities). Feel free to attach a note to the teacher if questions arise.
- If a student does not complete homework assignments within the specified time for his or her grade level because he/she is not attending to the task, let him/her bring incomplete work to school. Allow the teacher to deal with this. The student will be more motivated the next time to complete work at home.
- If a student is ill, having a very "off" night or there are extenuating family circumstances, a parent should notify the teacher in writing. Keep in mind that this practice should rarely occur.
- Since homework is designed for practice/reinforcement/enrichment, students can reasonably be expected to complete work independently. If a student consistently has difficulty after the first couple of weeks of adjustment, then please contact the teacher.

Parent's Night – Back to School Night

The Cedarwood School faculty will host a Parents' Night (Back to School Night) during the month of August. Parents are encouraged to use this time to meet their child's teachers, see their child's classroom, and get a preview of the school year; however, this is not a time for individual parent-teacher conferences. Parents will be taken through a typical day at school, viewing the curriculum and seeing the materials that are used throughout each day. Although your child's classroom teacher will not be able to meet with each parent individually, he or she will be on hand to answer any questions pertaining to our program. There will also be a presentation by the enrichment teachers (Music, Art, Spanish, PE, Library, and Computer).

Beginning and End-of-Year Transitioning Procedures

Classroom visits at the beginning of the school year will be offered for parents and students to meet their teacher and observe their classroom environment prior to the beginning of school. Teachers

will monitor each child's transition into the classroom setting and contact parents with any concerns. Parents are also encouraged to contact their child's teacher to arrange a conference to discuss special situations, issues, or areas of concern.

- Teachers will document each student's progress throughout the school year and send a report to the child's parents at regular intervals.
- At a designated time, required parent-teacher conferences are scheduled to review student progress and the child's placement for the following year.
- Toward the end of the year, teachers will consult with each other on the transition of students from one school year to the following school year through faculty meetings, level meetings, and reviewing child files.
- Grade level placement will be indicated on the end-of-year progress report.

Parents are required to attend the K-7th Orientation held the day before the first day of school. Parents are encouraged to attend Parents Night (Open House) and transition to Kindergarten meetings that are offered throughout the school year to give them additional information on upcoming transitions. New applicants are provided with a tour of the school and classrooms as part of the application process.

VI. COMMUNICATION WITH MAIN OFFICE & HEALTH

Messages

A child should know of any changes in his routine prior to coming to school in the morning; therefore, only messages of any emergency nature shall be given to a child during the day. Students will not be called out of class for telephone calls.

Communicating with Teacher or Administrators

If a parent wishes to contact a teacher for an appointment, the parent is asked to call the school office (845-7111) during school hours or send an email to the teacher to request a meeting time. All Cedarwood faculty and staff have email addresses (which consists of their first initial and last name, followed by cedarwoodschool.com.) School Administrators, the Athletic Director and the Accounts Manager have telephone voicemail boxes. You may access the phone system at any time to leave a message after hours.

After consulting with the teacher, any unresolved concerns should be brought to the attention of the principal/director.

Parents who have specific concerns about a social/emotional issue or situation involving their child should contact the administration to seek advice and information. The administrator, in conjunction with the teacher(s), and parent(s), will coordinate the appropriate response to the situation.

Parents or teachers who feel that a student needs individual guidance services may contact the school's administration for additional resources that are available in the community. Referrals for such services can be made in person or via email, voicemail or a written note to the school's principal.

Emergency Information

Each child must have an annually current EMERGENCY CARD on file in the office by the time their child is dropped off on the first day of school.

In the event of illness or injury during school hours, an emergency care procedure will be followed:

- 🏠 A staff member will attempt to contact one or both parents.
- 🏠 If the parents cannot be reached, the three emergency telephone numbers or the child's physician will be called.
- 🏠 If none of the emergency numbers can be reached, medical treatment will be obtained at the nearest medical facility.
- 🏠 All expenses incurred are the responsibility of the parents through the filing of their primary insurance.
- 🏠 The school's insurance may cover some of the costs incurred as a secondary source.
- 🏠 An Incident Report will be completed by the supervising faculty or staff person.

Health Issues

Accidents

Any time a child is sent to the office for any altercation resulting in injury, parents of all parties are contacted and informed.

Illness

Children, who show signs of illness, will not be permitted to stay at school if it seems unwise for the child himself, or for other children. If a child becomes ill during the day, he will be isolated from the other children, and the parent will be notified to pick up the child. Be sure the office has the name of someone to contact in the event a parent is not available.

Keep your child home if he/she:

- 🏠 has had a fever within 24 hours of school
- 🏠 has a cloudy nasal discharge
- 🏠 has a sore throat or constant cough
- 🏠 has a fresh cold
- 🏠 has an unexplained rash
- 🏠 has an upset stomach, diarrhea or vomiting
- 🏠 has an infectious condition: i.e. pink eye, impetigo
- 🏠 has head lice

If a child is well enough to come to school, he is considered well enough to go outdoors if the weather permits, and to participate in all school activities.

If the child has special health problems, allergies or other recurring health problems, be sure these are noted on the annual medical form.

A doctor's certificate is required for re-admission to school after a communicable disease, and other times at the discretion of the Principal/Director.

We understand children's illnesses are difficult for working parents. However, we must be firm with our policy regarding illnesses at school.

Lice Policy

If a child is found to have signs of live infestation, eggs, or nits a parent will be notified immediately to pick up the child.

The following guidelines must be adhered to:

- The child will be allowed to return to school only after he or she has been treated for head lice and has been checked by a school administrator to be completely free of head lice, nits, and/or eggs.
- Prior to the student entering class again, the student must receive office clearance.
- The school reserves the right to check children's hair for signs of live infestation and/or nits and/or eggs.

Medication

No over the counter or prescription drugs of any type, including aspirin or Tylenol will be given by the school personnel unless prescribed by the child's physician and authorized in writing by the parent. The medication must be in the prescription container with the instructions of the physician clearly marked. No over-the-counter drugs will be administered at school without a prescription..

Students are not permitted to bring any over-the-counter or prescription drugs with them to school. (This includes cough drops or any other non-prescribed medications or skin treatments). Students are not permitted to bring aerosol sprays to school (including spray-on sunscreen).

If your child is on prescribed medication and must have a dose administered during the day, please follow this procedure:

Kindergarten through 7th:

Any medication brought onto the campus must be signed in with the administrative assistant and kept in the elementary office locked medicine closet. Students must report to the office for their medication.

Food Allergies

Cedarwood School requires parents of children with food allergies to adhere to the following guidelines: (Teachers and administrators are aware of their responsibilities as outlined in this policy)

- Parent will notify school of child's allergies. Administration will notify faculty of student(s) with food allergies.
- Parent/Administration will educate faculty of signs/symptoms of food allergy reaction and review response plan, provide faculty with written instructions on what to do.
- Administration/Teachers will notify parents of other children in the classroom of the presence of a student(s) with food allergies.

