

2025-2026

# Parent / Student Handbook



**CEDARWOOD**  

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**SCHOOL**

# Cedarwood School

## Parent/Student Handbook

Dear Parents,

Welcome to Cedarwood School! We are pleased that you have chosen to be a part of the Cedarwood family. The purpose of this handbook is to provide you with an outline of the school's philosophy, curriculum, organization, policies, procedures, and standards. Please take time to read it and feel free to direct any questions that you may have to the school's administration.

Through the course of each school year, there are several ways that you may stay informed about, and become active in, the life of our school:

You will have the opportunity to...

- attend the appropriate orientation session for parents of students.
- attend the annual Parents' Night event hosted by your child's teacher(s).
- take part in various parent volunteer opportunities offered during the course of the year.

Look for these offers in our email newsletters and on our website calendar at ([www.cedarwoodschool.com](http://www.cedarwoodschool.com)).

You will find out more about these and other aspects of school life in the sections of this handbook.

- I. Cedarwood's Mission and Philosophy
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# I. Cedarwood's Mission and Philosophy

## **Mission Statement:**

Cedarwood School is where children experience the joy of learning.

### **Cedarwood believes...**

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

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

...in a safe, child-centered and nurturing environment.

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

...in fostering moral values, conflict resolution, civic responsibility and the acceptance of others.

...in fostering partnerships with families and the community.

## **School Philosophy:**

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

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



Cedarwood was founded in 1983 by Kathy and Maxie LeBlanc

## HISTORY OF CEDARWOOD SCHOOL

Established in 1983, Cedarwood School has earned an exceptional reputation as one of the finest private schools in this area. Beginning in 1983, with only 48 students, the school continued to expand its facilities. We now serve approximately 300 students annually, in the early childhood through seventh grade programs.

Serving the Mandeville/Covington area, as St. Tammany Parish's first school accredited by the National Academy of Early Childhood Programs, Cedarwood School provides a unique learning environment for infants, toddlers, and two-year-olds through 7<sup>th</sup> grade. Cedarwood holds accreditation through Cognia (formerly AdvancEd, SACS CASI) and is approved by the Louisiana Department of Education.

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

## II. Cedarwood School Parent Agreement

At Cedarwood School, we believe in nurturing confident, creative, curious, and courageous learners. As partners in your child's education, we recognize that a strong relationship between home and school is foundational to a successful and fulfilling school year. This agreement serves to clarify expectations, encourage open communication, and foster a shared commitment to your child's growth.

By enrolling your child at Cedarwood School, you agree to the following terms of partnership:

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### 1. Partnership & Respectful Communication

- I will work in partnership with Cedarwood School, recognizing the shared goal of my child's academic, social, and emotional development.
  - I will communicate respectfully and constructively with teachers, staff, administration, and other members of the Cedarwood community.
  - I will use established school channels for communication (e.g., teacher emails, parent-teacher conferences, the parent portal, and official school communications) and allow reasonable time for responses.
  - I will respect confidentiality and refrain from sharing information or posing questions regarding your child or other students, or representatives of Cedarwood School through other channels such as text messaging friends or posting questions on social media.
  - I will refrain from exhibiting any behavior that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
  - I will bring concerns or questions to the appropriate school personnel with the understanding that the representatives of Cedarwood will do their best to address them in a timely and thoughtful manner.
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### 2. Engagement & Involvement

- I will stay informed by reading all school communications, including newsletters, calendars, and updates sent through school platforms.
  - I will attend parent-teacher conferences and other scheduled meetings that support my child's progress.
  - I will participate in school events and volunteer opportunities as I am able, understanding that family involvement enhances the school culture and student success.
  - I will reinforce school values at home and support my child's consistent attendance and engagement.
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### 3. Upholding School Policies

- I have read and agree to follow the policies outlined in the **Cedarwood School Parent & Student Handbook**, including but not limited to: academic expectations, student behavior, attendance, dress code, and digital conduct.
  - I understand that the handbook is updated annually and that I am responsible for reviewing it each year.
  - I will support school decisions and disciplinary policies in a constructive manner and encourage my child to do the same.
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## **4. Student Success & Responsibility**

- I will ensure that my child arrives at school prepared, on time, and ready to learn.
  - I will foster a home environment that supports academic responsibility, healthy routines, and social-emotional well-being.
  - I will encourage a growth mindset and resilience in my child by modeling positive problem-solving and encouraging effort over perfection.
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## **5. Financial Commitment**

- I understand and agree to the terms of my financial agreement with Cedarwood School, including tuition payments and any applicable fees.
  - I will communicate proactively with the school office if unexpected financial challenges arise.
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## **6. Mutual Respect & Confidentiality**

- I understand that school staff will treat all families and students with dignity and respect, and I will do the same.
  - I will respect the confidentiality of student and classroom matters, student information, and any school business not intended for public dissemination.
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All parents/guardians of students enrolled at Cedarwood School affirm reading and understanding the expectations outlined in this Parent Agreement. Parents/guardians of Cedarwood students recognize that a positive, respectful, and collaborative relationship between families and the school is essential to my child's success and to the strength of the Cedarwood community.

# III. The Curriculum

## Academic Programs

### Early Childhood Program - Infants - 3's:

Cedarwood's early childhood program focuses on all aspects of each child's development and provides multi-sensory theme-based activities and experiences in physical, emotional, social and cognitive areas. Our teachers possess the skills and take the time to spark each child's talents and interests through innovative and developmentally appropriate activities and projects. There is respect for the developmental age of each child, from infants and toddlers to the oldest three-year-olds, as they progress through the early childhood program. Cedarwood's early childhood program incorporates The Creative Curriculum a comprehensive, research-based curriculum that encourages learning through exploration and discovery, enabling the child to develop confidence, creativity and lifelong critical thinking skills.

### PreK4 - First Grade:

Cedarwood's pre-kindergarten curriculum is designed to nurture holistic development in young learners, focusing on social-emotional development as well as early literacy and math skills. Through hands-on activities and interactive experiences, children engage in activities that enhance their fine motor skills. Social-emotional development is fostered through group activities, encouraging teamwork and emotional expression. Early literacy and math skills are introduced through Foundations, Heggerty, and calendar math, laying the foundation for future learning. Teachers lead students to explore the world around them to spark curiosity and a sense of wonder.

Cedarwood's kindergarten and first grade curriculums adopt a comprehensive approach to early childhood education, incorporating evidence-based programs to nurture foundational skills. Utilizing the Heggerty and Foundations curriculums, students engage in systematic phonics and literacy activities, fostering early language and writing development. Envision Math introduces age-appropriate mathematical concepts through interactive experiences, promoting critical thinking and problem-solving skills as students are introduced to concepts like addition, subtraction, and measurement. Elevate Science sparks curiosity and exploration, encouraging young learners to discover and understand the world around them as they explore physical, life, earth and space sciences. Our teachers employ a balanced mix of whole group and small group instruction to cater to diverse learning styles, ensuring that each student receives personalized attention and support to reach their full potential.

### 2<sup>nd</sup> - 3<sup>rd</sup> Grade:

Cedarwood's second and third-grade curriculums offer a well-rounded educational experience by integrating various key components. The Foundations program continues to strengthen early literacy skills through systematic phonics and language development, while the introduction of cursive writing develops this essential skill. The Wit & Wisdom English Language Arts curriculum focuses on building knowledge and skills through the exploration of rich, complex texts across a range of subjects, including literature, history, and science. It emphasizes the development of critical thinking, vocabulary, and writing abilities, encouraging students to make connections between ideas and deepen their understanding of the world. In Envision Math, students delve into interactive experiences to build a solid foundation in mathematical concepts including advanced addition, subtraction, and place value. Elevate Science nurtures scientific curiosity as students explore physical science, including properties of matter and changing matter, earth science, including Earth's water, land, and processes, as well as life science, including plants, animals, and habitats. Social studies project-based learning further broadens their understanding of communities, encouraging critical thinking and collaborative problem-solving for a comprehensive and engaging experience.

## **4<sup>th</sup> -7<sup>th</sup> Grade:**

Cedarwood's middle school program is designed to offer students a rich and concentrated curriculum. Students continue to advance their literacy skills through novel studies and the exploration of informational texts, coupled with rigorous vocabulary and grammar instruction to enhance communication skills.

