



Little Oak Middle School

59241 Rebel Drive / Slidell, LA 70461
Phone: (985) 641-6510 / Fax: (985) 641-6511

Kim Vanderklis, Principal
Amie Guttuso, Asst. Principal / Allison Bolin, Asst. Principal

2019-2020 Student/Parent Handbook

This handbook should not be considered as “all inclusive”. The principal and her designees have the right and responsibility to add, amend, or remove any part in the best interest of Little Oak Middle’s students and staff. Additional information can be found in the St. Tammany Parish Public School System 2019-2020 District Handbook for Students and Parents located at:

<http://stpsb.org/DisciplineHandbook/DisciplineHandbook.htm>

Dear Parents and Guardians:

The faculty and staff welcome you to Little Oak Middle School for the 2019-2020 school year. Students, parents, and teachers all share in the educational development of the student. Parental involvement in the process is a key component to providing effective educational opportunities that will allow your child to fully develop his/her potential. We urge you to come to school frequently, visit the classrooms, and communicate with the teachers and administration. Your ideas and suggestions can make meaningful contributions toward improving Little Oak Middle School.

The *Student/Parent Handbook* is designed to provide information about specific school policies and procedures for helping ensure a safe and caring school environment where all students have the opportunity to learn and grow. Please keep this copy of the handbook for your reference throughout the year. We are looking forward to an outstanding year. We believe that working with your child and you this year will be exciting and rewarding. Working together we can achieve much success. With your cooperation and participation, we will maintain our recognition from the U. S. Department of Education as a school with a 98.2 Progress Score (https://louisianaschools.com/schools/52021/academic-performance#student_progress).

If you have questions about this handbook or other school issues during the course of the year, I hope you will feel free to contact your child’s teacher, our school counselor, or an administrator. We strive to maintain open communication with parents and welcome your comments, questions, and involvement.

Sincerely,
Little Oak Middle’s Admin Team

Hyperlinked Table of Contents:

1. [First Day of School](#)
2. [Hours of Hours Operation](#)
3. [Uniforms](#)
4. [Breakfast and Lunch/Free & Reduced Lunch Form](#)
5. [Attendance and Copy of Tardy Consequence](#)
6. [Aftercare Information and Form](#)
7. [Phone Numbers and Direct Links](#)
8. [Academics](#)
9. [Clubs and Activities](#)
10. [Discipline](#)
11. [Student Services](#)
12. [Visitors on Campus](#)
13. [Transportation](#)
14. [Counseling Services](#)
15. [Electronic Communication Devices](#)
16. [Field Trips](#)
17. [Library Information](#)
18. [Lost & Found and Donated Uniforms](#)
19. [Honoring Instructional Time](#)
20. [PTA and Volunteering](#)
21. [Student Fees](#)
22. [Student Emergency Card](#)
23. [Withdrawal of Students](#)

First Day of School

A few days before school begins, a letter will be mailed out to all of our students which will tell you your child's homeroom teacher and room number. Students should bring this information with them on the first day of school, which is Friday, August 9th. ALL students will report directly to their homeroom Friday morning and this note will help them to remember where to go.

On the first day of school, it is NOT necessary for students to bring ALL their school supplies, as this would be very cumbersome. Instead, they should bring the amount that fits into their book bag without being too heavy to carry. The rest of the supplies can be brought in on Monday and Tuesday. Fourth graders, and 4th graders only, will have a "Meet and Greet" on Thursday, August 8th, from 3:00 – 5:00, just come at your leisure. Parents who are able to attend the 4th grade Meet and Greet should bring their child's school supplies at that time. **Remember, this is only for our 4th graders.**

We are asking that our students ride the school bus on the first day of school. We have over 1,050 students enrolled at Little Oak and the traffic is always a bit nerve racking on the first day of school, as it usually backs up Gause Blvd. We incorporated a new traffic flow two years ago. Be sure to view the map on our website, as it will provide details about the traffic procedures. The link can be found on Little Oak's main web page under About Our School, [-Carline/traffic info.](#)

Parents cannot drive or park in the bus lane, and parents may not park in our faculty parking lots. Please keep in mind Boyet's faculty and staff begin arriving just before 8:00 so we cannot park on their campus. We will have extra personnel, our dance team "Dazzlers", and PTA volunteers on hand on Friday and Monday with a printout of all student names and their homeroom number. All of our students will be in good hands. You will have an opportunity to meet the teachers during Open House later in August. **Remember, parents are not permitted to enter the classrooms on the first day of school.**

If you would like to get a head start on some paperwork, the district's Free and Reduced Lunch Form is now online on our district's main web page. Here is a link for your convenience:
<http://www.stpsb.org/childnutrition/freeandreducedmenu.htm>

If you complete the application online, the approval rate is much faster. Also, if your child will attend Little Oak's aftercare the registration forms are available on our website. Be sure to read all forms because some changes have been made. [After Care Information](#) ; [After Care Application](#). Aftercare will be available beginning the first day of school.