- 🐜 Teacher(s) will monitor use of food-related materials in lessons and substitute safe alternatives whenever applicable.
- 🐜 No food items should be offered to students with allergies unless the item was given to the teacher directly by the parent.
- 🐜 Teacher(s) will take appropriate steps to keep any allergens away from students with food allergies (i.e. removing items from area, allowing other students with allergies to eat in a different location, allowing students with allergies to eat in a different location, etc.), classroom areas that may become exposed to allergens need to be cleaned properly.
- 🐜 All students in a classroom with allergies must wash their hands after eating and any time they come into contact with any allergens.
- 🐜 Teacher(s) will communicate with the student's parent concerning any food-related activities in the classroom, parent to provide alternate item(s).
- 🐜 Student should have a buddy accompany him/her to office whenever feeling ill and student buddies should be instructed what to do.
- 🐜 Office staff needs to know how to administer an EpiPen and know the location of medical supplies for the student(s).
- 🐜 In the event of an evacuation from campus, an emergency kit should accompany student to destination, emergency personnel should be notified of student(s) with allergies.
- 🐜 For field trips off campus, an emergency kit should accompany student to destination with instructions on response measures to take.
- 🐜 Efforts will be made to keep areas of classroom, including pertinent areas of the campus, free from contamination of allergens.

VII. ADMISSION POLICY

Cedarwood School admits students of any race, sex, religious affiliation, national or ethnic origin, who meet the academic entrance requirements, to all the rights, privileges, programs and activities generally accorded or made available to students at the school.



How to Apply

- **CAMPUS TOUR:** Families interested in enrolling a student to Cedarwood School are required to visit prior to applying for admission. A campus tour with the Admissions Director can be scheduled by calling the school office.
- **ENTRANCE APPLICATION** must be completed and returned to the office as soon as possible. At the time of application a visit with the applicant may be scheduled.
- **ADMISSION FEES:** A non-refundable fee of **\$100.00** must accompany each application.
- **SCHOOL RECORDS:** A transcript release form will be sent to the K-7th grade applicant's previously attended school. School records must include the most recent report card, standardized test scores, results of any other testing or evaluation, immunization records, and birth certificate.
- **STUDENT PROFILE FORM:** A student profile form must be completed by the applicant's former teacher or school administrator.
- **ADMISSIONS TESTING, GRADES K-7th :** New to Cedarwood Kindergarten - 2nd grade applicants will receive an academic and intellectual screening to determine appropriate placement. An Academic Screening may be administered to 3rd -7th grade applicants and reviewed to determine proficiency in the areas of reading, language arts, and math. A testing fee will be assessed.
- **NOTIFICATION DATE:** The Admissions Committee meets as needed to consider those applicants who have completed the full admissions process.
- **ENROLLMENT CONTRACT AND REGISTRATION FEES:** Students are enrolled only when the Enrollment Contract has been signed by: 1) the financially responsible parties and 2) by the school and 3) the registration fees have been paid.
 - In the event the student is withdrawn from school **prior to June 1st and the school has been appropriately notified in writing prior to that date**, any other pre-paid tuition, or pre-paid fees, excluding the application fee and the tuition deposit, shall be refunded in full. If a student is withdrawn **after June 1st**, and the school has not been appropriately notified in writing by June 1st ; the tuition balance and any outstanding fees shall be payable in full. The non-refundable tuition deposit is required in order to secure placement.
- **REQUIRED FORMS:** The following forms must be filed with the school office.
 - 1. A current immunization record

- 2. Birth certificate
- 3. Emergency authorization card
- 4. A current year Physician's report (PRESCHOOL ONLY)



Criteria for Admission:

Admission to Cedarwood School is based on the availability of space and the student's ability.

- **ELIGIBILITY FOR KINDERGARTEN:** Children must be five years of age by August 31st of that school year. Student transcripts, testing for students applying from outside of Cedarwood School, a developmental history form completed by the parent(s), and a teacher developmental checklist will be reviewed by the Admissions Committee to determine appropriate placement.
- **ELIGIBILITY FOR FIRST GRADE:** Children must be six years of age by August 31st and have successfully completed a full year of Kindergarten. Student transcripts and testing will be reviewed by the Admissions Committee to determine appropriate placement.
- **ELIGIBILITY FOR SECOND-SEVENTH GRADE:** Students must have successfully completed a full year of the prior grade. Student transcripts and testing will be reviewed by the Admissions Committee to determine appropriate placement.

WAITING LIST: When a class reaches maximum enrollment, qualified students with completed admission files will be placed on a waiting list. When a position becomes available, students will be offered a position according to the following priorities:

1. Applicants with siblings currently enrolled
2. Applicants with the higher academic aptitude and achievement
3. Applicants who were previously enrolled at Cedarwood School
4. Applicants whose siblings are alumni of Cedarwood
5. Applicants with the earliest completed admissions file

VIII. LIBRARY AND LAB POLICY

LIBRARY POLICIES

▪ **Censorship Policy**

The librarian will make every reasonable effort to acquire and/or accept only books/publications that are appropriate for our students and which have some educational value. If the Librarian determines that a publication contains inappropriate content, language, or illustrations, she may remove the questionable page(s) or remove the publication from circulation. If the publication contains questionable material but has educational value, she may keep the publication in her office and make it available only to a student or teacher who requests it and has an educational need for it.

▪ **Library Procedures**

The Cedarwood Library is located in the main elementary building in room 6. It houses a collection of materials available for preschool through seventh-grade students and teachers. The collection consists of easy fiction, fiction, non-fiction books, reference materials, audio-visual materials, periodicals and professional materials. The library is fully automated and utilizes a computerized card catalog.

○ **Class Visits to the Library**

Each class (K-5) comes to the library at a scheduled time once a week for 45 minutes. When in the library, students are allowed to check out books. They also learn grade-appropriate library lessons, including searching, location, and selection skills; author and genre study; literature appreciation; research and study skills. The librarian reads books and students often complete a related activity.

○ **Book Checkout Procedures**

Students may check out 1 to 3 books depending on their needs and grade. Books are checked out for one week and may be renewed twice. Students learn proper book care and responsibility. They are encouraged to take good care of the books and return them in a timely manner so that others may check them out. Students should remember to bring their books on their library day to return or renew. There are no fees for overdue books. There is a replacement fee for lost or damaged books. Reminders will be sent home periodically for overdue books.

○ **Library Activities**

A. Accelerated Reader (AR) Program – This program is administered by the librarian. Students read books on their reading list and take computerized comprehension tests to earn points and rewards. The books are labeled and the librarian assists students in selecting books on their lists. Rewards are given in library class approximately every nine weeks.