Cedarwood utilizes Wit & Wisdom fourth and fifth-grade English Language Arts curriculum to challenge students with rich, diverse texts that foster a deeper understanding of literature, history, and science. In sixth and seventh grade, our curriculum incorporates a balance of literature studies, often driven by students' interests. Our teachers guide students on refining analytical thinking, expanding vocabulary, and enhancing writing skills, guiding students to explore complex themes and synthesize ideas across various subjects.

The Envision Math program teaches the ability to compute correctly, use current technology, and problem solve using real world situations. The science and social studies programs use project-based learning and hands-on experiments to actively engage students. Teachers utilize Kessler Science and Gizmos to provide hands-on, inquiry-based lessons designed to engage students in scientific exploration and critical thinking. Students engage in active learning through experiments, activities, and real-world connections, helping them build a strong foundation in science concepts and skills. In social studies, our TCI curriculum provides students with research-based learning. Students actively participate in projects that encourage independent inquiry and a deeper connection to the subjects they study, fostering a comprehensive and interactive educational experience in middle school.

One-to-one Chromebooks are used to incorporate print and digital resources to build a strong student foundation. Students do best during the dynamic and varied developmental span when given ways to develop and extend skills and be encouraged to develop as individuals on their own journey.

## **ENRICHMENT PROGRAMS**

### **Enrichment**

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

## PALS PROGRAM

In keeping with our school's commitment to meet the individual needs of all learners, Cedarwood School offers the PALS Program (Processing Academic Learning Strategies) to address the educational needs of students who need additional support in reading, writing, comprehension and/math. A trained academic specialist delivers enhanced instructional services. There is an additional fee associated with the services provided by the trained reading specialist.

Students may benefit from PALS specialized instruction in the following areas:

- **Reading Comprehension** – for students who may seem shy and have difficulty organizing their language... or they may be talkative but scattered, relating information out of sequence.
- **Oral Language Skills** – for students who may connect to only part of a conversation and have difficulty responding relevantly and thinking logically. They may ask and re-ask the same question and may be labeled as a “poor listener.”
- **Oral Language Comprehension** – for students who must reread material several times and often remember only a few details, rather than the “whole.”
- **Written Language Skills** – for students whose writing is often described as unorganized and nonspecific.
- **Math Computation and Problem Solving** – for students who struggle to accurately perform calculations, apply appropriate strategies, or logically work through multi-step word problems.

The one-to-one instruction is based on the student's learning needs. Upon review of the student's academic record, a PALS Plan will be written with specific goals of focus for instruction. Parents will be included in the PALS Plan review. A formal evaluation may be recommended following a review of the student's progress.

# IV. Organization of the School

## The School Officers

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

Kathryn LeBlanc, President CEO - ext. 121

[kleblanc@cedarwoodschool.com](mailto:kleblanc@cedarwoodschool.com)

Maxie LeBlanc, Secretary/Treasurer

## The Administration

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

**Kathryn LeBlanc, M. Ed.,** *President/CEO-ext. 121*

[kleblanc@cedarwoodschool.com](mailto:kleblanc@cedarwoodschool.com)

**Cindy Braud,** *Admissions Director - ext. 130*

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**Becky Chapron,** *Director of Communications, Marketing & Special Events - ext. 126*

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**Chrissy Gates,** *Principal - ext. 122*

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**Kendall Smith,** *Assistant Early Childhood Director - ext. 125*

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**Regina Wurtzel,** *Accounts Manager /Business Office - ext. 123*

[rwurtzel@cedarwoodschool.com](mailto:rwurtzel@cedarwoodschool.com)

## The Faculty

The faculty of Cedarwood consists of Early Childhood, pre-k, kindergarten, lower elementary, middle school, and enrichment teachers. Teachers within each division of the school meet regularly for professional development, curriculum planning, and to discuss student progress. Faculty meetings are scheduled after school or on special workdays for further professional development and administrative work.

# V. SCHOOL PROCEDURES

## Instructional Time

Early Childhood Infants – 3’s 8:30 a.m. - 3:30 p.m.

Elementary PreK 4 – 7<sup>th</sup> 8:00 a.m. - 3:00 p.m.

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

Infants through Toddlers 7:30 a.m. - 4:00 p.m.

2’s & 3’s 8:30 a.m. - 3:30 p.m.

PreK - 7<sup>th</sup> grade 8:00 a.m. - 3:00 p.m.

A copy of your child's daily schedule can be found posted in your child’s classroom or obtained through the office.

## Transportation

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

## Morning Arrival

The staff at Cedarwood School recognizes the importance of adhering to the arrival times for students in the overall picture of school performance and for the development of healthy routines which contribute to daily foundational skills.

### Early Childhood Infants – 3's

- 7:30 a.m. - 7:45 a.m. - Carline arrival time for Infants & Toddlers and for 2’s & 3’s enrolled in the morning Extended Learning Program.
- 7:45 a.m - 8:30 a.m - **Please park in Early Childhood guest parking.** Walk to the door & ring the doorbell for Early Childhood drop off.
- 8:30 a.m. - 8:45 a.m - Carline arrival for all Early Childhood students.
- All Early Childhood students arriving late should arrive no later than 10:00 am

### **Elementary PreK 4 - 7th Grade**

- Arrival time for PreK - 7th grade is between 7:45 a.m. -8:00 a.m.
- A carline drop-off at the GYM entrance is available for your convenience.
- Students arriving between 7:30 and 7:45 a.m. must report to the Extended Learning program located in the GYM.
- At 8:00 a.m., the students are expected to be in the gym ready for morning assembly to begin at 8:00 a.m. Please have your child arrive at school at the appropriate time to ensure he/she can benefit from our total program.
- Students arriving after 8:00 are considered tardy and must be signed in at the front entrance.
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### **Elementary PreK 4 – 7<sup>th</sup> Grade Tardies:**

If a student is late due to a doctor's appointment, only a doctor's (or dental) note from your doctor's office will excuse the tardy. The student's tardy notice will be marked as excused; though considered excused, the tardy will be reported on interim and progress reports.

- Each tardy will be documented by the office staff. If a student has repeated tardiness that is unexcused (no written doctor's note), the parents will be notified by a school administrator. Students who accumulate more than five unexcused tardies in a quarter may receive disciplinary action, which can include detention, loss of privileges, or a parent conference, as repeated tardiness disrupts the learning environment.

## **Attendance Policy**

It is extremely important that children attend school regularly.

- In the elementary grades, the maximum number of days a student may be absent is 10 days per year. Please note that accumulated unexcused tardies (as documented in the tardy section of this handbook) are included within the ten-absence formula. Students who exceed the 10-day limit due to unexcused absences or tardies may be subject to mandatory parent conferences, academic review by the administration, loss of extracurricular privileges, and/or retention considerations.
- If a child is absent for three consecutive days, a doctor's note is required to return to school.
- Students in grades PreK 4's - 7<sup>th</sup> grade, who miss more than three (3) hours of instructional time during the school day, will be considered absent from school.
- The days absent for elementary school students shall include excused absences, unexcused absences, and suspensions. A total number of absences, which include excused and unexcused absences and suspensions, are reported on report cards.
- Students participating in school-approved activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work. (See Homework Policy section for policies on make-up work.)
- Students with absences will not be considered for perfect attendance awards.

## Afternoon Dismissal

Infants & Toddlers  
2's & 3's

3:30 p.m. – 4:00 p.m.

3:15 p.m. – 3:30 p.m.

- Students will be dismissed from the Early Childhood building in carline.
  - Enter the driveway in front of the Early Childhood building from Cedarwood Drive. (See Carline Map)
  - Parents may enter carline at 3:00 pm.
  - Please use the PikMyKid app to notify the car line teachers that you are getting in line.
  - Follow the driveway to the front entrance of the Early Childhood building. Display your carpool card on the driver's side of the car windshield and pull up to the next available cone.
  - After your child is placed in the vehicle, a teacher will dismiss him/her using PikMyKid.
  - The parent/guardian is responsible for buckling children into his or her car seat.
- If you arrive after 3:30 p.m., your child will be enrolled in the Extended Learning program for an additional fee.

### Required Signatures at Dismissal

Per state guidelines, for infants -3 year olds, we require an adult's signature every time the child is picked up from school. The use of the PikMyKid app allows us to adhere to this guideline in a quick manner allowing carline to move quickly and smoothly.

Parents can assign other adults to pick the child up from school through the app. Please ensure that everyone with permission to take your child from school is listed in your child's profile in FACTS. The staff must check all IDs of adults taking children from school whom they are not familiar with.

