

Pollock Elementary School
Student Handbook
2014-2015

Pollock Elementary School
Student Handbook
2014-2015 School Year
Parent/Student Acknowledgement Sheet

Dear Parent or Guardian:

The document that follows was designed to inform you of the procedures and policies of Pollock Elementary School. Please take time to carefully read this document. If you have any questions, please contact school officials for clarification.

After you have read the document, please sign where indicated, remove the bottom section of this letter, and return it to your child's school. Your signature will be a record that you and your child have received the 2014-2015 Pollock Elementary School Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Sincerely,

Rebecca Durand, Principal

(Please tear here)

Parent/Guardian

My signature below indicates that I have received and that I have reviewed all policies, rules, and general information contained in the 2014-2015 Pollock Elementary School Handbook.

Parent Signature

Date

Student Signature

Date

August 8, 2014

Dear Parents and Students,

The staff at Pollock Elementary School is looking forward to a successful 2014-2015 school year. We welcome you and hope that you will join with us in working to make this the best year ever. You will find specific **school** policies outlined in this handbook.

Once again, our staff is excited to begin another year. We have many wonderful opportunities planned for your family.

Sincerely,

Rebecca L. Durand
Principal

Mission Statement

“To achieve academic excellence through quality education”

Early Release Dates

Monthly professional development meetings have been planned for faculty and staff. **School will be dismissed at 12:00 pm** on the following days. Please note that your child will be home early on these dates.

September 18th

November 21st

December 19th

March 11th

May 15th - last day for students

Parent Teacher Conferences

November 6th

February 12th

Students will be dismissed at noon on these days. Parents will be given the opportunity to schedule an appointment with teachers to discuss their child's progress.

Parental Involvement and Family Nights

It is the goal of Pollock Elementary to involve our parents as much as possible. Our desire is for parents, students, and teachers to work together as a team to ensure your child has a very successful educational career. Families are invited to join us for these events. We encourage you to attend as many of these activities as possible. These family nights allow you to get a glimpse of activities our students are involved in. Notes will be sent giving exact times the events will be held.

Graded Papers

Classroom teachers will send graded papers home each **Tuesday**. Please sign the graded papers and return to the teacher the next day. On **Monday**, a weekly note outlining your child's lessons will be sent home in purple folders. Please keep these in a safe place so that you will be aware of the topics and tests your child will have for the week. Important announcements from the office will also be sent in these folders on Mondays. Please return the folder on Tuesday so that your child's graded papers can be sent in a timely manner. If a parent fails to return graded papers each week, the teacher will no longer be required to send them.

Teachers will follow the Grant Parish Pupil Progression Plan regarding the required number of points for their grade level. The teacher will send a note with an explanation if papers are not being sent for a particular week. Each teacher has a Grant Parish e-mail address. We encourage you to use this as a means of communicating with your child's teacher. Many questions and concerns can be attended to in a timely manner. Your child's teacher will send their e-mail address in their classroom policy letter. **Grant Parish Pupil Progression Plan states that teachers will input grades into JPAMS weekly.**

Attendance

Students are encouraged to be absent only if necessary. We recognize illness, deaths, and other family emergencies will occur. Students will earn jean passes for each six-weeks of perfect attendance. Their names will also be included for drawings for Wal-Mart gift cards each six-weeks grading period. Please remember we have our school-based health clinic available to aid you in determining if your child is ill enough to miss school. **Please refer to the Grant Parish School Handbook for attendance requirements.**

Make-Up Work Policy

Requests to pick up student work missed during absences must be called in to the office at least two hours before parent wishes to pick the work up at the office. This is to allow teachers time to gather materials and work without causing interruption to instructional time. **If you request work; please make sure your student completes the work before returning to school.**

Early Check-outs

We are aware that the need arises to occasionally check your child out early. Our teachers have a great deal of information to teach your child. Therefore we ask that you do not check your child out early unless necessary. You must come to the office and sign them out. Students that excessively check out may have their minutes accumulate into absences. **If you are going to pick your child up every day, you must go through car rider line. Parents will not be allowed to check their children out daily.**

Tardiness

Please be sure to read Grant Parish School Board's policy on being tardy. Pollock Elementary will adhere to their guidelines. Please come to the office to check your child in if they arrive after 7:55 am.