We are certainly looking forward to seeing all of our students on the first day and we hope you all had a wonderful, relaxing break. Thank you for your continued support. See you soon!

ARRIVAL AND DISMISSAL PROCEDURES

Classes begin promptly at 7:35 AM. Students may begin arriving on campus on 7:05 AM.

At 7:05 AM, faculty members are on duty to supervise the students. If parents utilize the car line in the morning, they must follow the morning drop-off for car line, which begins next door in the driveway of Boyet Junior High School (From one-way Stone Street, take right on Rebel in front of Boyet to go around Boyet).

Students who are not in their classrooms seated by 7:41 AM will be marked *absent* by their homeroom teacher. Students who arrive on or after 7:41 AM must be signed in by a parent at the front office. Parents may not park in the faculty parking lot to drop off students. If a student needs mobility assistance to enter the building, a parent must proceed through the car line around Boyet Jr. High. Upon reaching the faculty member at gate duty, the parent should request access to our handicap parking. Your cooperation is appreciated.

Students who ride the bus will be dismissed beginning at 2:36 PM. Students who walk or who are being picked up will be dismissed once all buses have cleared. If you utilize the afternoon car line, please remain in the car line and follow the duty teacher's directions. It is important that you remain in the line. Please refrain from going around other cars in line. No students will be allowed to cross the driveway. Car line is a "Hands-Free Zone" and cell phones should not be used.

All students going home by car should be picked up no later than 3:05 PM. Students remaining after 3:05 PM will be instructed to report to aftercare and the parent will be responsible to pay the daily rate.

Concerning early dismissal, we encourage you to schedule doctor and dental appointments after school hours. If this is not possible, and you must check your child out, report to the front office **FIRST** to check out your child. The teacher will not release a child to anyone who has not been signed out through the main office. Except for emergencies, students may not be checked out after 2:00 PM. This directive has been put in place due to student safety measures-i.e. buses approaching the bus ramp, visitors leaving campus, etc.

Dismissal on half days begins at 11:36 AM. The lunch schedules on half days will be as follows:

Grade 4 – 9:45-10:05 AM

Grade 5 – 10:10-10:30 AM

Grade 6 – 10:35-10:55 AM

Hours of Operation

Students Permitted on Campus:	7:05
Office Hours:	7:05 – 3:05
Instructional Hours:	7:35 – 2:36
Tardy Bell:	7:41
Car Line Ends (remaining students sent to aftercare):	3:05
Aftercare:	2:40 - 6:00

UNIFORM POLICY

Little Oak Middle School students are required to wear uniforms to school every day, unless a designated dress down day has been offered. Students must follow the St. Tammany Parish guidelines when wearing “free dress” attire. Our PTA sells spirit shirts which can be worn on Fridays and our various clubs and grade levels also offer shirts that can be worn on designated days.

The school uniform consists of a navy blue or white polo-type shirt and khaki (cotton or twill) bottoms. The Little Oak logo is optional. However, NO EMBLEMS or LOGOS are allowed *except* the optional school approved logo on all uniform shirts. This includes monograms, monogrammed emblems and patches, and/or embroidered pictures of any kind. The bottoms must be plain khaki, and may not contain any logos and/or stripes on them.



Girls may wear khaki shorts, skorts (skirts with shorts attached underneath), pants, or jumpers. The minimum length is at the fingertip when standing erect with arms extended down the sides as stated in the [St. Tammany Parish Handbook](#). Clothing items that are too tight are not permissible. Leggings are only allowed during inclement weather (below 40 degrees), and they must be a **solid color** that coordinates with the school uniform. **The following colors are acceptable** - navy, white, black, grey, khaki. No jeggings or patterned/neon leggings are allowed at any time. **This rule applies to boys as well.**

Boys may wear khaki shorts or pants as long as they conform to the parish dress code policy—baggy pants that will not stay up at the waistline are not allowed. All shorts and pants should be secured at waist level. For males, the length of the hair may not fall below the base of a collared shirt or past the eyebrows. Longer hair must be secured in a manner that does not allow the hair to touch the collar (i.e. higher ponytail).

Boys and Girls may wear undershirts underneath the school uniform shirt. The undershirt should not hang below the hem of the uniform shirt or the uniform sleeve. School spirit shirts can be purchased through the PTA and can be worn on Fridays and on field trip days.