PreK4's -7<sup>th</sup> grade

3:00 p.m. – 3:15 p.m. – Front of gym

- Do not enter the carline until 2:45 pm
- Students will be dismissed from the gym in carline.
- Enter the driveway (in front of the main building) off Heavens Drive. ALL CARS MUST ENTER FROM HWY 22. (See Carline Map)
- Follow the driveway to the front entrance of the gym. Display your carpool card on the driver's side of the windshield.
- A teacher will guide students through the carline and assist them to their vehicle; however, teachers are not permitted to buckle or secure students into car seats or seatbelts. If a child requires assistance with buckling, parents should exit the carline and pull into the designated gravel parking area along Heavens Drive to safely secure their child before leaving. This policy ensures the safety of all students and keeps the carline moving efficiently.
- If you arrive after 3:15 p.m., your child will be enrolled in the Extended Learning program. (See Extended Learning Program procedures for additional information.)
- No checkouts are allowed after 2:45 p.m., during their designated carpool dismissal times, unless the student is leaving for a school-sponsored extracurricular event.

# Extended Learning Program

## Early Childhood Extended Learning Program

- The a.m. Extended Learning Program is from 7:30-8:15.
- Students are to report to the Early Childhood building for carline arrival. Aseparate fee will be assessed for children in the 2- and 3-year-old programs who arrive at school prior to 8:15.
- The teacher on duty will keep a daily log of students present, and fees will be assessed accordingly.
- The car line for our infants and toddlers and the a.m. Extended Learning Program will be in front of the Early Childhood building from 7:30-7:45.
- If arriving between 7:45 and 8:15, please park in a spot reserved for parents and guests and walk your child to the door of the Early Childhood building.
- The p.m. Extended Learning Program is from 3:30-5:30.
- A separate fee will be assessed for children in the 2-and 3-year-old classes who remain at school after 3:30 pm. All children in the infant and toddler classes must be picked up by 4:00 pm.
- The front door of the Early Childhood Building will be locked at 4:00 pm each day.
- After 4:00 pm, parents will pick their child up from the gym (the middle building) using the PikMyKid app. A staff member in the Early Childhood building will walk the child over to the gym for pick-up.

The Early Childhood Program has an open-door policy. Please ring the bell for assistance at any time. Staff members on duty will authorize all those who enter the building.

## Elementary Pre K 4's - 7<sup>th</sup> grade Extended Learning Program

- 7:30 a.m.-7:45 a.m.
- Students are to report to the Gym.
- Aseparate fee will be assessed. The teacher on duty will keep a daily log of students present, and fees will be assessed accordingly.

## Afternoon Extended Learning

- Students ages 2's-7<sup>th</sup> grade are eligible for extended hours to 5:30 p.m.
- Students are to report to the Extended Learning Program location and sign in with [staff](#). Registration information for this program is required in advance on a monthly basis (drop-ins are not allowed at this time). For questions regarding the Extended Learning Program, please contact the school office.

## Authorized Persons

Students will only be allowed to leave with people listed in the student's emergency information located in the Facts Family Portal. Parents must notify the school office in writing or by telephone (followed by email instructions) prior to 2:45 if there is a change in the regular pickup procedure. Children will not be allowed to leave school with unauthorized people. Please communicate your child's pick-up procedure to the school office.

## Parent Requested Early Dismissal

We require written permission from a parent or guardian when someone other than a parent picks up a child. Parents may list adults who have permission to sign their child out online through the FACTS Family Portal. The emergency pickup details are listed for the staff member on duty in the front office who monitors authorized pickup. All adults will be asked to show a photo ID.

**Parents must notify the school office in writing** or by **telephone** if a student needs to check out prior to 2:45 p.m. No checkouts are allowed after **2:45** p.m., during their designated carpool dismissal times, unless the student is leaving for a school-sponsored extracurricular event. On the rare occasion of an afterschool doctor's appointment, the student must be checked out prior to the start of the carline.

## **Extracurricular Activities**

Cedarwood also offers its students many after-school and during school enrichment opportunities. Students can participate in Snapper Sessions between 3:00-4:00 pm.

## **Closing end of the school day**

Cedarwood closes at 5:30 p.m. Parents are requested to be on time when picking up their children. There is a late fee of \$2.00 per minute after closing time. The supervisor on duty will require that the parent/guardian sign a late slip. The charges will be transferred to your student's account and will be processed through Facts.

## **Carline – Student Drop-off and Pickup**

Parents of students must use the carline for dropping children off in the morning. The carline is the safest way of arrival each morning as there are always teachers on duty to receive the students. The carline also helps with the flow of traffic and is the most efficient way for students to arrive.

If your child arrives after arrival time, please park in the guest parking lot and escort your child to the front door of the elementary or Early Childhood building. A staff member will greet you at the door.

## **School Calendar**

A school calendar will be provided at the beginning of each school year and is available on the school web site located at [www.cedarwoodschool.com](http://www.cedarwoodschool.com).

## **Automated Phone Messaging**

Unplanned school closures due to weather conditions will be announced via the school's automated phone/text messaging system. Please UPDATE your contact information through the FACTS FAMILY PORTAL whenever there is a change to your contact information or your child's emergency card information. (In the FACTS PORTAL, go to Webforms, then Family Demographics.) This will ensure the safety of your child in an emergency as well as keep you informed through the school's automated messaging system. This service is provided as a benefit to all families. However, it is the responsibility of the parent(s) to ensure that the family contact information is accurate at all times.

## Security

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

### Security Plan

Cedarwood School has a security plan in place to provide reasonable security while still offering a collaborative partnership with our parents. An effective safety plan requires us all to work together and be vigilant in following the school's safety and security protocols.

We are always committed to improving our safety and security plans. We consult with professionals regularly to ensure that the plan is effective. We will send you updates as any changes or additions occur.

### Cedarwood's Security Plan

- Surveillance cameras throughout the school's campus allow us to view the perimeter of our fields, playgrounds, entrances, and hallways during and after hours. The cameras provide recorded video of any events that may occur on our campus during or after hours.
- Privacy screens installed on the chain link fences surrounding the Early Childhood and Elementary playgrounds.
- Emergency call devices are available to staff.
- Telephone equipment is available in each classroom for ease in reporting emergencies and attending alerts by the school office. Teachers also have cell phone access.
- Maglock systems are in operation at the entrance of both elementary and Early Childhood buildings to guard against unauthorized intruders.
- All exterior doors remain locked at all times.
- The campus is enclosed with locked gates at all times.
- Scheduled lockdowns and intruder on campus drills take place schoolwide throughout the school year.

### **The following protocol will be utilized in both the Early Childhood and Elementary buildings:**

- Parents or Visitors must ring a doorbell to request entrance to the Early Childhood or Elementary School. The gym entrance remains locked except during carline arrival and dismissal. Only students and teachers are allowed through the doors at that time.
- As parents or visitors are verified for entrance to the school, each person is asked to sign in and will be presented with a Visitor Pass.
- The guest is required to wear the Visitor Pass at all times while on campus. Students and faculty will know by seeing the name badge that each visitor has checked in through the office.

- Any visitors (who are not parents or guardians of enrolled students) must present their driver's license or identification upon entering any part of the campus year-round.

## Lunch

### Early Childhood Infants – 3's

A nutritious, well-balanced lunch is provided for all Cedarwood Early Childhood students. In the Early Childhood program, morning and afternoon snacks with juice are also provided. Early Childhood students requiring special diets should consult with the Early Childhood Director. The school does not serve breakfast. All students should have eaten breakfast before coming to school. Students should not enter the building with food in hand or with breakfast to be eaten at school.

### Purchase Option PreK – 7<sup>th</sup> Grade

PreK-7<sup>th</sup> grade students have the option either to purchase a nutritious lunch from the catering company or bring their lunch from home. Beverage is not included with the catered lunch. **Students may bring a water bottle from home. Cups are available for water from the refill stations.** Students requiring special dietary restrictions should bring their lunch.