B. Louisiana Young Readers' Choice Awards (LYRCA) – Third, fourth, and fifth grade students participate in reading and evaluating books which have been nominated to win the LYRCA award. Students cast a vote for their favorite book and play a part in selecting the winning book. The award is given by the Louisiana Library Association.

C. Book Character Day – Students and teachers dress up as their favorite book characters to celebrate reading.

D. Book Fair – The library's main fundraiser is the Parents' Club sponsored Book Fair held once a year. A selection of books, software, and other novelties are available for sale during this week. Special events may be held in connection with the fair, such as Pajama Night. Proceeds go to the library to buy books and other library materials.

E. Birthday Book Club – This is a program which offers parents, grandparents, and others the opportunity to purchase and donate a book to the library in honor of their child's birthday. The book is presented to the child in library class during the month of their birthday. The child is the first person to check out and enjoy the book. It is then returned to the library and placed on the shelf for other students to check out.

F. **"Read It Again" Book Swap and Sale** is held in the Spring. Students donate gently used books for other students to swap or purchase. Leftover books are donated to a charity. *This event is sponsored by the Parents' Club.*

○ **Hours**

The librarian is available to assist students on days when she is scheduled to be on duty in the library. Other than their weekly library class, students may come to the library on those days to check books in/out before and after school or during recess.

○ **Preschool Students**

Preschool students come to the library once a week for story time. They also select books to take back to their classroom each week. Guest readers are encouraged to sign up for a scheduled reading time.

○ **Parent Volunteers**

Parent volunteers are essential and very much appreciated in the library. Parents help the librarian by shelving, repairing, weeding, and cataloging books, and assisting with other library activities especially the Book Fair.

 **INNOVATION LAB POLICIES**

▪ **Policies for Use of Lab**

- No food or drink is allowed in the computer lab.
- Students may only use the computer lab under supervision of the teacher or computer lab teacher.
- Students are expected to follow the computer lab rules that are posted on the bulletin board.
- Students are not allowed to access the Internet unless under the supervision of the computer lab teacher or classroom teacher. **No one is allowed to install software** unless under the supervision of the lab teacher.

▪ **Internet Use Policy**

Internet access is available to students and faculty at Cedarwood School. Our goal in providing this access is to promote excellence in our school by facilitating the integration of technology into the curriculum and providing access to vast and diverse information resources to both students and teachers.

With access to all of this information comes the availability of material that may not be considered of educational value. Cedarwood has taken precautions to restrict access to questionable materials through acquisition of pornography-free software. Moreover, Cedarwood students will be allowed Internet access only with adult supervision. Even with these safeguards, however, no one can insure that a student may not inadvertently discover controversial information. Cedarwood believes that the valuable information and interaction on the Internet outweigh the possibility that the user may view inappropriate material.

Students also have responsibilities for the proper use of Internet resources. To assist them in meeting their responsibilities, Cedarwood has established the following Internet policy. Parents need to understand these policies and what is expected from their children. Both the students and parents need to understand the consequences that may result from a student's failure to honor these policies. Parents are encouraged to contact the school to discuss these policies or other matters relating to Internet access.

▪ INTERNET AGREEMENT

1. The Internet is to be used only for the intended educational purpose. Students have access to the Internet only with teacher supervision. Parents and guests may use the school's computers with permission from school personnel. Honesty, integrity, and respect for the rights of others must be evident at all times.
2. Unacceptable Use - The Internet shall not be used for illegal activity or for financial gain.
3. No user shall degrade or disrupt the equipment or the overall system performance. No user shall use the account of another or post anonymous messages. No user shall access or transmit obscene or pornographic material.
4. Privilege - The use of the Internet is a privilege.
5. Netiquette – The user will follow the generally accepted rules of network etiquette. These include use of appropriate messages, avoidance of abusive messages to others, revealing personal information about students or their families.
6. Security – Any user having a history of problems with other computer systems may be denied access to the Internet.
7. Vandalism – Vandalism will not be tolerated. Students/parents will be held financially responsible for intentional misuse of the equipment and software.
8. Privacy - No user, either student or teacher, should have an expectation of privacy when using the school's computers and other resources. People who operate the system have access to all mail; messages relating to illegal activities may be reported to the authorities. Students, parents, and teachers should not access or read another person's e-mail without the express verbal or written consent of the individual.
9. Consequences of Policy Violation - Students may lose their Internet privilege, be suspended, or expelled at the discretion of the school administration. Inappropriate use of the school's technology by **any** individual may result in disciplinary action. Teachers may be immediately discharged for serious policy violations. Individuals may be prosecuted for illegal use of school's technology.

VIII. SCHOOL DISCIPLINE

Philosophy

Students demonstrate appropriate behavior in environments that provide security. Security is established by providing a safe, nurturing environment and organization that allows for prediction; and limits that have real, logical and intrinsic reasons for existing.

Our goal is to assist the students in developing responsibility for their own actions by managing conflicts in a timely, consistent, positive, and democratic fashion; and allowing for an appreciation of the child's developmental level. Assuming responsibility requires the student to make choices that carry natural consequences. Inappropriate choices result in negative consequences.

▪ Guidelines for Disciplinary Actions

1. Appropriate behavior shall be reinforced and recognized.
2. Teachers expect responsible behavior. Children shall be made aware of consequences for negative behavior.
3. No child shall be subjected to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children or about the children themselves.
4. No child or group of children shall be allowed to discipline another child.
5. No child shall be deprived of meals or any part of meals for disciplinary reasons.
6. A child who disturbs others shall be provided reflection time in a quiet area.

Expectations

- Students will treat each other and adults with respect and courtesy.
- Students will demonstrate safe and responsible behavior.
- Students will treat property with respect.
- Students will observe schedules.
- Students will complete preparations necessary for successful learning.
- Students will use appropriate language and gestures.
- Students will follow the rules for each classroom.

Code of Student Conduct – Elementary

Parental Responsibility and Involvement: Each parent of a student enrolled at Cedarwood School has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere which is free of disruption and threat to persons or property. Parents are to be supportive of individual rights, and to pay all fees and charges levied against his/her child by the school, including costs associated with damage to or loss of books and other school property.

Faculty/Staff Responsibilities: Teachers handle the major portion of student discipline through their system of classroom management. However, teachers will refer a student for misconduct when the situation warrants. A referral system is in place for student discipline.

The Principal is responsible for addressing the student's behavior after the teacher referral. The school's administration provides support for appeals concerning discipline cases.

DISCIPLINARY ACTION LEVELS

The following summarizes the levels of disciplinary action that shall be enforced by school personnel with students who are in violation of school rules, and/or local, state, or federal laws.