Due to safety issues, earrings should not hang lower than one (1) inch. Hoods, hats, caps, and bandanas are not to be worn on campus during regular school hours. Hoods or winter hats may be worn outdoors while on campus during inclement weather (below 40 degrees), but must be removed when entering the building. Hair must be clean and colored natural hair color. Sculptured hair styles will not be permitted, which includes Mohawks and Mohawk-style haircuts. Pictures, symbols, letters, numbers, etc. will not be permitted. Hair must be clean and not unusually colored. Ornate headbands, such as cat ears, are not allowed, as they can be a potential safety hazard. Headbands on the forehead

are also not allowed. For your child's safety, appropriate shoes should be worn for the classroom and the playground. Tennis shoes should be worn on Physical Education days. All shoes must have a back and a rubber sole. Slip-on style shoes, or high heeled shoes or boots, are not appropriate for school.

Please refer to the [District Handbook for Students and Parents](#) for additional information regarding dress code policies. Uniform checks will be performed periodically during the school year. Please be sure that your student(s) meet the uniform guidelines at all times.

BREAKFAST AND LUNCH PROGRAM

Students who previously received free or reduced meal prices MUST reapply each school year. If approved for free or reduced price meals, any money owed will still need to be paid. Parents are asked to complete the online application for free and reduced meals. A monthly menu is prepared and distributed at the beginning of each month. The menu is also available through our cafeteria link on our website.

Free or Reduced Meals Application can be completed any time after July 1st:

<http://www.stpsb.org/childnutrition/freeandreducedmenu.htm>

Breakfast may be purchased in the cafeteria each morning between 7:05 AM and 7:25 AM at a cost of \$0.75, or a reduced price of \$0.30 (if qualified). Lunch may be purchased for \$1.30, or a reduced price of \$0.40 (if qualified). **No charges are allowed.** Students may bring their own lunch from home. Visitors/parents may eat breakfast for \$2.25 and lunch for \$4.75. Guests are welcome to eat breakfast and/or lunch with their children only. Due to safety and privacy laws, parents are not allowed to visit the playground during recess. Prices are subject to change.

Collection procedures are as follows:

- All meals must be paid in advance. **There are no meal charges.**
- Breakfast and lunch money should be sent in an envelope and labeled as follows:
Student's Name/Homeroom Teacher's Name

Payments by check must be made payable to "Little Oak Cafeteria".

- Payments can also be made online through the "My Payment Plus" program. This link is provided on the right side of our school website. <https://www.mypaymentsplus.com/welcome>
- Another, more convenient option, would be to download the App on your smart phone.

Please contact the Cafeteria Manager, Mrs. Wendy Sonnier, at 985-643-8647 if you have any questions. Email: wendy.sonnier@stpsb.org

STUDENT ATTENDANCE

Regular attendance is essential to student success. As per Louisiana's Compulsory Attendance Law, students may not miss more than ten (10) days of school per year. Days of absence include excused absences, non-exempted absences, unexcused absences, and suspensions. Students in danger of failing due to excessive absences will be expected to make up missed time in class sessions (seat time), which will be held outside of the regular school hours.

A student may earn a Perfect Attendance Award at the end of the year if he/she has not missed one day of school and has not been tardy, **nor checked out**, on any occasion. A student who has one tardy or one check-out will not be eligible for the award. It is encouraged that parents schedule doctor appointments outside of school hours if at all possible.

For more information on Louisiana's Compulsory Attendance Law, please visit the following website:

<http://www.louisianabelieves.com/academics/attendance-requirements>

For additional information on St. Tammany Parish School Board Pupil Progression and Attendance policy please visit the following website: www.stpsb.org/files/pupilprogressionplan.pdf

TARDY POLICY

Students who are late to class disrupt the educational process for themselves as well as other students. Please assist us in teaching your child the lifelong skill of promptness. If a student accumulates five (5) tardies, he/she will be subject to disciplinary action. Students are permitted on campus beginning at 7:05. Our students begin to walk with their homeroom to class at approximately 7:25. Our instructional day begins promptly at 7:36. A student is considered tardy if he/she is not in class seated by 7:41 AM (students are marked absent if they are not in their homeroom classrooms by 7:41 AM). **Students may not sign themselves in at the front office when they arrive tardy.** A parent or guardian must accompany the student to the front office and sign him/her in. When inclement weather is in the forecast for our area, please plan ahead and allow enough time for school travel, as traffic will be congested. Students who ride the bus to school are not considered tardy. You may view the tardy policy in its entirety on our website under the **Quick Links** section. Tardies are cumulative for the entire school year. A copy of the **Tardy Consequence Form** is included below, as well as in the student planner.



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NOTIFICATION OF TARDY CONSEQUENCE

Dear Parent:

_____ has been tardy _____ times as of today's date: _____.

The following disciplinary action is being taken:

_____ **Level One-5 tardies:** 1 Hour after school detention on _____ from 2:36-3:36 PM.

_____ **Level Two-10 tardies:** 4 Hour Saturday detention has been scheduled on _____ from 8:00-12:00 PM.

Uniform must be worn.