Perfect Attendance

Please refer to the Grant Parish School Board Student Handbook for the criteria a student must maintain to be considered for perfect attendance.

Car riders

If you drop your child off in the morning or pick them up in the afternoon, please use the designated drop off and pick up location. There are duty teachers posted at several spots along this path to watch out for your child. We have more than 600 students at our school and for their safety; we need everyone to adhere to this rule. Please do not drop your child off before 7:30 am. Duty teachers are posted at this time. If you drop your child off prior to this time, there may not be a teacher to supervise your child. **If you are going to pick your child up every day, you must go through car rider line. Parents will not be allowed to check their children out daily.**

Medicine Policy

Please read the medicine policy included in the Grant Parish School Board section of this hand-book. If you have any questions, please feel free to call Kim Sanders, R.N. at Grant Parish School Board. (627-3274)

Lunch money

Please mark your calendar for specific dates to pay your child's lunch money. **The cafeteria will send a bill only if your child is behind on payment.** Please fill out free lunch forms and return immediately if you expect to receive this service. Students may lose extra-curricular privileges such as field trips, participation in graduation, etc. if excessive lunch money is owed.

Accelerated Reading

Our classroom teachers encourage our students to develop a love for reading. The Accelerated Reading program is used in each class as a means of enriching this development. Students are given a goal to achieve each six-weeks grading period. Recognition and rewards are given to each student that reaches his/her goal. Students **will not be punished** for failing to meet their goals. We hope that students will develop a desire to read and achieve.

Accelerated Math

Students in first – sixth grade will be enrolled in Accelerated Math. This program is used to differentiate instruction for students. Students may be assigned additional practice on specific skills if needed or allowed to work ahead to advance their skills. Students will be recognized or rewarded for their progress. **Recess will not be withheld from students to complete Accelerated Math.**

Bus Notes

If your child plans to ride home with someone else on the bus or will be picked up by someone, a note must be sent from a parent or guardian. The note must be signed by the principal or assistant principal prior to afternoon pick-up. **Please have all bus changes called in no later than 2:45 pm. We cannot guarantee bus changes called in after this time.**

Information Slips

Each student will receive an information slip for parents to fill out. You will be asked to list emergency contact people for the office to call if you are unavailable.

The names listed on this form will be the **ONLY** people allowed to pick up your child.

Emergency Plan

In extreme situations only, school could be dismissed early. Please have a plan of action for your child to follow should he/she arrive home before normal. The possibility of this occurring is very slim. It is only a precaution to make sure our students know what to do if ever placed in this situation.

Special Classes

Students participate in computer lab, library, music, and physical education at least one class period during each week. Students **will not** be held back from these classes for punishment or to complete unfinished assignments.

Students will receive grades of S, N, or U in physical education. On the day their class will attend physical education, students must wear tennis shoes that tie or Velcro. Students may lose points during gym class for not participating unless they have a doctor's excuse or a note from their parent. Students are not allowed to participate if they aren't wearing tennis shoes. If a student loses a point(s) during gym, parents will be notified in their child's graded papers the following week.

Bullying

Please refer to the Grant Parish School Board Student Handbook for bullying policy.

Personal Property

Students are discouraged from bringing toys, electronic games, and other types of personal belongings to school. Pollock Elementary School will not be responsible for loss, theft, or damage to any property brought to school by a student.

Academic Assistance

Students in kindergarten – third grade are given a reading screening three times each year. Students that are identified with deficient skill areas will receive interventions. Parents will be informed at parent teacher conference if their child is receiving daily interventions. Every three weeks, progress reports will be sent to keep parents informed on their child's progress in the intervention group.

Field Trip Policy

Students can be checked out by parent or legal guardians **ONLY** at the field trip site.