▪ Level 1 - Verbal Warning

The teacher/staff member will tell/remind the student not to engage in inappropriate behavior or give the student a reminder of the rule. A teacher may engage the use of a system such as behavior clips or sticks to keep track of student infractions (see individual teacher policies for additional information on classroom behavior guidelines).

▪ Level 2 – Second Offense

****For K- 3rd Grade-** The teacher/staff member will place the student in a time-out

restriction in a non-reinforcing area of the classroom or playground. A note, phone call, or email will be sent home notifying the parent of the incident and actions taken.

****For 4th -7th Grade-** A note, phone call, or email will be sent home notifying the parent of the incident and actions taken. The student will receive a written referral and may serve an after school detention (3:15 – 3:45). Parents are notified. Detentions, when warranted, will be scheduled for the next school day. If further action is required, student will be referred to administration

▪ **Level 3 – Intervention & Conference**

A parent conference will be arranged with the teacher(s) and the Principal or his/her designee. The team will discuss the student’s behavior and appropriate intervention(s). One or more of the following interventions may be utilized:

- **Referral** to school counselor or outside professional
- **Extended Time-out**, the temporary removal of a student from class
- **Detention**, detaining a student for disciplinary reasons before or after school hours
- **Behavioral Contract**, a written agreement between the student/parent/guardian and school listing requirements for improvement
- **Restriction**, the temporary denial of the student’s right to participate in designated activities
- **Confiscation**, Personal Property
- **Probation**, a written agreement with the student for a defined period of good behavior in lieu of suspension
- **Mediation**, referral to conflict mediation
- **Written Communication**, a letter, progress report, or other communication, sent to the parent/guardian.

▪ **Level 4 - Suspension (In-School 1-3 Days)**

A student may be given in-school suspension (ISS) for up to three days. In ISS, a student is assigned to a classroom or other designated area for the day and given work to do by qualified school personnel. Students are released from ISS only after successfully completing such work. Refusal to attend ISS will result in out-of-school suspension (OSS) until the ISS is served.

▪ **Level 5 - Suspension (Out-of-School 1 or more Days)**

The Principal may suspend a student from school for a period up to five days for engaging in prohibited conduct as outlined in the *Code of Student Conduct*. Students will not be allowed to make up daily work and will receive “0’s” on any missed tests or graded assignments. The parent/guardian shall be required to confer with the Principal or his/her designee prior to the student’s reinstatement.

▪ **Level 6 - Expulsion**

A student can be expelled only by action of the administration upon recommendation of the Principal. Expulsion from school excludes the student from regular school attendance until readmission by the school’s administration.

In the case of a recommendation for expulsion by the Principal, the administration shall review the recommendation, which it may uphold or modify. If the administration upholds the recommendation of expulsion, the administration shall notify the student and his/her parent/guardian of the time and place of a hearing before the school’s administration. A hearing shall be held before the discipline committee within ten school days of the date of notice from the Principal. If the decision of the three-member committee to uphold the expulsion is unanimous, there is no right of appeal from this decision. If, however, the

decision of the committee is not unanimous, the student and his/her parent(s)/guardian(s) may appeal the decision to the full school's Administration.

EXPLANATION OF INAPPROPRIATE OR PROHIBITED CONDUCT

Students are subject to the *Code of Student Conduct* while on school property, or while engaged in or attending a school activity. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline. Violations of the topics listed in this section can and may result in a detention, in school suspension, or out of school suspension.

- **Inappropriate Behavior:** The term “**inappropriate behavior**” is defined by the Administration and is not a negotiable topic to be determined / defined during a meeting with students and/or parents. **Inappropriate behavior** is viewed as any action or lack of action that occurs resulting in the student, school, or school's image being tarnished. Disciplinary action(s) will be issued following a meeting with the student. Parents will be notified of the incident, informed of the administration-student meeting, and informed of the disciplinary action: which can/may include a recess detention, an after-school detention, exclusion from field trips, an in-school suspension, out of school suspension, or expulsion from Cedarwood School.

Inappropriate or prohibited conduct is any behavior incompatible with the school environment and good citizenship and includes, but is not limited to, the following:

1. **Attendance:** Excessive tardiness, truancy, excessive absences, skipping, being in an unauthorized area and leaving the classroom, building, or assigned area without permission.
2. **Cheating/Plagiarism:** Students are expected to perform honestly through the production of their own work. Students caught cheating/plagiarizing will receive a "0" on the test or assignment.
3. **Inappropriate Property:** The unauthorized possession or use of any type of electronic or mechanical device, etc., which distracts or impedes the educational process is prohibited. This includes pagers, CB radios, walkie talkies, cellular phones, laser pens, boom boxes, walkmans, Gameboys, portable DVD players, Ipods, MP3 players, lighters, etc.
4. **Student Dress:** A student will wear the appropriate school uniform during the school day and as designated on field trips and special events off campus. (See Dress Code).
5. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited. Conduct, which by its nature is so extreme or offensive that it negatively impacts the school or places the student at risk either physically or educationally, will also constitute disruption.
6. **Disrespectful Behavior:** A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behavior are: walking away, talking back, refusing to identify self properly, rude behavior, spitting, and challenging authority.
7. **Insubordination:** A student will obey the directions of any staff member. Examples of insubordination are: failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to report to detention and/or in-school suspension.
8. **Profanity/Obscenity:** Use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching or learning, and possession of offensive materials such as nude photographs, pornographic videos, etc.

9. **Trespassing:** Students, patrons, and school personnel are expected to have appropriate authorization to be on school property.
10. **Unauthorized Use of Computer Technology:** Any student or parent who fails to comply with the terms of this policy or the regulation developed by the school may lose system privileges, and students may be disciplined in accordance with the *Code of Student Conduct* or other school policies governing student discipline. Students and/or parents may also be the subject of appropriate legal action for violation of this policy or regulation. (See Acceptable Use of Computers.)]
11. **Gambling:** A student will not play games of skill or chance for money or property or be present at the scene of gambling.
12. **Fighting:** Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, incitement/instigation, physical abuse, and bullying (repeated negative behavior that targets a specific victim.) **A student who is assaulted and retaliates by hitting, kicking, or any other physical means, may be disciplined for fighting.**
13. **Defacing/Destroying School or Private Property:** A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is under the school's jurisdiction. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of school property. Examples are as follows: writing on walls, mirrors, or desks; damaging another's clothing or property; and graffiti, willful or malicious defacing of public or private property.
14. **Theft/Attempted Theft:** A student will not possess or attempt to possess stolen property. This includes the taking of another student's materials and/or personal possessions without specific consent by that student.
15. **Tobacco:** The law requires all school buildings to be smoke free. Students are prohibited from the use and possession of tobacco products on school property. This prohibition includes all related activities (i.e., bus stops, school bus, extracurricular activities, etc.).
16. **Medication:** Students are not allowed to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be taken to the office and will be administered by a parent/guardian or designated adult per guidelines in accordance with state law and school policy. Medications needed during field trips are handled in like manner.
17. **Mace/Mace-like Devices:** A student shall not supply, handle, use, transmit, or possess pepper gas, mace, chemical stink bomb, or similar substances on school property, on the way to or from school, or at school-sponsored activities.
18. **Firearms/Look-alike Weapons:** Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon capable of propelling a missile is prohibited. These may include, but are not limited to, a cap pistol, water pistol, or any look-alike gun. The principal may determine if a look-alike is considered a weapon.
19. **Weapons/Explosives/Fireworks:** A student will not distribute, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury or any object that can be reasonably considered a weapon. Students shall not possess, distribute, discharge, or participate in the discharge of fireworks