_____ **Level Three-15 tardies:** Parental meeting with Administration, In-School or Out-of-School Suspension, and additional referral to truancy and/or FINS. Please call the school for your appointment date with administration. At this meeting, either In-School Suspension or Out-of-School Suspension will be scheduled.

Tardy Policy

Being on time each day is an important part of being a successful student at Little Oak Middle School. It is the responsibility of each student to be in the classroom when instruction begins. Students who are late to class disrupt the educational process for themselves as well as other students. The parent's responsibility is to discuss this policy with their child and support the necessity for the school's immediate consequences to prevent chronic tardiness. Tardies are cumulative for the entire school year.

Morning Start Times

Classes begin promptly at 7:35 AM. Students may begin arriving on campus at 7:05 AM. Students who are not seated in their classrooms by 7:41 AM will be marked tardy.

Consequences for Being Tardy

When students are not in class by 7:41 AM, a parent must check the student in at the front office and the student will receive an admit slip to report to class. Each tardy will be logged into our computer system along with absences. Consequences will begin after the 4th tardy. Tardy consequences will be rescheduled one time. If a student does not serve the consequence on the rescheduled date, the student will receive the next level consequence as noted below.

5 th Tardy	Level One	1 hour after school detention
10 th Tardy	Level Two	4 hour Saturday detention Not eligible for PBIS rewards and/or Field Trips
15 th + Tardy	Level Three	Parental meeting with Administration, In-School or Out-of-School Suspension, and additional referral to truancy and/or FINS, not eligible for PBIS rewards and/or Field Trips

AFTERCARE PROGRAM

Aftercare is a service available to Little Oak students. Aftercare is provided on the first day of school and all other school days except ½ days and holidays. Arrival time is approximately 2:36 PM, and aftercare services are available until 6:00 PM. An enrollment form must be turned in by the second day of school if you would like your child to attend aftercare immediately. Students may enroll at any time during the school year. The aftercare registration form can be found on our website under About Our School, [After Care Application](#) There is also a link with specific information regarding policies, procedures, and behavior expectations at: [After Care Information](#).

Students who regularly attend aftercare are required to check-in with an aftercare attendant before reporting to after school clubs. LOM reserves the right to request early pick-up times in cases of inclement weather and/or other emergencies. Sometimes, but rarely, aftercare must close early due to annual pest control spraying. In this event, parents will be notified well ahead of time.

For additional information about our aftercare program, please contact Student Services at 985-641-6510, option 1. If calling after school hours, please contact the program director at 985-502-0457.

Additional Notes:

All students going home by car should be picked up no later than 3:05 PM. Students remaining after 3:05 PM will be instructed to report to aftercare and the parent will be responsible to pay the daily rate. If multiple instances occur, parents will be expected to complete a registration packet and submit the \$15 application fee.

Students who participate in an afterschool club or activity must also complete the registration packet and submit the \$15 application fee. Any students who are not picked up within 15 minutes after the activity has ended, will be escorted to aftercare by the club sponsor. Parents will be expected to pay the \$10 per day charge.

Phone Numbers and Direct Links

Direct School Number: (985) 641-6510

<p>Student Services, Mrs. Linda LaPlace Linda.laplace@stpsb.org : (985) Please call regarding medication, transportation, emergency card information, if you missed a call and believe your child may have called home sick.</p>
<p>Records Clerk, Mrs. Kathleen Hardouin Kathleen.hardouin@stpsb.org : (985) Please call regarding educational records, proof of residency updates, withdrawal or registration.</p>
<p>Bookkeeper, Mrs. Susan Davis Susan.davis@stpsb.org : (985) Please call regarding MyPaymentsPlus, outstanding balances owed, general school finance questions, field trips, or to speak to an administrator.</p>
<p>Cafeteria Manager, Mrs. Wendy Sonnier Wendy.sonnier@stpsb.org : (985) 643-8647 Please call regarding menu questions, lunch/breakfast money, and Free/Reduced Applications</p>
<p>Counselor, Mrs. Margo Conner margo.helaireconner@stpsb.org : (985) Please call regarding counseling concerns, 504 plans, Kindness Club, Check-In/Check-Out, and Kids in Transition (KIT).</p>
<p>Technology Resource Teacher, Mrs. Laura King Laura.king@stpsb.org: (985) Please call regarding Student Assistance Team (SAT), testing, test scores, and curriculum questions.</p>
<p>Secretary to Administration, Mrs. Melisa Thompson Jessie.thompson@stpsb.org : (985) Please call regarding scheduling Parent/Teacher Conferences*, bus questions, school calendar or event questions, and any general school related questions. <i>*Please contact teacher first via email prior to contacting secretary.</i></p>
<p>Front Office, Press 0: Mrs. Melisa Thompson Jesse.Thompson@stpsb.org</p>

ACADEMICS

GRADING SCALE

Graded papers are sent home on a regular basis by each teacher. If you do not receive papers in a timely manner, please contact your child’s teacher. The grading scale for English Language Arts, Mathematics, Science and Social Studies is as follows:

A	93-100
B	85-92
C	75-84
D	67-74
F	0-66

Health and Physical Education (PE), Music/Chorus, Band, and Conduct will be reported by:

O, S, N, and U

These subjects shall not affect the quarterly or final grade point average.