Emergency Evacuation

All schools have an alternative shelter in the event that students would need to be evacuated from the school site or if the school was not accessible to parents. The alternative shelter for Pollock Elementary is Pollock First Baptist Family Life Center, located at 7936 Ridge Street. Car riders will evacuate to Pollock United Methodist Church, located at 1941 Hunter Street. A map is attached for the car rider parents to follow for pick up. In the event of such an emergency evacuation, please do not call or come to the school or to the church. Please listen to local radio and television stations or go to Grant Parish School website for instructions on the procedure for dismissing students. JCALL will call all parents with information as soon as it is available.

Our school will have scheduled, as well as, unscheduled evacuation drills. We will also practice lockdown procedures.

PBiS

School-wide Positive Behavior Support (**PBiS**) is utilized at Pollock Elementary on a daily basis. **PBiS** is an approach that emphasizes the use of reinforcement strategies in order to increase positive behavior. Our PBiS Team has created behavior expectations for all of the settings in our school. You will find a chart on the following page which defines these school-wide behaviors.

Students will be allowed to practice appropriate behavior in all settings at the beginning of the school year. These expectations will be reviewed continually throughout the year. Staff members will be responsible for consistently rewarding students who exhibit appropriate behavior.

Our **PBiS** discipline policy provides teachers with interventions to help students who may have discipline issues. Teachers will make contact with parents on any expectation that a student might have difficulty meeting. Parish discipline policy will take affect if these strategies are unsuccessful. Major violations will be handled based on the current Grant Parish Discipline Policy.

As you visit our school, be on the lookout for posters which are in place to remind our students of our positive behavior expectations. Your child will also participate in various activities throughout the year as reinforcement for good behavior. Classes and individual students may be rewarded with tokens and reward bucks. Each class that obtains the designated number of tokens will participate in PBiS activities. Students that maintain an A in behavior each six weeks will also receive recognition and a reward. Individual students will be given opportunities to turn in their bucks for prizes. School bus drivers will also participate in rewarding students on their buses for meeting expectations.

Examples of PBiS rewards:

- Free dress days
- Play days
- Extended lunch/recess time
- Prizes/Drawings/Bucks
- Snack from the Principal
- Outdoor activities
- Snacks

We, the wampus cats at Pollock Elementary, promise to "paws" and think before we act. We always...

Practice self control
Act responsibly
Work for success
Show respect

Expectation	Playground	Cafeteria	Hallway	Restroom	Bus Area
P Practice Self-control	<ul style="list-style-type: none"> keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> maintain low noise level keep hands to yourself only eat your food 	<ul style="list-style-type: none"> move silently through halls and on walkways 	<ul style="list-style-type: none"> use restroom quickly and quietly 	<ul style="list-style-type: none"> walk to your bus/daycare/car quietly
A ct responsibly	<ul style="list-style-type: none"> use equipment safely follow game rules 	<ul style="list-style-type: none"> gather milk, straw, napkin, and fork while in line hold tray with both hands clean your area 	<ul style="list-style-type: none"> walk on paw prints facing forward walk directly to your destination 	<ul style="list-style-type: none"> flush toilets and wash hands use supplies appropriately 	<ul style="list-style-type: none"> enter bus single file and take your seat sit in seat facing forward
W ork for success	<ul style="list-style-type: none"> show good sportsmanship work out disagreements peacefully 	<ul style="list-style-type: none"> use your time wisely 	<ul style="list-style-type: none"> keep traffic flowing stay with your class 	<ul style="list-style-type: none"> keep restroom clean for yourself and your classmates 	<ul style="list-style-type: none"> follow all of the rules of the driver for the safety of yourself and other riders
S how respect	<ul style="list-style-type: none"> share equipment use polite language pick up trash 	<ul style="list-style-type: none"> use polite language (please/thank you) 	<ul style="list-style-type: none"> keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> use quiet voice report any problems to your teacher 	<ul style="list-style-type: none"> use quiet voice use polite language

Pollock Elementary Behavior Expectations



Pollock Elementary School
Parental Involvement Policy

In accordance with the No Child Left Behind Act, Pollock Elementary School has developed and will implement the following parental involvement and community support plan:

The Pollock Elementary Parental Involvement Plan will involve parents in the development of parent/teacher collaboration to insure and improve the all around well-being of each child.