or similar items. Examples of weapons and fireworks and other substances are as follows: bomb, knife/razor blade/box cutter, ammunition, fireworks, small explosives such as firecrackers, caps, poppers, and stink bombs, the use of any object or substance that will potentially cause harm, irritation, or bodily injury to students or any other person.

20. **Serious Violations:** A student will not participate in any criminal acts in violation of local, state, or federal laws.
21. **False Fire Alarms/Bomb Threats/911 Calls/Threats Against Persons/Hoaxes:** Activating a fire alarm without cause, making a bomb threat, false threats, oral threats, written threats, and hoaxes (imitation infectious, biological, toxic, or radioactive substances) against students, school personnel or school property, or encouraging or soliciting any person to commit such a threat.
22. **Sexual Harassment:** Is the unsolicited, unwelcome sexual overtures, conduct or advances, requests for sexual favors, verbal or physical abuse of a sexual nature and is prohibited.
23. **Harassment or discrimination based on race, color, sex, disability, national origin, ethnicity or religion:** A student will not harass or discriminate against another person based upon that person's race, color, sex, disability, national origin, ethnicity or religion.

▪ **MANDATORY EXPULSION**

Any student committing any of the following offenses while on school property or at school-sponsored or related activities, shall be automatically recommended by the Principal to the Administration for expulsion of at least one calendar year and, when appropriate, referred for criminal prosecution. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.

1. Arson or Attempted Arson
2. Assault and Battery on an Employee or Student
3. Possession, use, or sale of a firearm or dangerous weapon
4. Use, possession, being under the influence of, selling, bringing, giving, distributing or passing to another individual or possessing with intent to sell, give, or distribute alcohol, marijuana, controlled substances or imitation controlled substances, and inhalants
5. Extortion, Attempted Extortion, Robbery, Burglary, Motor Vehicle Theft, and/or Larceny
6. Sex Offenses: Sexual battery, inappropriate sexual behavior, obscene phone calls, and sexual assault
7. Hazing: Initiation of another student through abuse and humiliation so as to cause bodily injury
8. Kidnapping or other serious criminal violations
9. Possession, use, distribution, sale, lighting or discharge of explosive devices
10. Homicide
11. Malicious wounding of an employee or student
12. And other good and just causes as determined by the administration

AFTER-SCHOOL ACTIVITIES

Students are subject to conditions of the *Code of Student Conduct* while attending and participating in after-school student activities and athletic events. Regulations outlined in the *Code of Student Conduct* apply at all after-school activities (such as athletic events, club meetings, dances, etc.) and the like.

1. Students must remain in the area designated for the activity in which he/she is participating.

2. Students are expected to leave school grounds at the conclusion of the activity.
3. Students waiting for a ride should meet their ride at the school's designated student drop-off/pick-up location.
4. Parental involvement is encouraged at all school-related activities.
5. If parents are not attending a school-sponsored event, plans should be made to pick up their child at the conclusion of the event.

If the Principal or his/her designee determines that the student's presence at any after-school activity creates a continuing danger to persons or property or creates an ongoing threat of disruption, the student may be removed from the activity immediately.

DISCIPLINARY ACTION FOR CONDUCT NOT RELATED TO SCHOOL ACTIVITIES

The school reserves the right to dismiss any student who has been charged with a crime, as relating to the state's laws. The school may impose this requirement regardless of where the crime occurred.

Make-up Work Policy

When a student is absent, makeup work will **not** be sent home on the 1st day of absence. The student will receive their makeup work when they return to school. **Please note that all homework assignments are posted online via the school's OnCourse Connect web site. Therefore, a student may access the web site to determine what material was assigned on the day he/she was absent.** It is the student's responsibility to get his/her make-up work from the teacher; parents may assist younger students in grades 1st -3rd with requests. Remember that checking the OnCourse Connect website for assignments prior to contacting the teacher is highly encouraged as often the information is already posted in that location. When a parent needs additional information or has specific questions about an assignment, then the parent should contact the teacher (or office – see note below).

Special Note for Middle School: If a student is absent from school for TWO or MORE consecutive days, the parent may contact the school office **by noon** on the second day, and **request** that makeup work be prepared for pick up by the parent at the end of the school day on the second day of absence. A make-up work form will be sent from the office to each of the child's teachers. Any materials (with the exception of books that may be locked in lockers) will be sent to the front office to be picked up by the parent. Please give the teachers **until 3:45 pm** to send make-up work to the office. Any work that is not sent by the teacher can be collected on the following day, or upon the date of return to school.

If a student is absent from a particular class (middle school) for TWO or MORE consecutive days, the parent may contact the child's teacher via email or leave the teacher a voicemail message. Teachers will respond within 24 hours to the request and relay the particular details of the make-up work assignment and expected due date(s).

After an absence, students must make up all graded work and tests that were missed. Two days for every one day missed will be used as the criteria in establishing the due date for make-up work. After that time makeup work **will not** be accepted unless a prior agreement was made with the teacher.

Extended Vacations

The school does not hold its teachers responsible for providing work for students who take extended vacations from school with their families nor for providing special help in catching up with work that has been missed during such times. If extenuating circumstances require a child to be absent from school for more than the normal vacation time, parents should consult with the teacher to make the necessary arrangements to keep up with school work.

Assignments Turned in After Due Date Policy

Five points will be taken off per day on any assignment turned in late. Students in middle school will attend an “Assignment Hall” (Tuesday – Friday) during lunch recess time to complete the assignment(s). You can help your child by working out a plan for time-management.

Promotional Policies

A student must have achieved a passing grade (70 or above) in reading/literature and math in order to be promoted to the next grade level. If a student fails two or more core academic classes (has an average of 69 or below), he or she may be retained at that grade level.

