

# **LITTLE OAK MIDDLE SCHOOL PARENT/STUDENT HANDBOOK**

**2017-2018**

Revised 6-7-17

## **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 is as follows:

**A 93 – 100**

**B 85 – 92**

**C 75 – 84**

**D 67 – 74**

**F 0- 66**

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 *Parent Zone* section.

### **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. Assignments will vary from day to day. We encourage our students to use the dated student planner that is provided 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 for in lieu of written homework assignments. Checking the planner is the best way to ensure that assignments are completed.

### **PROMOTION AND RETENTION**

A student shall not be promoted in grades 4, 5, and 6 if he/she receives a cumulative grade of “F” in the following:

Reading **or** Math

**or**

Any two major subjects: Language, Science, Social Studies

**or**

A combination of any one major subject and two minor subjects: Health/Physical Education, Music, Art, or other electives.

### **STUDENT PROGRESS CENTER**

The Student Progress Center is a program that allows parents or guardians to review 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://jpams.stpsb.org/ipweb>. You can also access the Student Progress Center from our school website using the link listed under *Parent Zone*.

### **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).

## **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.

Students who are not in their classrooms seated by 7:41 AM will be marked tardy. 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 park in the visitor parking spots along the bus ramp and walk the student in to the front office. 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 at 2:46 PM. 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.

All students going home by car should be picked up no later than 3:06 PM. Students remaining after 3:06 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. We request that you do not check students out after 2:00 PM if at all possible. Please keep in mind that students who are not present for the entirety of all school days (including check-outs) are not eligible to receive a Perfect Attendance Award for the school year.

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

Grade 4 – 9:45 AM  
Grade 5 – 10:05 AM  
Grade 6 – 10:25 AM

## **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.

## **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: <http://www.stpsb.net/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. A student is considered tardy if he/she is not in class seated 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. 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. Students who have been tardy to school on any given day, or are not present for the entirety of all school days (including check-outs) are not eligible to receive a Perfect Attendance Award for the school year. Tardies are cumulative for the entire school year. A copy of the *Tardy Consequence Form* is included on page 15 of this handbook, as well as on page 6 of the student planner.

## **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 the front office 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 *Parent Zone* section under Medical Forms.

## **AFTERCARE PROGRAM**

Aftercare is a service available to Little Oak students **ONLY**. Aftercare is provided on the first day of school and all other school days except ½ days and holidays. Arrival time is 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 in the *Parent Zone* section, which has specific information regarding policies and procedures.

Students who regularly attend aftercare are required to check-in with an aftercare attendant before reporting to after school clubs.

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

*Please note: Students who owe aftercare fees may not be eligible to attend PBiS school-wide awards such as Friday Fun Night and/or Field Day.  
Please feel free to contact our aftercare program director with any questions regarding your child's account.*

## **BREAKFAST AND LUNCH PROGRAM**

During the first week of school, all children will be given an application for free and reduced breakfast and lunch to take home to their parents. Only those wishing to apply need to return the forms. Please keep in mind we are required to provide every parent with an opportunity to apply. 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.

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. Visitors may eat breakfast for \$1.65. Parents are welcome to eat breakfast and/or lunch with their children only. Due to safety and privacy laws, parents are not allowed on the playground during recess.

Lunch may be purchased for \$1.30, or a reduced price of \$0.40. Students may bring their own lunch from home; however, commercial fast foods and/or canned sodas are **NOT ALLOWED**. Visitors may eat lunch for \$3.45. Prices are subject to change. No charges are allowed.

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 our school website under the **Parent Zone** section. Another, more convenient option, would be to download the App on your smart phone.
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Please contact the Cafeteria Manager at 643-8647 if you have any questions.

*Please note: Students who do not maintain a positive balance in their lunch account may not be eligible to attend PBiS school-wide awards such as Friday Fun Night and/or Field Day.*

*Please feel free to contact our cafeteria manager with any questions regarding your child's account.*

## **STUDENT 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 **Parent Zone** link or on the St. Tammany website home page, to find bus routes, bus driver contact information, and bus stop locations.

If for any reason your child will need to ride a different bus home, please 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 signed by an administrator.

**\*\*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. Students are expected to always:

- Respect the driver and peers
- Sit correctly in assigned seat
- Use only the bus and bus stop assigned
- Use a quiet voice at all times

### **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 Mental Health Provider (MHP) is provided through a grant designed to help strengthen your child's overall school experience. The counseling department phone number is 985-643-2731.

### **CHILD SEXUAL ABUSE PREVENTION, EDUCATION, AND REPORTING PROGRAM**

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of child sexual abuse prevention, education, and reporting. All materials that will be used as part of this instruction may be previewed by contacting the school counselor. We encourage parents to talk to their children about this topic, as well as other general safety issues.

## EDUCATION OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS

The McKinney-Vento Act is a federal law passed in 1987 to help people who are currently in a homeless situation. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- Doubled-up housing with other families or friends due to the loss of a home or due to the family having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital.

*Children and youth in homeless situations have the right to the following:*

- Attend and succeed in school no matter where they live or how long they have lived there;
- Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

*Questions about this program and the McKinney-Vento Act should be addressed to the school counselor.*

## DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We expect students to display acceptable behavior at all times, and we expect parents to work with us to reach this goal. Our school-wide expectations are: **Be Positive, Be Safe, Be Responsible, and Be Respectful**, and our rules are linked to these four expectations. Our method of teaching and modeling expected behavior each day is aligned with the Positive Behavior Intervention Support (PBIS) System.