Details about the catering company can be found at [www.cedarwoodschool.com](http://www.cedarwoodschool.com)

### Bring Your Own Lunch & Beverage

- Pre-K - 7th grade students bringing their own lunch should be provided nutritious and non-perishable lunches and beverages.
- **NO CANDY, SOFT DRINKS, ENERGY DRINKS OR OTHER CAFFEINATED DRINKS OR FAST FOOD LUNCHES ARE ALLOWED.**
- Parents are encouraged to use thermos type containers for warm foods. Microwaves are not available to students. Students are encouraged to bring water bottles to school and fill them at the water filling stations. Disposable cups are provided for water.
- **Students who choose to bring their lunch must have their lunches with them upon their arrival at school.** If a student does not have lunch upon arrival to school, they will be allowed to purchase an emergency school lunch and will be billed at the daily lunch rate through the FACTS FAMILY PORTAL. **No outside lunch deliveries (Waiter, Door Dash, etc.) will be allowed other than the school approved catering company**

### Snacks & Snack Break

Pre-K 4's - 7th grade students can bring nutritious snacks from home to eat during their mid-morning recess. We recommend the following: pretzels, cheese, crackers, fruit, raisins, granola bars, or raw vegetables. A snack bar is also available during morning snack break and features snacks for purchase. Pretzels, granola bars, fresh fruit, chips, yogurts, and other assorted snacks are offered.

We recommend that **PreK students** bring an additional snack for their afternoon snack break.

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

# Academic Safety Topics

## Visitation Policy

Visitors will be allowed on campus when scheduled for a specific purpose. For special events, visitors will follow specific protocols for each event. Protocols will depend upon the group size and location of the event.

For the safety and security of the students and faculty, visitors on campus must observe the following guidelines:

- The school requires all parents and visitors to enter the campus via the front office and to obtain a visitor badge.
- To maintain academic integrity, visitations to the classroom, before, during, and after school are discouraged unless the parent has obtained prior approval from the classroom teacher and/or administration.
- If a formal conference is needed with a teacher, an appointment is necessary to prevent the teacher from leaving his or her regular duties and the supervision of the children.

## Specialized Consultants

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

## Scheduled Volunteers on campus

Volunteers must enter the campus via the front office, sign in and obtain a visitor badge, always worn while on campus.

## Supervision of Younger Siblings on Campus

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

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

## Field Trips

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

Teachers will strive to ensure that each grade level attends three (3) field trips throughout the course of the school year.

## Parent Field Trip Participation

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

## Safety Discretion

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

**The following field trip safety procedures are to be followed:**

- **Siblings are not allowed to attend school field trips.**
- **Drivers may not make any other stops with students in their cars other than the designated destination.**
- **Chaperones should not separate from the group, and they should refrain from purchasing extra treats for their groups or individual students. *Parents violating these requests will not be asked to attend future field trips.***
- **Parents are not allowed to select which students he/she wishes to supervise. *Parent chaperones will be assigned specific students, and these students must be supervised by the chaperone at all times.***

- **Parents should load students at the rear entrance of the school within either the designated Area A or Area B.** This helps maintain the safety of the children. If a parent is not driving on the field trip, they must park in the school parking lot and not in the front circular drive.

### **Swimming during Physical Education**

Students in K- 7<sup>th</sup> grade will have swimming as part of the Physical Education program during the fall and late spring. Every student must have an executed Swim Waiver Form on file to participate in any activity in the school's swimming pool. Students must come to school prepared with swimwear and a towel during this program. **All kindergarten and first grade students** are required to wear a **personal floating device** during P.E. swim classes for the entirety of the school year. Beginning in second grade, students must pass a swim test to participate in swim classes without a floatation device. The swim test consists of students swimming the length of the junior Olympic sized pool. Cedarwood provides floating devices for every child who is required to wear one.

### **Toys and Personal Belongings**

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

Cell phones, watches, electronic games devices with the ability to send or receive text messages or any type of communication, are not allowed to be brought to school by students. If a student is observed using any of these items on campus, the item will be confiscated and returned directly to the student's parents.

### **Rest Time for Early Childhood**

- Infants and young toddlers will sleep in cribs. Per state licensing, no blankets or loose items are allowed in cribs.
- Students in the 2-year-old and 3-year-old classes will rest daily on a mat provided by the parents. We ask that parents send in a 1-inch Kindermat that folds. According to the Department of Health and Hospitals, cloth mats and sleeping bags are a health hazard and are not allowed at school.
- Rest time is from 12:00 – 2:00 each day. We ask that parents keep this in mind when picking students up and/or returning them to school due to doctor's visits and other appointments.

### **Lost and Found**

The Lost and Found Rack is in the gym lobby. Please check regularly for lost items. Students should refrain from searching another student's personal belongings for their own lost item. All items not claimed at the end of each quarter will be donated to charity. All items, including clothing, lunch boxes, water bottles, and backpacks, must be labeled with the student's name.

## **Pet Policy**

- Classroom pets or visiting animals must be in good health.
- Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.
- Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior, when close to the animals.
- Program staff must ensure that any child allergic to a type of animal is not exposed to it.
- The school's administration reserves the right to deny visitation of any pet.

## **Water Activities Policy (Early Childhood - Infants -3's)**

- The school shall obtain written authorization from the parent for the child to participate in any water activity, including water sprinklers, water splash pads, and slides, etc. The statement shall describe all types of water activities provided, and the authorization shall be updated at least annually and shall list the child's name, whether the child can swim and the degree of proficiency, whether the child requires water wings or another flotation device, type of water activity, location of water activity, parent's signature, and date.
- The school shall ensure that appropriate water safety devices are used when children are participating in water activities.
- On-site or off-site swimming/ wading pools or activities in other bodies of water shall require at least two staff or other supervising adults to be trained in infant/ child/ adult CPR and pediatric first aid.
- One of the supervising adults shall have current lifeguard certification when the water's depth is greater than 3 feet.
- If children are taken to off-site water activities, documentation as deemed acceptable by the Bureau shall be on file at the center that the supervising adult meets the above requirements or the lifeguard on duty is currently certified.
- For water activities on-site, the school shall have documentation from the supervising staff that meets the above requirements. Original cards shall be available upon request.
- Precautions are taken to ensure that communal water play does not spread infectious disease. No child should drink the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is changed before a new group of children comes to participate in the water play activity. When the activity period is completed with each group of children, the water is drained. Alternatively, fresh potable water flows freely through the water play table and out through a drain on the table.

# Kindness and Unity Topics

## Birthdays and Party Invitations (updated 8/24/23)

Parents are asked to follow these guidelines:

- Birthday party invitations will be distributed at school only if **all the children in the class are included**. This pertains to any party that will take place at your home or any other designated location. Such occasions are considered personal and should not be affiliated with the school.
- Students may celebrate their birthday at school with the permission of the child's teacher. Parents are welcome to drop off a birthday snack for the child's class to celebrate or may join the class for the celebration. Due to severe food allergies and scheduling purposes, 48 hours' advance notice must be given to the teacher before a birthday celebration may occur.
- The parent should also contact the **school office** to inform him/ her that a birthday celebration will take place. The birthday snack (i.e., cookies or cupcakes) will be served during the afternoon snack time for Early Childhood students or during lunch, morning recess, or afternoon recess for elementary students. All snacks may be taken to the kitchen for proper storage.
- Hats, favors, and entertainment are not permitted.
- Balloons or flowers may not be delivered to the school.

## Class Parties and Special Events

Cedarwood's school community is composed of a diverse group of individuals from a variety of cultures, religions, and nationalities. In respect to this cultural diversity, Cedarwood's administration encourages its faculty, when appropriate, to integrate the customs and traditions of the students represented in the classes. Celebrating differences in our culture benefits children's long-term foundation in terms of global awareness and appreciation.

Classroom parties and special events are to foster social development, positive interactions, and an awareness of culture.

## **The following Special Events are annual occurrences:**

**Fall Celebration** (October)- No costumes, masks, references to witches, devils, goblins, ghosts, or haunted houses will be permitted. Pumpkins, jack-o-lanterns, fall nature activities, and studies of harvest are encouraged. As part of our fall festivities, PreK - 7<sup>th</sup> grade students will also participate in a Book Character Dress-Up Day and Parade. On this day, students are invited to dress as a character from a favorite book. Costumes should be school-appropriate and must align with the guidelines above. This activity is designed to promote literacy and creativity while maintaining a focus on positive, educational themes. Students are encouraged to bring the book that features their chosen character to share with their class.

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

**Friendship Day** (February) - Classroom teachers will foster the ideals of friendship among all students through inclusive activities, such as the optional exchange of cards and other teacher-guided community-building experiences.

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

# VI. Academic Policies

## Academic Grading

Students in PreK/Kindergarten and in 1<sup>st</sup> grade are assessed using grading letters and a performance scale for the various benchmarks covered in those grades.