O	Outstanding
S	Satisfactory
N	Needs Support
U	Unsatisfactory

Parents and students are encouraged to monitor their child’s progress through the Student Progress Center. This link can be found on our website in the ***Stay Informed*** section or on the District Website.

INTERIM REPORTS AND REPORT CARDS

Interims will be available through the Student Progress Center each nine weeks. Parents will receive an automated phone call making them aware that the interim grades are up to date in JPAMS. Parents who wish to receive a hard copy of their child’s interim will need to fill out a request form. These forms will be available in the front office. Resource (SPED) teachers are responsible for getting their student’s progress reports to the student’s homeroom teacher prior to the issuing of report cards.

HOMEWORK POLICIES

Each student is expected to turn in all homework assignments in a timely manner. It will be at the teacher’s discretion to accept late homework. Assignments will vary from day to day. We encourage our students to use the dated student planner that is available at the beginning of the school year to copy their homework assignments each day. Parents should check the planner regularly to make sure that assignments are completed for each class. If homework completion presents an issue, teachers may request that a parent or guardian sign the planner in order to provide needed support. Oftentimes, teachers may require students to study in lieu of written homework assignments. Checking the planner is the best way to ensure that assignments are completed.

PROMOTION AND RETENTION POLICY (as of 6/10/19)

FOURTH through SIXTH Grade Promotion Requirements

In order to be promoted at the end of the school year, a student shall pass the following: English Language Arts **and** Math **and** One of these subjects: Science **or** Social Studies

*If a student fails the same subject for 2 consecutive years and is below Basic in the same subject, then the student is subject to intensive intervention.

NOTE: Students with characteristics of dyslexia, who are served in a multisensory structured language program, follow the same criteria for promotion as all other students.

NOTE: Students shall have participated in the state mandated assessments, if enrolled at the time of the assessments.

NOTE: Pursuant to Bulletin 741, §1103.G, elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year.

NOTE: Students who have failed a subject may enroll in summer school to remove a deficiency and be considered for promotion to the next grade. However, an elementary student may request to enroll in a class to strengthen knowledge and skills in which a need has been recognized. A student is allowed to enroll in only one course for a fee. The school system reserves the right to cancel any class in which there is insufficient student enrollment for a course. The summer school grade shall not replace the grade earned during the regular school year.

STUDENT PROGRESS CENTER

The Student Progress Center is a program that allows parents or guardians to review information about their child including grades, attendance, and schedules from a home computer. The password and user ID information will be mailed directly to each student's home address. The Student Progress Center can be located using the following web address: <https://ipams.stpsb.org/progress/>. You can also access the Student Progress Center from our school website using the link listed under **About Our School**.

PARENT/TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so that a convenient time for all may be established. A conference can be scheduled by contacting the teacher through email (each teacher's e-mail address is linked to our school website), written note, or phone call to the front office (985-641-6510).

CLUBS AND ACTIVITIES

Little Oak's teachers and staff volunteer to sponsor many great clubs and activities which are available to our students at different grade levels. Please see our website for a complete listing and description. http://littleoakmiddle.stpsb.org/student_clubs.html

Any student who participates in a club or activity must comply with the sponsor's rules and expectations. Each sponsor has the right to remove students from his/her program if the student is not meeting the expectations. When a student commits to an activity or club, his/her parents must complete the Aftercare Program Application. When after school events or meetings are held, any student who is not picked up within 15 minutes of the end of the program, meeting, or practice shall be escorted to aftercare and the parent will be responsible to pay the daily rate.

BAND and CHORUS GUIDELINES

Band or Chorus classes are available to students in Fifth and Sixth Grade. Students may not participate in both band and chorus. Due to scheduling conflicts, after a specific designated date (set by administration) during the first few weeks of school, students will **not** be moved out of band or chorus. Students will remain in the band or chorus class for the remainder the year, which will serve as the child's music class. If there are extenuating circumstances preventing the student from attending band or chorus practices, the student's parent(s) must contact and meet with the band or chorus teacher to discuss options and develop a possible solution. Parents may elect for their child not to participate in band/chorus concerts or functions, but the student will remain in the band or chorus class for the remainder of the year.

HALLWAY BEHAVIOR

Students are not allowed in the hallways before, during, or after school hours without a pass from a teacher to justify his/her being out of class. The only exception to this would be during inclement weather when the hallways are used for mornings when the students cannot go outside, severe weather procedures, and/or indoor recess if the gym is not available. Students are expected to follow the hallway rules at all times.