Students who violate discipline policies will be addressed by the teacher for minor infractions. Student Behavior Reports (SBRs) may be distributed by teachers for minor infractions. Students who repeatedly have minor infractions will be sent to administration for further consequences. Consequences vary based on each given situation. Consequences include, but are not limited to, the following: Parent and/or student conference, Time-out/Exclusions, Lunch/Recess detention,



After School detention, Saturday detention, In-School Support (ISS), Out-of School Suspension, and/or Recommendation for Expulsion.

**Detention Days:**                      *Tuesdays and Thursdays – 2:36 PM until 3:36 PM*  
*Saturdays – 8:00 AM until 12:00 PM*

*\*\*Note: The school uniform is to be worn while attending Saturday detentions, and the students should bring work to last four (4) hours. Work will be provided for them if needed.*

It is the policy of Little Oak Middle School to strongly adhere to the guidelines and policies of the St. Tammany Parish School Board regarding discipline policies. St. Tammany Parish Schools provide many opportunities to meet the needs of individual students. In many cases, students will fill out a document called ***A Plan for Safety and Success***. This document, along with our ***Little Oak Middle School Conflict Form***, are used to provide documentation and establish a successful plan to meet the needs of each and every student.

### **CLASSROOM BEHAVIOR**

We believe that instruction best occurs in a safe environment that is conducive to learning, free from distractions, and free from disturbances. As a result, teachers will develop a classroom management plan that they feel will best meet the needs of their students. Classroom management plans will focus on the four school-wide expectations. Student Behavior Reports (SBRs) are utilized school-wide to notify parents of any minor behavior issues. Louisiana Department of Education (LDOE) Behavior Reports are utilized school-wide for major discipline issues. Consequences vary based on each given situation. The method of teaching and modeling expected behavior each day is aligned with the Positive Behavior Intervention Support (PBIS) System. Please note that toys of any kind are not allowed on campus. Fidget spinners are also not allowed on campus unless this device is noted in a student's IEP/IAP. Please visit our website for additional information regarding our PBIS program.

### **HALLWAY BEHAVIOR**

Students are not allowed in the hallways before, during, or after school hours without a pass. 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. Any student in the hall during class periods must have a pass from a teacher to justify his/her being out of class.

## **WEAPONS POLICY**

Students found using, possessing and/or concealing a knife (including a pocket knife), a firearm, 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. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school and possibly recommended for expulsion.

## **WIRELESS DEVICES**

Cell phones, Apple watches, iPads, iPods, handheld electronic games, MP3 players, portable radios, CD players, Nooks, Kindles, lasers, or any other telecommunication devices are **NOT** allowed on school property or on the school bus. These types of articles 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.

## **UNIFORM POLICY**

Little Oak Middle School students are required to wear uniforms to school every day, unless a designated dress down day has been assigned. Students must follow the St. Tammany Parish guidelines when wearing “free dress” attire.

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 office 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 bandannas are not to be worn on campus during regular school hours. These items 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. 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 are not appropriate for school.

*Please refer to the **District Handbook for Students and Parents** for additional information regarding dress code policies.*

## **STUDENT SERVICES**

### **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 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.

### **SCHOOL DRILLS**

Periodic drills, such as fire drill, shelter and place, and lockdown, are necessary for the safety of the students, staff, and faculty. Directions and procedures for emergency situations are reviewed regularly, and all students, staff, and faculty members are aware of the procedures for reaching a point of safety from all areas of the school building. Specific information for all routine drills are posted in each room on campus.

## **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.

*Please note: Students who owe library fines and/or books that have not been returned, may not be eligible to attend PBiS school-wide awards such as Friday Fun Night and/or Field Day. Please feel free to contact our school librarian with any questions regarding your child's account.*

## **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.

## **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 if they are sending in items. Balloons, flowers, or other party items are not allowed.

### **COMMUNICATIONS RELEASE AND TECHNOLOGY USE AGREEMENTS**

Public Information/Communications Release Forms are sent home during the first week of school. Students may only be photographed, videotaped, etc. for publication **IF** this form is signed and on file.

Technology Use Agreements are also sent home during the first week of school. These forms must be signed and returned on hand so that the students may use the Internet to visit appropriate school approved web sites.

### **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. 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!

### **SCHOOL INSURANCE**

School Insurance is available to all students. An informational packet will be sent home during the first week of school. Purchase of the school insurance is optional.

### **STUDENT FEE**

The Student Fee will be \$15.00. This fee is used to pay for:

- Student Planner for each child in order to assist with organization
- 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

This fee can be paid online on our school website through the "My Payment Plus" link in the ***Parent Zone*** section. 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 above entitled, "Student Transportation."

### **WITHDRAWAL OF STUDENTS**

If you are moving and are withdrawing your child from Little Oak, please call 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.



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

## NOTIFICATION OF TARDY CONSEQUENCE

### Dear Parent:

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

### The following disciplinary action is being taken:

\_\_\_\_\_ **Level One:** 1 Hour after school detention in Room 220 on \_\_\_\_\_  
 from 2:36-3:36 PM.

\_\_\_\_\_ **Level Two:** Parental meeting with Administration, 4-hour Saturday detention, and referral to truancy. Please call the school for your appointment date with administration. The 4-hour Saturday detention has been scheduled on \_\_\_\_\_  
 from 8:00-12:00 PM. Uniform must be worn.

\_\_\_\_\_ **Level Three:** 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 class 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 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, they must check in at the front office, sign the back of their emergency card, and 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 4<sup>th</sup> 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 <sup>th</sup> Tardy	Level One	1 hour after school detention
10 <sup>th</sup> Tardy	Level Two	Parental meeting with Administration, 4 hour Saturday detention, and referral to truancy, not eligible for PBIS rewards
15 <sup>th</sup> + 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

**Questions or concerns should be directed to the Administration.**