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

| <b>Academic Areas (2<sup>nd</sup>-7<sup>th</sup>):</b> | <b>Academic Areas (PreK 4 - 1<sup>st</sup>):</b> |
|--|--|
| A-100-94   | E- Emerging                                      |
| B- 93-86   | P- Proficient                                    |
| C- 85-78   | M- Mastered                                      |
| D- 77-70   | A- Advanced                                      |
| F- 69-0  |  |

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

## Grade Formulas for Student Averages

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

- In 2<sup>nd</sup> -Middle School (4<sup>th</sup> - 7<sup>th</sup> grade), a total point system is used to calculate the student's course average. If a student receives 80% of the total points offered during the course's grading period, the student will receive a score of 80% on his/ her report card.

## Types of Assessments

Grades will be taken on a variety of assignments. The following are examples of methods used for assessments other than tests: journals, oral questions, portfolio samples, investigations, class presentations, student interviews, direct observations, student notebooks, collaborative work, matrixes, scales, rubrics, or checklists.

## Elective and Enrichment Classes:

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

**E** - Excellent

**S** - Satisfactory

**N** - Needs Improvement

## **Academic Progress Reports (Report Cards)**

### **Early Childhood Progress Reports:**

- Early Childhood students will receive three progress reports per school year.
- A progress report conference will be conducted in October and January, with an optional conference in May. Progress reports completed in May will be mailed home after the last day of school.
- Two days have been reserved on the calendar for parent/teacher conferences. Students will not attend school on these days.
- Additional conferences will be scheduled on an as needed basis by appointment only.

### **Elementary Report Cards:**

- PreK 4 - 7<sup>th</sup> grade students will receive a report card at the end of each of four nine-week grading periods
- Parents may schedule a conference with the homeroom teacher or specific subject- area teachers at any time concerning grades.
- A mandatory parent-teacher conference day is scheduled at the completion of the first nine weeks and at the mid-point of the year in January.
- Conferences at the end of the 3<sup>rd</sup> nine weeks are held at the discretion of the teacher or at the request of the parent. Refer to the school calendar for interim and progress reporting dates and for the mandatory parent-teacher conference date.

## **Homework Policy**

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

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

## **General Guidelines for Parents Concerning Homework**

When your child gets home, encourage your child to review their planner or homework sheet, and discuss with them what was done in class and what the assignments are.

Middle school teachers also post assignments in the Facts Family Portal. However, the students' planner should be the main source of accurate information regarding homework.

Have your child take out all necessary materials.

Answer any initial questions your child might have. Help your child learn how to access the information (i.e., reading the directions, looking at his/ her planner, accessing the web page) needed to complete the task(s).

Let them know ahead of time that they are responsible for the completed work. (Homework should not present a new concept; therefore, encourage students to be independent.)

Please do not correct their assignments. Homework is a diagnostic tool (teachers need to see children's mistakes in order to plan individualized remediation, reinforcement, or enrichment activities). Feel free to attach a note to the teacher if questions arise.

If a student does not complete homework assignments within the specified time for his or her grade level because he/ she is not attending to the task, let him/ her bring incomplete work to school. Allow the teacher to deal with this. The student will be more motivated the next time to complete work at home.

If a student is ill, having a very "off" night, or there are extenuating family circumstances, a parent should notify the teacher in writing. Keep in mind that this practice should rarely occur.

Since homework is designed for practice/ reinforcement/ enrichment, students can reasonably be expected to complete work independently. If a student consistently has difficulty after the first couple of weeks of adjustment, please contact the teacher.

## **Parent's Night**

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

## **Beginning and End-of-Year Transitioning Procedures**

- Teachers will monitor each child's transition into the classroom setting and contact parents with any concerns. Parents are also encouraged to contact their child's teacher to arrange a conference to discuss special situations, issues, or areas of concern.
- Teachers will document each student's progress throughout the school year and send a report to the child's parents at regular intervals.
- Required parent-teacher conferences are scheduled to review student progress and the child's placement for the following year. Toward the end of the year, teachers will consult with each other on the transition of students from one school year to the following school year through faculty meetings, level meetings, and reviewing student files.
- Grade level placement will be indicated in the end-of-year progress report.

# **VII: Communications & Health**

## **Messages**

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

## **Communicating with Teacher or Administrators**

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

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

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

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

## **Emergency Information**

Each student's emergency contact information, medical information, and information on individuals authorized to pick up the child must be updated in the FACTS FAMILY PORTAL (under Webforms and Family Demographics) before the first day of school. This MEDICAL and EMERGENCY information will be printed and kept on file in the office. Parents are responsible for keeping the information current in the FACTS FAMILY PORTAL. (Go to Webforms, then Family Demographics.) After the first day of school, please notify the office if you make any updates to your MEDICAL or EMERGENCY information. Three emergency contact numbers (besides the parent or guardian) are required for each student.

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

A staff member will attempt to contact one or both parents. If the parents cannot be reached, the three emergency telephone numbers or the child's physician will be called.

If none of the emergency numbers can be reached, medical treatment will be obtained at the nearest medical facility.

All expenses incurred are the responsibility of the parents through the filing of their primary insurance.

The school's insurance may cover some of the costs incurred as a secondary source. An Incident Report will be completed by the supervising faculty or staff person.

## **Health and Wellness Policies**

### **Accidents:**

If a child is involved in an incident resulting in injury, parents of all involved parties will be promptly contacted and informed.

### **Illness:**

Children showing signs of illness will not be permitted to remain at school if it poses a risk to themselves or others. If a child becomes ill during the school day, they will be isolated from others, and parents will be notified to pick them up immediately. Please ensure the school has emergency contact information updated in the FACTS FAMILY PORTAL.

Please keep your child at home if they exhibit any of the following symptoms:

- Fever of 100 degrees Fahrenheit or higher within the last 24 hours
- Upset stomach, diarrhea, or vomiting within the last 24 hours
- Cloudy yellow or green nasal discharge
- Sore throat or persistent cough
- Unexplained rash
- Infectious or contagious conditions (e.g., pink eye)
- Head lice

A child with a fever of 100 degrees Fahrenheit or higher must be fever-free (without fever-reducing medication) for 24 hours before returning to school or must provide a doctor's note stating they do not have a contagious illness.

While at school if a child registers 100 degrees Fahrenheit or higher of fever, the child must be picked up from school. The child may return when fever-free (without fever-reducing medication) for 24 hours before returning to school.

If your child is well enough to attend school, they are considered well enough to participate in outdoor activities, weather permitting.

For children with specific health issues, allergies, or recurring conditions, ensure these details are noted in their medical information in the FACTS FAMILY PORTAL. Notify the front office of any updates to medical conditions after the first day of school.

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

We understand managing children's illnesses can be challenging for working parents. To maintain the well-being of all students, we adhere strictly to our illness policy.

Thank you for your cooperation in keeping Cedarwood School a healthy environment for learning and growth.

## **CEDARWOOD'S WELLNESS GUIDELINES**

Parents and Guardians of all students must agree to abide by the Wellness Guidelines below. These guidelines are subject to change.

### **WELLNESS BEGINS AND ENDS AT HOME**

1. If your child is showing signs of illness such as a high temperature, throwing up, diarrhea, nasal drainage, and/or coughing/ sneezing, keep the child home. This reduces the spread of illness at school and supports your child's recovery.
2. Report any type of illness that your child has to the school office. Call 985-845-7111, Ext. 120 for Early Childhood/Ext. 125 for PreK 4's - 7<sup>th</sup>.
3. Teach your child to sneeze/ cough in his/ her sleeve and to wash his/ her hands often while at school, especially before eating and after toileting.
4. Send a reusable water bottle. Instruct your child to use it and refill it frequently during the day. Remind your child about not sharing lunch, snacks, or any personal items with another student.

## Lice Policy

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

The following guidelines must be adhered to:

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

## Medication

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

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

Any medication brought onto the campus must be signed in at each appropriate school office and kept in the designated secure location.

If a student is prescribed medication and it must be administered during the school day, parents must follow the procedure below:

### **Procedures:**

A form must be completed with the correct dosage, time the medication is to be given, possible side effects, the date of each day it is to be given, along with a parent/guardian signature and the prescription orders from a physician. A copy of the prescription side effect information must be attached. The medication (marked with the child's name) will be stored in a locked cabinet. The staff member on duty in the office will place it in the locked cabinet or refrigerator (if needed).