WEAPONS POLICY

Students found using, possessing and/or concealing a knife (including a pocket knife), a firearm, a look-alike weapon, and/or a weapon that may discharge a projectile or other dangerous instruments that may cause bodily harm shall be immediately suspended and recommended for expulsion. Police notification shall be made immediately.

Please see the District Handbook for additional information regarding discipline policies and procedures.

STUDENT SERVICES

Student Services is located near the front office at the beginning of the 5th Grade Hallway. Student can go to Student Services with permission from faculty or staff to get band aides, ice, personal hygiene needs, prescribed medications, and to call home if not feeling well. We do have a part-time nurse; however, she is not at Little Oak every day. Students should not go to student services to call home for forgotten items.*

ACCIDENTS AND ILLNESS

If your child is injured or becomes ill at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers that you have listed on your child's Emergency Information Card. Please remember we cannot keep seriously ill children at school. Keeping your child's Emergency Information Card updated is extremely important if additional contact phone numbers are needed in the event of an emergency. Please notify the front office of any changes as soon as they occur, so that we may update your child's card. Thank you for your cooperation.

STUDENT MEDICATION

Students who take prescribed medication must have the appropriate forms signed by the child's physician and parent before the medication can be brought to school by the parent or guardian. The medication form must be completed and returned to Student Services along with the medication that has been appropriately labeled by a pharmacist. At no time are students allowed to deliver medication to the front office. The school **CANNOT** administer medicine, including aspirin or ibuprofen, unless these forms are completed and returned to the front office. Over the counter medications must also be appropriately labeled by a pharmacist in accordance with the physician order for that particular student. The forms can be found on our website in the ***About Our School*** section under [Medical Forms](#).

**Want to help out? Student Services can always use band-aides, ziplock bags for ice, small medicine cups, tissue, peppermints, hand sanitizer, and feminine products.*

VISITORS

For the safety of all of the children on campus, we require that all visitors report to the front office immediately upon arrival at Little Oak. Visitors MUST sign in and show their Driver's License or a valid ID. All visitors will receive a visitor/volunteer badge, which must be worn while visiting on the Little Oak campus. All visitors are required to sign out when leaving the school. The administration has the right to monitor all visitors and request him/her to exit the campus if the safety of others becomes a concern.

LUNCH VISITATION

Parents/guardians and grandparents are certainly welcome to join their child for lunch on any given day. All visitors who come for lunch must be listed on the student's emergency card. Students are allowed to sit in a special area in the cafeteria with their visitor(s). We require all visitors to check in at the front office, and we ask that visitors kindly leave after enjoying lunch, as visitors are not allowed on the recess playground for safety reasons. Visitors may only sit with their child in the designated area. No additional children may sit with the visitor and student.

CLASSROOM VISITATION

Parents are welcome to visit their child's classroom. All visitors must make an appointment through the office prior to visiting the classroom. Visitors must sign a "Confidentiality Agreement" form before the class visit. Visitors must check in at the front office before proceeding to any classroom. The suggested visitation time is twenty (20) minutes.

STUDENT TRANSPORTATION

Bus Transportation

Bus routes and stops are planned and established by the St. Tammany Parish School Board Transportation Department. Parents can click on School Bus Routes on our website under the **Stay Informed** link or on the St. Tammany website home page, to find bus routes, bus driver contact information, and bus stop locations <http://www.stpsb.org/transportation/>.

Students must be picked up and dropped off at their assigned bus stops only. However, if for any reason your child will need to ride a different bus home, you must send a note to his/her teacher including the bus driver's name, bus number, and date of when your child will be riding that particular bus. The note will be logged, signed by an administrator, and returned to the student to serve as his/her pass to ride the bus for that particular date.

****For safety reasons, transportation changes cannot be made over the phone.****

Students who ride a bus are expected to follow behavior guidelines, which are posted on each bus. The bus driver will also send home a flyer with additional information. The form on the flyer must be completed and signed by a parent or guardian.

<http://www.stpsb.org/transportation/safetybrochure/TransportationBrochure2014.pdf>

Students should be at their designated bus stop 10 minutes prior to pick-up time. Students are not allowed to be dropped off at a different bus stop by their parent/guardian. They must catch the bus at their assigned stop only. Students cannot be dropped off at a stop other than at the stop nearest to their home. Students who are found to be dropped off at a stop that is not their place of residence and are picked up by parent/guardian in a vehicle will be reported to transportation and Child Welfare and Attendance. Safety is always our number one concern.