1. PES will actively involve parents through the use of surveys taken throughout the year.
2. PES will plan and implement parental involvement by:
 - ❖ Providing opportunity for parents to be actively involved in their child's education through a variety of activities and strategies such as:
 - Family Math and/ or Science Night
 - Parent Literacy Night
 - LEAP Night
 - Book Fair
 - Informative Articles in Local Newspaper
 - Student Recognition Assembly
 - ❖ Disseminating school-student-parent compacts
 - ❖ Providing parent handbooks to parents of students
 - ❖ Notifying parents of activities and events
 - ❖ Including parents in revising the parent policy
 - ❖ Providing parents with additional educational resources
3. PES will conduct an annual evaluation, with the involvement of parents, to assess the effectiveness of the parental plan.
4. PES will help build school and parental involvement by having a parent contact in our school, by including parents on selected committees, and by increasing news media accounts.
5. PES will provide assistance to parents in understanding topics such as the new Common Core State Standards, the state and local academic assessments, and monitoring their children's progress. LEAP informational night will be provided for parents.
6. Professional development will be provided for administrators and teachers in communicating effectively with parents. These will be conducted during the grade-level planning time. Topics to be addressed and implemented will be:
 - ❖ Use of phone logs/email in communicating with parents
 - ❖ Positive communication strategies
 - ❖ Communication by monthly and weekly newsletters

A Compact for Student Success
 A Parent/Student/School/Teacher Agreement
 The Grant Parish School System
 Pollock Elementary School

In order to assure all students' success in Louisiana's Reaching for Results program and to help all students at all grades and to prepare the students at grades 4 to score at or above the Basic Level on the **LEAP 21st Century Test** in the areas of Language Arts and Math,

all parties agree to the following:

August 10, 2012

School	Teacher	Parent/Guardian	Student
1. Provide high quality curricula and instruction aligned with Common Core State Standards and student performance expectations. 2. Provide a minimum of one parent/teacher conference. 3. Report on an ongoing basis about a child's progress (report cards, mid-semester reports, etc.) 4. Provide opportunities for parental	1. Provide rigorous activities and lessons aligned with Common Core State Standards and student performance expectations. 2. Provide high expectations for all students in an encouraging and supportive manner. 3. Provide a well-disciplined and managed classroom so all students have the opportunity to learn. 4. Provide an open line of communication with parents including a weekly newsletter/calendar 5. Provide	1. Make sure my child is on time and attends school on a regular basis. 2. Supervise homework and study time. 3. Provide a quiet place for my child to work, study, read, etc. 4. Provide necessary materials my child needs for his/her success. 5. Keep an open line of communication with my child's teacher(s) including: attend parent/teacher conferences, sign appropriate documents (weekly test papers, assignment sheets, progress reports, report cards)	1. Go to school on time everyday. 2. Go to school on a regular basis. 3. Go to school ready to work with materials needed and homework assignments 4. Stay attentive and actively participate in classroom activities. 5. Follow school and classroom rules and regulations. 6. Respect classmates, teachers,

<p>involvement (volunteer, participation, etc) and assistance to parents to help child at home.</p> <p>5. Provide a safe, orderly environment in which the children can learn.</p> <p>6. For at Risk Students the school will: provide 4th grade LEAP tutoring (pending funds), A.R., D.E.E.P into Math, etc.</p>	<p>remediation in all subject areas in which students have performed at the unsatisfactory level on the LEAP 21st Century Test.</p> <p>6. For at risk students the teacher will: provide one-on-one tutoring of specific skills, teach to a variety of learning styles, and use hands-on activities and manipulative materials provided by grade level.</p>	<p>6. Support the school and all teachers in maintaining a disciplined environment.</p> <p>7. Encourage my child to do his/her best.</p> <p>8. Provide adequate sleep, meals, and medication if prescribed.</p>	<p>administrator s, and other school staff.</p> <p>7. Be a positive role model for other students.</p> <p>8. Take all students notes to parents.</p>
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I have read the above and agree to do all to assure success.

School Administrator
Parent/Guardian

Teacher
Student