Cedarwood Early Childhood Staff and Elementary Staff administering medication are certified through Medicine Administration Training to administer medicine at school. A Medicine Administration Form shall be filled out by the parent at the front office when a child must be administered medicine at school.

## Early Childhood Infants – 3’s:

\*According to the State of Louisiana Licensing Regulations:

- #1917 B1 – For prescription medicine to be administered, the school shall maintain the original pharmacy container with the complete pharmacy label. (Please make sure it has possible side effects listed.)
- #1917 B2 – For nonprescription medicine to be administered, the school shall maintain original bottle packing for the medicine or a printed document from the manufacturer’s website, which shall include the drug name and strength and clear directions for use. (Please make sure it has possible side effects listed.)
- #1917 C – All medication shall be sent to school in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.
- #1917 C – If a nonprescription medicine label reads “consult a physician,” the Cedarwood early learning center shall maintain a copy of a written authorization form from a licensed healthcare provider for the child to take the medicine.
- #1917 I – Authorization for “as needed” prescription and nonprescription medicine shall be updated as necessary or at least every 6 months by the parent and shall include circumstances for administering “as needed” medication and any applicable instructions.
- #1917 K1 – Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months. (Plan of Action is agreed upon by the Director and Parents)

**\*If the above procedure is not followed, the medication will not be dispensed.**

## Food Allergies

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

- Parent will notify school of child’s allergies. Administration will notify faculty of student(s) with food allergies.
- Parent/ Administration will educate faculty of signs/ symptoms of food allergy reaction and review response plan, provide faculty with written instructions on what to do.
- Administration/ Teachers will notify parents of other children in the classroom of the presence of a student(s) with food allergies.
- Teacher(s) will monitor use of food-related materials in lessons and substitute safe alternatives whenever applicable.
- No food items should be offered to students with allergies unless the item was given to the teacher directly by the parent.
- Teacher(s) will take appropriate steps to keep any allergens away from students

with food allergies (i.e. removing items from the area, allowing other students with allergies to eat in a different location, allowing students with allergies to eat in a different location, etc.), classroom areas that may become exposed to allergens need to be cleaned properly.

- All students in a classroom with allergies must wash their hands after eating and any time they come into contact with any allergens.
- Teacher(s) will communicate with the student's parent concerning any food-related activities in the classroom, parent to provide alternate item(s).
- Student should have a buddy accompany him/ her to office whenever feeling ill, and student buddies should be instructed what to do.
- Office staff needs to know how to administer an EpiPen and know the location of medical supplies for the student(s).
- In the event of an evacuation from campus, an emergency kit should accompany student to destination; emergency personnel should be notified of student(s) with allergies.
- For field trips off-campus, an emergency kit should accompany student to destination with instructions on response measures to take.
- Efforts will be made to keep areas of classroom, including pertinent areas of the campus, free from contamination of allergens.

## VIII. Admissions

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

### How to Apply

- **CAMPUS TOUR:** Families interested in enrolling a student to Cedarwood School can schedule a school visit by attending an Information Session or by scheduling a tour with the Admissions Director for Elementary School or the Early Childhood Assistant Director for Infants-3's.
- **ENTRANCE APPLICATION** must be completed online at [www.cedarwoodschool.com](http://www.cedarwoodschool.com)
- **ADMISSION FEES:** A non-refundable fee of **\$125.00** must accompany each application.
- **SCHOOL RECORDS:** A transcript release form will be sent to the K-7th grade applicant's previously attended school. School records must include the most recent report card, standardized test scores, results of any other testing or evaluation, immunization records, and birth certificate.
- **STUDENT PROFILE FORM:** A student profile form must be completed by the applicant's former teacher or school administrator.
- **STUDENT VISIT-** A student visit is scheduled.
- **ADMISSIONS TESTING, GRADES K-7<sup>th</sup>:** Kindergarten -2<sup>nd</sup> grade applicants will receive an academic and intellectual screening to determine appropriate placement. An Academic Screening may be administered to 3<sup>rd</sup> -7<sup>th</sup> grade applicants and reviewed to determine proficiency in the areas of reading, language arts, and math. A testing fee will be assessed.
- **NOTIFICATION DATE:** The Admissions Committee meets as needed to consider those applicants who have completed the full admissions process.

### **ENROLLMENT AGREEMENT AND ENROLLMENT FEES:**

Students are enrolled only when the Enrollment agreement has been executed by 1) the financially responsible parties and 2) by the school and 3) the enrollment fees have been paid.

## Criteria for Admission

Admission to Cedarwood School is based on the availability of space, age eligibility, the student's ability to meet the minimum placement age, developmental and academic guidelines and the school's ability to meet the needs of each student who applies.

- **ELIGIBILITY FOR THE INFANT/TODDLER PROGRAM:** This program serves children between the ages of 6 weeks-20 months. Parents must supply diapers, wipes, formula or milk, baby food, bedding, and changes of clothing for their children. Lunch is provided for children eating table foods.
- **ELIGIBILITY FOR TWO YEAR OLD PROGRAM:** Children must be two years of age by August 31st. Children registering for this program are not required to be potty trained but must be weaned from bottles and pacifiers.
- **ELIGIBILITY FOR THREE YEAR OLD PROGRAM:** Children must be three years of age by August 31st. All students must be completely potty trained in order to be enrolled in a 3-year-old class. Children are grouped by age; we strive to maintain no more than a 6-months age difference in any class.
- **ELIGIBILITY FOR PREK4 PROGRAM:** Children must be four years of age by August 31st. Applicants will participate in a student visit to determine appropriate placement.
- **ELIGIBILITY FOR PREK5 PROGRAM:** Children must be five years of age by August 31st. Applicants will participate in a student visit to determine appropriate placement.
- **ELIGIBILITY FOR KINDERGARTEN:** Children must be five years of age by August 31<sup>st</sup> of that school year. Student transcripts, the student visit, testing for students applying from outside of Cedarwood School, and a teacher developmental checklist will be reviewed by the Admissions Committee to determine appropriate placement.
- **ELIGIBILITY FOR FIRST GRADE:** Children must be six years of age by August 31<sup>st</sup> and have successfully completed a full year of Kindergarten. Student transcripts, the student visit, and testing will be reviewed by the Admissions Committee to determine appropriate placement.
- **ELIGIBILITY FOR SECOND-SEVENTH GRADE:** Students must have successfully completed a full year of the prior grade. Student transcripts, the student visit, and testing will be reviewed by the Admissions Committee to determine appropriate placement.
- **WAIT POOL:** When a class reaches maximum enrollment, qualified students with completed admission files will be placed on a waiting list. When a position becomes available, students will be offered a position according to the following priorities:
  1. Applicant with sibling(s) currently enrolled in Cedarwood's K-7<sup>th</sup> program.
  2. Applicant with a sibling(s) currently enrolled in Cedarwood's Early Childhood or PreK program.
  3. Applicants with the higher academic aptitude and achievement
  4. Applicants with the earliest completed admissions file

# IX. Library and Innovation/STEM Lab Policy

## **Library**

### **Censorship Policy**

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

### **Library Procedures**

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

### **Class Visits to the Library**

Each PreK 4 - 3<sup>rd</sup> grade class visits the library at a scheduled time once a week for 30-45 minutes. Older middle school students visit the library regularly with their ELA teacher. When in the library, students are allowed to check out books. They also learn grade-appropriate library lessons, including searching, location, and selection skills; author and genre study; literature appreciation; research and study skills. The librarian reads books, and students often complete a related activity.

**Early Childhood** students come to the library once a week for story time. Guest readers are encouraged to sign up for a scheduled reading time.

### **Book Checkout Procedures**

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

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

## **Parent Volunteers**

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

## **Innovation Lab (STEM LAB)**

Policies for Use of Lab:

No food or drink is allowed in the Innovation Lab. Innovation lab use is supervised by a teacher. Students are expected to follow the lab rules.

Students are not allowed to access the Internet unless under the supervision of the teacher. No student is allowed to install software unless under the supervision of the **lab (STEM)** teacher.

## **Internet Use Policy**

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

With access to all of this information comes the availability of material that may not be considered of educational value. Cedarwood has taken precautions to restrict access to questionable materials through the acquisition of GoGuardian. GoGuardian is an educational software company that provides tools to monitor student activity, filter content, and enhance classroom engagement. It offers features for both administrators and teachers, aiming to create a safer and more focused learning environment. Moreover, Cedarwood students will be allowed Internet access only with adult supervision. Even with these safeguards, however, no one can ensure that a student may not inadvertently discover controversial information. Cedarwood believes that the valuable information and interaction on the Internet outweigh the possibility that the user may view inappropriate material.