The determination for promotion or retention is based on a student’s cumulative average for the year in each subject area. The yearly average for each class is calculated at the conclusion of the 4th Nine Weeks term. If a student does not meet the passing grade requirements, a letter of retention will be sent to the child’s parents and a copy will be kept in the student’s academic record.

As a support system for students, at the end of each nine weeks, any elementary student who receives a failing average in reading/literature, math, or two or more core academic classes will be placed on academic probation and his/her progress will be closely monitored by the Student Support Team. An action plan will be developed for the student which will include a timeline for monitoring progress and the subsequent actions and follow-up procedures will be outlined. This plan will be shared with the child’s teacher(s) as well as his/her parents and the administration.

In addition to maintaining the academic standard, attendance is also a requirement for promotion to the next grade level. Per state guidelines, after 10 unexcused absences (see Attendance Policy) a student may be retained at grade level. In the event that a student has 10 or more unexcused absences, the principal/director will make a final determination of promotion or retention. After a determination has been made, parents will be notified in writing of the principal.

X. ELEMENTARY UNIFORM GUIDELINES

2018-2019

The K-7th grade Cedarwood School uniform is intended to provide:

1. a sense of school pride and comradery.
2. a uniformity of dress to reduce peer pressure and comparison.
3. a savings in overall costs for school clothing.

A legitimate pride in one's school is demonstrated when uniforms are well kept, clean and in good repair. Students are expected to follow the uniform guidelines at all times. (This includes being in proper uniform before and after school, during recess, carpool, or when wearing the school uniform off campus)

REQUIREMENTS

DRESS UNIFORM- Every student in Kindergarten -7th grade **must** have at least one DRESS uniform. Special occasions and some field trips require the dress uniform. On these days for grades kindergarten through seventh students the "dress uniform" is required so that neatness and uniformity can be obtained.

UNIFORM OPTIONS - For everyday wear, when the "dress uniform" is not required, students may choose from several uniform options written in the uniform policy. Cedarwood School T-shirts, available in the school office, may be worn on most Fridays. (No camp shirts will be allowed.)

Athletic team uniforms may be worn to school on game days.

When wearing a team uniform to school, students must follow the shoe guidelines.

HAIR - Length and style of hair will be monitored on an individual basis, but must not extend over the collar of the shirt for boys. Hair must be out of the students' eyes and not impair vision. Hair must also be clean. Hair must be neatly combed and not spiked. No "rattails", "spikes", artificial hairpieces or colored hair is permitted. This includes bleached or tipped hair for boys or girls.

JEWELRY AND ACCESSORIES: No chokers, heavy chains or braided necklaces.

Hair accessories (bows, ribbons, barrettes and clips) in school colors (red, white, and navy) will be allowed. Watches and post-type earrings will be allowed. (No dangling types will be allowed). Bracelets and rings are not allowed. Tattoos are not allowed.

BOYS' UNIFORM GUIDELINES

BOYS "DRESS UNIFORM"

REQUIRED: Each boy will be required to wear the "dress uniform" to school on announced DRESS UNIFORM DAYS, days when the school is participating in a special activity, field trip or other special events. Parents and students will be notified through the school newsletter, calendar, or notes from your child's teacher when these days are scheduled.

PANTS: Navy long pants with flat front from SCHOOL 'N' SPORT.

SHIRT: White oxford cloth shirt with button down collar and short sleeves. The shirt will be monogrammed with the Cedarwood School logo, in navy, above the chest pocket. From SCHOOL 'N' SPORT

BELT: Navy Braided Belt from SCHOOL 'N' SPORT is required. (No other belt is allowed)

SOCKS: White crew uniform socks with school logo from SCHOOL 'N' SPORT.

SHOES: A white, black, navy blue, gray, or red, lace up or velcro fastened rubber sole athletic shoe (either running, tennis or cross trainer shoe) in canvas or leather is required. Trim on the shoe may be black, white, navy blue, gray, or red trim. (No other colors are allowed on the shoes.)

High top and $\frac{3}{4}$ top tennis shoes will not be allowed. No topsiders, deck shoes or hard leather shoes, boots, patent leather shoes, sandals, jellies, crocs, or shoes with wheels or lights will be allowed.

BOYS' UNIFORM OPTIONS

These items are not required, but may be purchased as part of your child's uniform to be worn to school.

SHIRT: Red "polo style" interlocking knit shirt with soft ribbed collar and a banded sleeve. The new banded sleeve version is now available for the 2018-2019 school year. The previously available non-banded sleeve is also allowed. The red shirt will have the Cedarwood School logo screened, in navy & white, in the upper left of the shirt. This shirt is also available in long sleeves. (The white polo will no longer be a uniform option.) From SCHOOL 'N' SPORT.

SHORTS: Navy walk shorts with flat front and side pockets from SCHOOL 'N' SPORT. Uniform belt must be worn with shorts.

T-SHIRT DAYS: Students will be permitted to wear red, white or navy Cedarwood School t-shirts on Fridays unless it is a Dress Uniform Day. Cedarwood School t-shirts may be ordered at the beginning of the school year or purchased in the school office. **No camp shirts are to be worn to school.**

T-SHIRTS UNDER UNIFORM POLO SHIRTS: A plain white t-shirt is allowed to be worn under polo shirts. No other color is allowed.

GIRLS' UNIFORM GUIDELINES

REQUIRED: Each girl will be required to wear the "DRESS" uniform to school on announced DRESS UNIFORM DAYS, days when the school is participating in a special activity, field trip or other special events. Parents and students will be notified through the school newsletter, calendar, or notes from your child's teacher when these days are scheduled.

GIRLS DRESS UNIFORM

KDG - 3RD GRADE JUMPER- Plaid, slit-front pleated jumper to be worn with white short or long sleeved blouse with round collar, Cedarwood School monogram on collar. From SCHOOL 'N' SPORT.

KDG-3RD BLOUSE: White short-sleeved blouse with back yoke, front topstitched pocket, and rounded collar without topstitching. The blouse must be monogrammed with the Cedarwood School logo, in navy, on the collar. White long sleeve blouse with back yoke, front topstitched pocket, and rounded collar without topstitching. The blouse must be monogrammed with the Cedarwood school logo, in navy, on the collar. From SCHOOL 'N' SPORT

4TH - 7TH GRADE SKIRT - Plaid skirt to be worn with white short sleeve oxford with Cedarwood School monogrammed above the chest pocket. From SCHOOL 'N' SPORT.

4TH-7TH BLOUSE: The oxford button down sport collar short-sleeved monogrammed blouse (Monogram above left pocket). This blouse is also available in long sleeves. From SCHOOL 'N' SPORT.

SHOES: A white, black, navy blue, gray, or red, lace up or Velcro fastened rubber sole athletic shoe (either running, tennis or cross trainer shoe) in canvas or leather is required. Trim on the shoe may be black, white, navy blue, gray, or red trim. (No other colors are allowed on the shoes.)