Bicycle Riders

Unfortunately, there are no sidewalks leading to Little Oak's campus. Students who ride bicycles to school must be responsible and mature enough to navigate extremely heavy traffic on Pearl Street, Stone Street, and Rebel Drive. Students must enter campus from Rebel Drive and once arriving to the gravel parking lot, walk their bicycle to the bike rack near the gymnasium. In the afternoon at dismissal, students will leave at the same time as walkers.

Car Riders

We encourage all students to ride the bus. It can be very frustrating to wait in our car line in the morning and in the afternoon, as it tends to be very long. Our car line wraps around Boyet Junior High's campus. After turning on to Stone Drive from Pearl Street, parents must turn RIGHT in front of

Boyet Jr. High and follow the gravel road through Boyet's field. While the buses are still on campus, the morning line will drop off at the gate once duty personnel is present. Drop off will begin at 7:05 AM. Once the buses have all dropped off (usually about 7:30) then the traffic will flow through to the front of Little Oak. The duty teacher will initiate this flow once prompted by an administrator.

No students may be picked up or dropped off in the bus loading zone. For safety reasons, no parents should be in the bus loading area to pick up or drop off a student. If your child needs handicap access, please follow the car line route and once you approach the gate duty person, inform them that you will need handicap access for your child and they will direct you through the gate.

In the afternoon, the car line will beginning forming at the gate on Boyet's property at the end of the gravel road. This line should not begin any earlier than 2:15 since this is also the walking path for Boyet's PE students to walk to their field. Once the bell rings and the last bus has picked up (usually about 2:40) the cars will be directed to pull in front of Little Oak.

We try to empty/fill at least 8 cars at a time, so please pull up as far as possible before your child exits/enters your car.

Unfortunately, there is no covered area to drop students off in the event of rain. We do encourage you to provide your child with a small, fold-up umbrella for rainy days.

TRANSPORTATION CHANGES

Please notify the office in advance and/or advise the teacher if there will be a change in the transportation for your child. If no notification is received, your child will follow his/her regular method of transportation. Transportation changes MUST be in writing with a proper parental or guardian signature. Transportation notification must be received in writing prior to 2:00 PM. **FOR SAFETY PURPOSES, PLEASE BE AWARE THAT WE CANNOT TAKE PHONE MESSAGES FOR A CHANGE OF TRANSPORTATION.**

TRANSPORTATION NOTES

Transportation notes for students to ride a bus other than their own, or to ride home with someone who is not on their Emergency List, must be written and signed by a parent or guardian. Please include the following information on the transportation note:

Date

Child's Name/Parent's Name/Name of student your child is riding home with (if applicable)

Bus #/Bus Driver's Name (if available)

Parent Phone Number(s)

Example:

My Child, _____, has my permission to ride Bus # _____ Bus Driver _____. He/she will be riding home with: _____.
(Name of person, destination address, and phone number).

Parent Signature _____

Parent Contact Number _____

COUNSELING SERVICES

Guidance and Counseling services are available to help children become aware of their abilities, aptitudes, interests, and attitudes. The school counselor can assist in the following areas:

- to help children reach their full potential
- to help children set realistic goals consistent with their abilities and interests
- to help children maximize their self-esteem
- to provide opportunities for democratic problem solving
- to provide experiences which will assist children in making wise choices

Little Oak Middle has the services of one full-time guidance counselor. Also, a full-time Mental Health Provider (MHP) is provided to help strengthen your child's overall school experience. The counseling department phone number is 985-643-2731.

ELECTRONIC TELECOMMUNICATION DEVICES (as of 7-19-18)

As per St. Tammany Parish School Board policy, students shall be allowed to possess a telecommunication device (cell phone) on a school campus during the instructional day or on the bus to and from school provided the device is **turned to the OFF position, completely stowed away, and not in use**. Stowing of cell phones is defined as being placed in the student's school bag, purse, or pockets and shall not be displayed in view using any type of clip or other device. If a student is found using a cell phone, displaying a phone, or in possession of a ringing cell phone or a phone that is powered on during the instructional day or on the school bus, the disciplinary procedures as outlined in the District Handbook for Students and Parents shall be utilized as a consequence. The Superintendent or his/her designee may authorize exceptions to this policy on an individual, case by case basis. Nothing in this policy shall prohibit the emergency use of electronic telecommunication devices by any student or person. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life or injury. Use or operation of an electronic telecommunication device shall mean the device is either visible or turned to the on position for receiving or transmitting signals. Possession and/or use of other electronic devices by students shall be prohibited unless authorized by the Superintendent or his/her designee. The School System will not be responsible for lost or stolen electronic devices.

Electronic communication devices, including smart watches (with the exception of cell phones), recording devices, or devices that can render a photographic image are **NOT** allowed on school property or on the school bus. These types of items will be confiscated by the teacher/administration and only returned to the parent/guardian. Progressive disciplinary consequences may result from having any of these articles.