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

## **Internet Agreement**

- i. The Internet is to be used only for the intended educational purpose. Students have access to the Internet only with teacher supervision. Parents and guests may use the school's computers with permission from school personnel. Honesty, integrity, and respect for the rights of others must be evident at all times.

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

### Chromebook Policy for Students

- Chromebooks and Google documents should be used for academic purposes only
- Students are prohibited from playing games or downloading unauthorized apps.
- Students are prohibited from creating and sharing google documents that are unrelated to Academics
- School email (@cwsnappers.com) is for academic use only
- Students are prohibited from emailing each other socially

### Disciplinary Action

|                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | <ul style="list-style-type: none"> <li>• Loss of Chromebook and internet privileges for 5 days</li> <li>• Teachers will provide paper and pencil work</li> <li>• Parents will be contacted by the principal</li> </ul>   |
| 2 <sup>nd</sup> Offense | <ul style="list-style-type: none"> <li>• Loss of Chromebook and internet privileges for 5 days</li> <li>• Teachers will provide paper and pencil work</li> <li>• Parents will be contacted by the principal</li> <li>• Full day of in school suspension</li> </ul> |
| 3 <sup>rd</sup> Offense | <ul style="list-style-type: none"> <li>• Loss of Chromebook for the remainder of the year</li> <li>• Teachers will provide paper and pencil work</li> <li>• Out of School Suspension with possible expulsion</li> </ul>  |

# X. School Discipline

## Philosophy

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

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

## Guidelines for Disciplinary Actions

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

## Expectations

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

## Code of Student Conduct – Early Childhood-PreK

Children are sent to school to learn, to master skills, and develop socially and emotionally. Students learn skills of mathematics, logic, literacy, and good citizenship best if they can learn self-esteem at the same time. Our goal, in the area of discipline, is to handle each discipline problem in a firm, yet positive manner.

Some behaviors, usually displayed for the sole purpose of eliciting attention, are most effectively eliminated by being ignored. Giving attention to these types of behavior may only reinforce the behavior and may cause it to occur more frequently.

**For behaviors that cannot be ignored, we will follow the following steps:**

**Level I:** Take the child aside, squat, or kneel to obtain eye contact. Tell the child that he/she will not be allowed to continue this behavior and why. Tell him how you EXPECT him to behave.

**Level II:** The child will be removed from the activity and redirected to make another choice. The teacher will speak to the child about her expectations.

**Level III:** The teacher will bring the child to the office. The parents will be notified.

**Level IV:** Parent Conference.

## TOILETING POLICY

- Cedarwood School partners with parents during each stage of child development. It is our goal to see each student succeed while reaching their developmental milestones. Through consistent guidance, using words to express using the potty, and direction at home and at school, every student can reach this milestone with confidence.

Toilet training is teaching children to recognize their body signals for both urinating and having a bowel movement. Part of this training is teaching young children to use a potty chair or toilet correctly and at appropriate times independently while at school.

- Cedarwood School requires students enrolled in the Early Childhood 3's and up programs to be **\*FULLY potty trained.**
- If a student has a **bowel movement** during the day, the student will be removed and cleaned appropriately on the changing table in a class where a diapering station is available. The parents will be contacted to pick up the student. The student may return to school the next school day.
- If a student has a **urine accident**, the student will be assisted by the teacher to change his or her clothes, using the extra clothes provided by the family, located in the student's school bag. The teacher will encourage independence and use positive reinforcement while assisting the student change clothes. After three urine accidents in one school day, the parents will be contacted to pick up the student from school. The student may return to school the next school day.

**\* FULLY potty trained means the student must be wearing underwear (*not pullups*) with minimal accidents and able to use words to express the need to use the potty.**

## **Biting Policy**

While we know that biting is not unusual in children under three, and we know that children usually bite when they do not have the words to communicate their needs, we take biting very seriously. Our policy is:

- 1) When a young child bites another, we give the bitten child most of our attention, comforting him, washing the bite, and applying ice as needed. We give the victim the words to use to respond firmly to the biter: "Ouch. That hurts! Don't bite!"
- 2) We take the biter aside, get down at his eye level, and tell him firmly that biting hurts and that he may not hurt his friends.
- 3) We will attempt to discover whether the bite resulted from frustration, curiosity, or possessiveness.
- 4) It is the school's policy to notify both parents when a child is bitten. We will not release the name of the student who bit, and we ask that you let us handle at school what happens during school hours.
- 5) If a child has been bitten more than once, the teacher will shadow the student who is biting. The teacher will monitor the student until the behavior has passed. During this phase, the teacher will attempt to catch it before the bite has taken place so that appropriate alternatives can be practiced. The parents will be notified.
- 6) Students who bite in the 2-year-old or 3-year-old class will be sent home to allow the child a "reset". Since biting is a typical behavior taking place in a toddler classroom, children in this program will not be sent home until he/she bites 3 or more times in one day.
- 7) If the behavior is either dangerous to the other children in the class or is taking away from the quality of the program, we will ask the family to withdraw the child for a specific period. The administration will determine whether a child needs to be withdrawn based on several criteria: severity of bites, frequency of occurrence, reason, and extenuating circumstances. Each case will be handled individually. The parents will be notified and consulted from the beginning.

## **Code of Student Conduct – Elementary**

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

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

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

## Elementary Discipline Action Levels

The purpose of our discipline system is to support a safe, respectful, and productive learning environment for all students. While disciplinary measures are generally progressive, consequences do not always follow a strict sequence. Depending on the severity, nature, or frequency of the violation, the administration reserves the right to escalate directly to a higher level of disciplinary action. The following summarizes the levels of disciplinary action that shall be enforced by school personnel with students who are in violation of school rules, and/ or local, state, or federal laws.

- **Level 1 - Verbal Warning**

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

- **Level 2 - Documentation and Parent Notification**

The teacher/ staff member will separate the student from the activity in a non-reinforcing area of the classroom or playground. A note, phone call, or email will be sent home notifying the parent of the incident and actions taken.

- **Level 3 - Intervention & Conference**

A parent conference will be arranged with the teacher(s) and the principal or his/ her designee. The team will discuss the student's behavior and appropriate intervention(s).

One or more of the following interventions may be utilized:

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

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

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

- **Level 5 - Suspension (Out-of-School 1 or more Days)**  
The Principal may suspend a student from school for a period up to five days for engaging in prohibited conduct as outlined in the *Code of Student Conduct*.  
Students will not be allowed to make up daily work and will receive “0’s” on any missed tests or graded assignments. The parent/ guardian shall be required to confer with the Principal or his/ her designee prior to the student’s reinstatement.

- **Level 6 - Expulsion**  
A student can be expelled only by action of the administration upon recommendation of the principal. Expulsion from school excludes the student from regular school attendance until readmission by the school’s administration.

In the case of a recommendation for expulsion by the principal, the administration shall review the recommendation, which it may uphold or modify, or dismiss it. If the administration upholds the recommendation for expulsion, the student and his/her parent(s)/guardian(s) will be notified in writing of the decision. The administration will consider all relevant information before reaching a final decision. Expulsion decisions made by the administration are final and not subject to further appeal.

## **Middle School Behavior Contract for Minor Behavior Infractions**

Middle school families are required to review and sign a copy of the middle school behavior contract at the beginning of each school year. Students are encouraged to learn and display the Middle School Core Values. By modeling these values, our goal is to maximize student achievement in a learning environment that meets the needs of all students.

### **Middle School Core Values**

#### **1. Be Respectful to Others and Yourself**

- Stand up for each other
- Speak the truth
- Respect and care for your community (people and things)

#### **2. Be Courteous to Others**

- Speak and act kindly
- Follow directions
- Use good manners: greet others, hold doors, use polite words

#### **3. Be Positive**

- Praise and build up peers
- Be open-minded and willing to work
- Take pride in your work

#### **4. Be Responsible**

- Give your best effort
- Take responsibility for your actions and things
- Ask for help and be a self-advocate

## Middle School Minor Behavior Support

Minor behavior infractions will be recorded on a tracking form by academic teachers. Behavior infractions are tracked to monitor patterns, promote accountability, and identify students who may need additional support.