High top and $\frac{3}{4}$ top tennis shoes will not be allowed. No topsiders, deck shoes or hard leather shoes, boots, patent leather shoes, sandals, jellies, crocs, or shoes with wheels or lights will be allowed.

SOCKS & TIGHTS: White crew uniform socks from SCHOOL 'N' SPORT with school logo. In cooler weather navy tights may be worn with the jumper or skirt. No Capri pants are allowed. Leggings are allowed only if they are long enough to be covered by the uniform socks. Leggings in navy and tights in navy are available through SCHOOL 'N' SPORT.

GYM SHORTS: SCHOOL 'N' SPORT'S navy elastic-waist gym shorts must be worn under the jumper or skirt. These gym shorts are required for all girls. The approved gym shorts will have a Cedarwood School logo heat pressed onto the shorts. The only other shorts allowed will be one of the approved uniform option shorts. No other shorts may be worn under the jumper or skirt.

GIRL'S UNIFORM OPTIONS

These items are not required, but may be purchased as part of your child's uniform to be worn to school.

SHIRT:

Red "polo style" interlocken knit shirt with soft ribbed collar and a banded sleeve. The new banded sleeve version is now available for the 2018-2019 school year. The previously available non-banded sleeve is also allowed. The red shirt will have the Cedarwood School logo screened, in navy & white, in the upper left of the shirt. This shirt is also available in long sleeves. The white polo will no longer be a uniform option. Cedarwood will allow students to wear the white polo during the 2017-2018 school year only. (The polo may be worn with uniform shorts, jumpers or skirts.) From SCHOOL 'N' SPORT.

SHORTS: SCHOOL 'N' SPORT'S navy walk shorts with flat front. SCHOOL 'N' SPORT'S Plaid (red, white and blue) walk short is also an option.

SKORTS: NO LONGER AVAILBLE. Students may continue to wear the plaid (red, white and blue) skort as long as it is a good fit, and in good condition.

PANTS: Navy long pant available in flat front from SCHOOL 'N' SPORT.

BELT: Navy Braided Belt from SCHOOL 'N' SPORT is allowed. Belts for girls are required only if the pants being worn have belt loops

T-SHIRT DAYS: Students will be permitted to wear red, white or navy. Cedarwood School t-shirts on Fridays unless it is a Dress Uniform Day. Cedarwood School t-shirts may be ordered at the beginning of the school year or purchased in the school office. **No camp shirts are to be worn to school.**

T-SHIRTS UNDER UNIFORM POLO SHIRTS: A plain white t-shirt is allowed to be worn under polo shirts. No other color is allowed.

LIGHT OUTERWEAR OPTIONS

All light outerwear must be one of the Cedarwood School uniform pieces and will have the school logo either screened or monogrammed on the item.

SWEATPANTS are not allowed as a uniform option.

SCHOOL 'N' SPORT supplies the following optional items:

- Nylon Jacket – navy, lightweight, lined jacket, monogrammed w/school logo
- Fleece Pullover Jacket – navy, monogrammed w/school logo
- Sweaters – cardigan style, button up front in solid navy, white, or red. Must be monogrammed w/school logo. (Crew neck pullover is no longer a uniform option.). It is recommended that a student's name be monogrammed on fleece and nylon jackets

- Crew Sweatshirt in navy and red, screened
- Hoodie Pullover Sweatshirt in navy or red, screened

(Athletic suits are no longer available and may not be worn to school.)

Heavy overcoats will be left to the parent's discretion, however, may only be worn outside of the classroom.

NO UNIFORM DAYS: Occasionally students are informed of a "NO UNIFORM DAY". On that day students may choose to wear clothing other than the Cedarwood uniform. Students are expected to dress appropriately. If a student is dressed inappropriately, a parent will be contacted and asked to bring a change of clothes. The following guidelines are to be followed for appropriate dress on no uniform days.

- A. Shorts and skirts must be appropriate length (fingertips touching longest length). Shorts and skirts must not be excessively tight.
- B. Strapless, low cut, spaghetti strapped, halter, midriff, tight or sheer blouses may not be worn.
- C. T-shirts with inappropriate pictures, symbols, wording, slogans or advertisements, (immoral, suggestive, vulgar or obscene in nature) may not be worn.
- D. All clothing must be completely sewn. Torn, raveled or cutoff clothing will not be allowed.
- E. No thongs, flip-flops, cowboy boots, jellies or high-heeled shoes may be worn.
- F. If a student has Physical Education class scheduled on a No Uniform Day, the student must wear appropriate clothing and shoes to enable the student to fully participate in PE class.

Uniform Infraction Policy for Kindergarten – 3rd grade students:

Parents of kindergarten – 3rd grade students are primarily responsible for making sure that their child comes to school in the appropriate uniform. Therefore, the parents of students in K-3rd grades will be informed with a note or phone call from the child's teacher if the child has a uniform infraction.

Uniform Infraction Policy for 4th -7th:

By the time students reach the 4th grade, they are primarily responsible for making sure that they come to school in the appropriate uniform. Therefore, the following will occur in the event of a uniform infraction for students in grades 4- 7:

- Be issued a Uniform Infraction by a teacher or school administrator.
- When a student receives 3 uniform infractions, he/she will be issued a detention.
- The detention will be served on a scheduled day noted on the Uniform Infraction form.
- After the 3rd uniform infraction, a student will receive a detention for each subsequent infraction. Repeated non-compliance of uniform guidelines will result in a parent conference.

XI. SAFETY

Confidentiality and Security of Student Information

The administrative staff shall be responsible for the maintenance and security of student's records. Academic records shall be released to the parents or legal guardians upon written request and will be accessible to the school's administration and appropriate faculty. The records are the sole property of Cedarwood School and shall be secured against loss, tampering, or unauthorized use.

Cedarwood School requires a release for authorizing release of photographs, phone numbers, and addresses to be filled out and kept in the child's file.

Crisis Management Plan

The school has a comprehensive crisis management plan for potential hazards and/or threatening situations that may arise on the school property. The plan consists of procedural guidelines for fire drills, severe weather, intruder or similar lock-down situations, and hazardous materials that would require restriction or evacuation from the school. A complete copy of the plan can be obtained from the school office. Students and faculty members are informed of this policy at the start of each school year and practice these activities throughout the school year in order to ensure maximum safety.

Lock-Down Procedures

If the school must enact lock-down procedures (due to an event such as a tornado warning or civil threat), then we will not be able to receive students and/or parents. Persons in route to the school should locate a secure location until such time that the threat has passed. Students may be dismissed to their parents and/or other appropriately designated persons only after the threat has passed.