Little Oak Middle School will not be responsible for investigating or recovering any lost or stolen electronic device.

FIELD TRIPS

Field trips are planned by teachers in each grade level and are intended to enrich learning. All field trips will support the standards within our curriculum. Information and cost of trips will be sent home prior to any trip. Students who have accumulated excessive absences or tardies may not be allowed to attend field trips. Students are not required to attend a field trip.

Assignments will be given to any child who remains at school. The work will be done under the guidance of another classroom teacher. Students attending field trips must ride the school bus to and from the destination, and students are not allowed to ride with parents in cars. Siblings are not allowed to attend field trips. School spirit shirts can be worn on field trip days. Administration reserves the right to remove field trip privileges from any student due to behavioral or safety concerns. In some instances, a parent/guardian may be required in order for the student to attend.

LIBRARY SERVICES

Students are encouraged to use our school library. We encourage our students to check out books to take back and forth from home to school. Books are due seven (7) days after they have been checked out. There is no limit to the number of times a student may renew books, but books must be renewed each week. Fines for overdue materials are charged. Fines are five (\$.05) cents per day. Payment for lost books will be based on the current list price of books in print. The librarian notifies in writing the parents of students regarding overdue or lost books. Any lost or damaged books will need to be replaced. Library fines must be cleared at the end of each grading period.

Students are responsible for all textbooks and library books issued to them during the school year. All online textbooks can be accessed through **Moodle**. Math, science and social studies will be loaded to the student accounts within the first few weeks of school. Students should log on to **Moodle** using their student ID and password set during their library and computer classes (students will reset their passwords periodically). Mozilla Firefox is the internet browser you must use to access the books online.

LOST AND FOUND

All unclaimed articles, such as jackets and lunchboxes, are kept in a lost and found bin. The bin is located near the front office. Please write your child's name on everything that is worn or brought to school. Students are responsible for their own belongings. The school is not responsible for replacing lost, damaged, or stolen items. Unclaimed items will be donated to charity once per nine weeks, and the donation will occur at the end of each nine week grading period. Students will be notified a few days prior to the donation collection so that they may attempt to retrieve any lost items.

DONATED ITEMS

We accept gently used school uniforms. Please only donate Little Oak uniform items that are in prime condition and laundered. We ask that you only donate items that meet the uniform guidelines as stated in our handbook. Donated uniforms are kept in our Student Services Office and our Counselor's Office.

HONORING INSTRUCTIONAL TIME

For respect to the classroom learning environment, classes will not be interrupted for messages. Forgotten lunches, homework, and/or changes in transportation arrangements are not considered emergencies and students will not be called to the front office for these items. These items/notes may be dropped off at the front office throughout the day and will be placed in the teacher's mailbox. Although we realize that birthdays are special occasions, cupcakes and snacks may not be brought to the classroom by parents and/or guardians. Parents may send these items to school with their student or the items may be dropped off at the front office. Parents are asked to communicate with their child's teacher prior to sending in items. Balloons, flowers, or other party items are not allowed.

PTA AND SCHOOL VOLUNTEERS

The PTA will be organized during the first month of school. Our PTA encourages families to help their children, the school, and the community. Our PTA meets the first Thursday of every month at 1:15. If you would like to be a school volunteer, please contact the school at 985-641-6510 and ask for the school volunteer coordinator.

Your interest and involvement is always appreciated!

STUDENT FEE

The Student Fee will be **\$10.00**. This fee is used to pay for:

- Extra activities for all students through various projects
- Copy paper for student worksheets, handouts, and assessments
- Awards and incentives for students
- Extra supplies needed within the classroom

A student planner will be offered, and can be purchased for **\$5.00**, bringing the total to \$15. An envelope will be sent home with your child on the first day of school for the student fee and purchase of the planner. We strongly encourage all parents to purchase a planner for their children. Planners are used daily to record assignments, tests, and/or projects. The planners are sold on a first come, first served basis.

These fees can be paid online on our school website through the "[My Payments Plus](#)" link on *our home page*. The fee can also be sent to school in a marked envelope with your child. Please note that this fee does not cover the cost of field trips.

Your support is sincerely appreciated!

STUDENT EMERGENCY INFORMATION CARD

During the first week of school, your child's teacher will be sending home a Student Emergency Card for you to complete and return. Having this information returned promptly and correctly is of the **UTMOST** importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change your address or telephone numbers at any time during the school year. It is very important that our records are kept updated. Students may only be checked out of school/picked up from school by a person who is included on the Student Emergency Card. If someone other than a contact on the card will pick up your child, a transportation note must be sent to the front office. Please see the section entitled, "[Transportation](#)."

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from Little Oak, please call our Records Clerk or come to the school office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. All textbooks and library books must be returned. The cafeteria bill, aftercare bill (if applicable), and all fines must be paid upon withdrawal in order to have records released.