Severe Weather Procedure

In the event of hazardous weather conditions such as severe thunderstorms, tornado watch, hurricane, high winds, hail, etc., a decision may be made to close the school. **If a decision is made to close school, we will activate our School Messenger telephone system. Parents' home phone numbers and cell phone numbers will be called. Postings will also be made (if possible) on the Cedarwood School web site at www.cedarwoodschool.com.**

When possible, information concerning cancellation of classes will also be broadcast on WWL-AM radio (870) and / or local television stations. Whenever possible, a recorded message will be left at the school office number, 845-7111.

In the event of a tornado or dangerous high winds, teachers and students will follow the following emergency steps:

Lock-Down Procedures will be enacted. (Refer to the **Lock-Down Procedures** stated in the previous section.)

If you are in the main building, go into the hallway and sit against the wall with your head tucked between your legs and use your arms and hands to protect your head from falling or flying objects.

If you are in a classroom that is not immediately accessible to a main hallway, move away from all windows and get under something sturdy, such as a table, and stay there until the danger has passed. Use your arms and hands to protect your head from falling or flying objects.

If you are outside and do not have enough time to get inside, lie flat in a low spot. Use your arms and hands to protect your head. If you hear or see water, move quickly to another spot.

Policy for Inclement Weather Days and After School Sports

On days of inclement weather, a decision will be made by 2:00 p.m. as to whether or not that activity will be cancelled for that day. If the weather is severe, the activity will, of course, be cancelled. If the weather is questionable, feel free to call the school office after 2:00 p.m. to find out if the activity has been cancelled.

Emergency Evacuation Plan

The students and staff of Cedarwood School will remain on campus unless advised by government authorities to evacuate to another location. If this becomes necessary, the staff will follow the advice of the authorities concerning a designated place of safety or students will be moved to a place of safety close to the school. If a particular building on campus becomes unsafe, children will be moved to a secure building on campus. Emergency contact numbers will be called to notify parents of the children's new location.

In the event of an emergency, if it is possible, we will contact parents by activating a message through our School Messenger telephone system.

Emergency Information

If you do not live or work near Cedarwood, we must have an emergency contact person listed on your child's emergency card, whom we can reach and who can come pick up your child in case the school must close or be evacuated.

The school's website will be the primary source of information should the school close due to hurricanes, other natural disasters, or any event that would cause the school to be closed for more than a two days. When possible, we will contact parents by activating a message through our School Messenger telephone system.

Cold Weather Policy

Cedarwood's cold weather policy is that children play outside when it is above freezing (33 degrees or higher). Parents should send a hat or a hood and mittens along with a warm coat on cold days so that we can keep the children warm. Be sure to label all articles of clothing with the child's name.

Suspected Child Abuse or Neglect

Special Note: As required by law, any suspected abuse and/or neglect of a child in a school or home must be reported to:

Louisiana Department of Children and Family Services (DCFS)
Toll Free Phone Number: 1-855-4LA-KIDS (855-452-5437)

Action Plan for Reporting Child Abuse: All school staff members are mandated reporters. If a

staff member has reason to suspect that a child has been physically or sexually abused, this information will be reported by the staff member and an administrator to the Louisiana Department of Children and Family Services (DCFS). Following a phone call to DCFS, a written report will be completed and sent to the DCFS office.

Action Plan for Allegations of Abuse by Cedarwood Staff

1. Immediate written report will be given to Administrator detailing accusations with dates, witnesses, and all pertinent information.
2. School will notify attorney of all allegations.
3. The accused staff person will provide a written report concerning any alleged incident of abuse.
4. An investigation will be conducted and action will be taken dependent upon the findings and legal advice.

Resources Available to Families

Child Care Assistance Program

1-888-LAHELP-U (1-888-524-3578)

The Child Care Assistance Program provides assistance in paying for child care to those who qualify. To obtain an application or find out more, call the phone number listed above.

LaCHIP

877-LaCHIP (877-252-2447)

LaCHIP is a program of Medicaid that provides free health coverage for children under 19. You can receive an application or renew your existing LaCHIP coverage by calling the number listed above.

Early Steps Program

(System point of entry – 1-866-640-0238)

Early Steps provides services to children, birth to age three, with a developmental delay or medical diagnosis which results in a developmental delay. Contact Region 9, Southeast Louisiana Area Health Education Center at 985-429-1252 or the toll free number above.

Department of Education, West St. Tammany Parish Office of Special Education Services - Child Search

985-898-3300

Child Search offers screening and evaluation for children age 3 to 21 for special services that are available through the St. Tammany Parish School Board.

Websites with information on education and schools:

www.dss.louisiana.gov – Louisiana Department of Social Services

www.bese.louisiana.gov – Bureau of Elementary and Secondary Education

www.advanc-ed.org – AdvancED

www.agendaforchildren.org – Agenda for Children

Grievances

For elementary students, unresolved issues that come under the jurisdiction of the Cedarwood School, as per this handbook, may be put in writing and brought to the attention of the Administration for review. Anonymous letters or requests will not be addressed.

XII. Financial Information

FEES

- Elementary tuition is payable annually. 50% is due on May 1st and the 50% balance is due by November 1st, unless the FACTS option has been indicated on the Enrollment Contract.
- Students are enrolled only when the Enrollment Contract has been signed by: 1) the financially responsible parties and 2) by the school and 3) the enrollment fees have been paid. In the event the student is withdrawn from school **prior to June 1st and the school has been appropriately notified in writing**, any pre-paid tuition shall be refunded in full. If a student is withdrawn **after June 1st**, all tuition and fees shall be payable in full. The enrollment fee for preschool and Kindergarten - 7th grade students is non-refundable.
- Students whose fees are not paid by **June 15th** will be removed from the class rolls and notified by mail.
- Parents are required to set up an Authorization for Direct Payment for payment of preschool tuition, the Extended Learning Program fees, and other miscellaneous optional programs, such as sports, clubs, emergency lunches, and other incidentals.

FEE POLICIES pertaining to Preschool and Elementary School

- All fees paid at the time of enrollment are non-refundable and non-transferable. This includes the enrollment fee, activity fee and the tuition deposit.
- Applicable sibling discounts and early payment discounts can be found on the Tuition and Fee Schedule.
- All monthly fees assessed are to be paid on the first day of each month. This includes fees for optional school clubs, and the Extended Learning program. An **18%** late fee will be assessed for any fees received 5 days after the billing date. A **\$30.00** fee will be assessed for returned checks or **automatic bank draft issues**.

- Cedarwood School reserves the right to dismiss students for delinquent or non-payment of tuition and required fees.
- There will be no credit or refund given for days missed due to sickness, holidays, emergency weather closings, vacations or absences.
- School records will not be released to parents and/or other schools until all financial responsibilities have been cleared through the financial office.