- **1st Infraction:** Conference with the Student
- **2nd Infraction:** Parental Phone Contact
- **3rd Infraction:** Lunch Recess Detention and Parental Phone Contact
- **4th Infraction:** Referral to Principal

Middle School students may receive a minor behavior infraction for the following behaviors:

- Purposefully disrupting class
- Deliberately not following directions
- Inappropriate language or actions
- Teasing or excluding classmates
- Fighting
- Misuse of class or school materials
- Disrespecting a classmate
- Disrespecting a teacher or faculty member

### Explanation of inappropriate or prohibited conduct

Students are subject to the *Code of Student Conduct* while on school property or while engaged in or attending a school activity. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.

Violations of the topics listed in this section can and may result in detention, in-school suspension, or out of school suspension.

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

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

1. **Attendance:** Excessive tardiness, truancy, excessive absences, skipping, being in an unauthorized area, and leaving the classroom, building, or assigned area without permission.
2. **Cheating/Plagiarism:** Students are expected to perform honestly through the production of their own work. Students caught cheating/plagiarizing will receive a "0" on the test or assignment.
3. **Inappropriate Property:** Unauthorized possession or use of any type of digital, electronic, or mechanical device, etc., which distracts or impedes the educational process is prohibited. This includes CELL PHONES, APPLE WATCHES or similar watches, electronic games, or any device that provides access to communication with another individual. Any inappropriate property will be confiscated by an administrator. The item must be picked up by a parent or guardian.
4. **Student Dress:** A student will wear the appropriate school uniform during the school day and as designated on field trips and special events off-campus. (See Dress Code).
5. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited. Conduct, which by its nature is so extreme or offensive that it negatively impacts the school or places the student at risk either physically or educationally, will also constitute disruption.
6. **Disrespectful Behavior:** A student will behave in a respectful manner toward teachers/ staff, and other students. Examples of disrespectful behavior are walking away, talking back, refusing to identify self properly, rude behavior, spitting, and challenging authority.
7. **Insubordination:** A student will obey the directions of any staff member. Examples of insubordination are failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to report to detention and/ or in- school suspension.
8. **Profanity/Obscenity:** Use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching or learning, and possession of offensive materials such as nude photographs, pornographic videos, etc.
9. **Trespassing:** Students, patrons, and school personnel are expected to have appropriate authorization to be on school property.
10. **Unauthorized Use of Computer Technology:** Any student or parent who fails to comply with the terms of this policy or the regulation developed by the school may lose system privileges, and students may be disciplined in accordance with the *Code of Student Conduct* or other school policies governing student discipline. Students and/ or parents may also be the subject of appropriate legal action for violation of this policy or regulation. (See Acceptable Use of Computers.)
11. **Gambling:** A student will not play games of skill or chance for money or property or be present at the scene of gambling.

12. **Fighting:** Students and school personnel are entitled to a school environment free from threats and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, incitement/ instigation, physical abuse, and bullying (repeated negative behavior that targets a specific victim.) **A student who is assaulted and retaliates by hitting, kicking, or any other physical means, may be disciplined for fighting.**
13. **Defacing/Destroying School or Private Property:** A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is under the school's jurisdiction. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of school property. Examples are writing on walls, mirrors, or desks; damaging another's clothing or property; and graffiti, willful or maliciously defacing public or private property.
14. **Theft/Attempted Theft:** A student will not possess or attempt to possess stolen property. This includes the taking of another student's materials and/ or personal possessions without specific consent by that student.
15. **Tobacco:** The law requires all school buildings to be smoke-free. Students are prohibited from the use and possession of tobacco products on school property. This prohibition includes all related activities (i.e., bus stops, school bus, extracurricular activities, etc.).
16. **Medication:** Students are not allowed to be in possession of medication (prescribed or over the counter) at any time. All medications must be taken to the office and will be administered by a parent/guardian or designated adult per guidelines in accordance with state law and school policy. Medications on field trips are handled in like manner.
17. **Mace/Mace-like Devices:** A student shall not supply, handle, use, transmit, or possess pepper gas, mace, chemical stink bomb, or similar substances on school property, on the way to or from school, or at school-sponsored activities.
18. **Firearms/Look-alike Weapons:** Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon capable of propelling a missile is prohibited. These may include but are not limited to, a cap pistol, water pistol, or any look-alike gun. The principal may determine if a look-alike is considered a weapon.
19. **Weapons/Explosives/Fireworks:** A student will not distribute, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury or any object that can be reasonably considered a weapon. Students shall not possess, distribute, discharge, or participate in the discharge of fireworks or similar items. Examples of weapons and fireworks and other substances are as follows: bomb, knife/ razor blade/ box cutter, ammunition, fireworks, small explosives such as firecrackers, caps, poppers, and stink bombs, the use of any object or substance that will potentially cause harm, irritation, or bodily injury to students or any other person.
20. **Serious Violations:** A student will not participate in any criminal acts in violation of local, state, or federal laws.
21. **False Fire Alarms/Bomb Threats/911 Calls/Threats Against Persons/Hoaxes:** Activating a fire alarm without cause, making a bomb threat, false threats, oral threats, written

threats, and hoaxes (imitation infectious, biological, toxic, or radioactive substances) against students, school personnel or school property, or encouraging or soliciting any person to commit such a threat.

22. **Sexual Harassment:** Is the unsolicited, unwelcome sexual overtures, conduct or advances, requests for sexual favors, verbal or physical abuse of a sexual nature, and is prohibited.
23. **Harassment or discrimination based on race, color, gender, disability, national origin, ethnicity or religion:** A student will not harass or discriminate against another person based upon that person's race, color, sex, disability, national origin, ethnicity or religion.
24. **Social Media:** The school is not responsible for inappropriate actions of students on social media. Any inappropriate actions on social media will be referred to the parents of the student in question.

## **Mandatory Expulsion**

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

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

## Afterschool Activities

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

1. Students must remain in the area designated for the activity in which he/she is participating. Students are expected to leave the school grounds at the conclusion of the activity.
2. Students waiting for a ride should meet their ride at the school's designated student drop-off/ pick-up location.
3. Parental involvement is encouraged in all school-related activities.
4. If parents are not attending a school-sponsored event, plans should be made to pick up their child at the conclusion of the event.
5. If the Principal or his/ her designee determines that the student's presence at any after-school activity creates a continuing danger to persons or property or creates an ongoing threat of disruption, the student may be removed from the activity immediately.

### **Disciplinary Action for Conduct NOT related to school**

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

### **Make-up Work Policy**

(This policy may change if a class must go to a Distance Learning plan due to unforeseen circumstances)

- When a student is absent, makeup work will **not** be sent home on the first day of absence. The student will receive their makeup work when they return to school.
- When a parent needs additional information or has specific questions about an assignment, then the parent should contact the teacher (or office – see note below).

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

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

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

## **Extended Vacations**

The school does not hold its teachers responsible for providing work for students who take extended vacations from school with their families, nor for providing special help in catching up with work that has been missed during such times. If extenuating circumstances require a child to be absent from school for an extended period, parents are required to notify the school administration in advance and consult with the teacher to make the necessary arrangements to keep up with schoolwork. Extended absences place an added burden on teachers and may affect a student's academic progress. All families are expected to adhere to the school's attendance policies as outlined in this handbook.

## **Assignments Turned in After Due Date Policy**

Late work may result in a reduction of points, at the teacher's discretion, based on the length of delay and the nature of the assignment. Students who do not submit assignments on time will be required to complete the work during recess or enrichment classes until it is finished and submitted.

## **Promotional Policies**

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

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

As a support system for students, at the end of each nine weeks, any elementary student who receives a failing average in reading/ literature, math, or two or more core academic classes will be placed on academic probation, and his/ her progress will be closely monitored by administration. An action plan may be developed for the student, which can include a suggested timeline for monitoring progress, along with possible follow-up steps. This plan, if created, will be shared with the child's teacher(s), parents, and the administration for awareness and collaboration.

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

# XI. Uniform Guidelines

Uniforms are required for ages 2's - 7<sup>th</sup> grade and are available at SCHOOL TIME. Cedarwood School uniform is intended to provide:

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

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



**School Time** is the official uniform supplier for Cedarwood School Uniforms #12, St Ann Dr #3, Mandeville, LA 70471  
Phone: 985-626-7335  
Visit the store or order your uniforms online at <https://www.schooltimeuniforms.com/schools/0502-cedarwood-school.html>

## Early Childhood 2's - Pre K 5's Requirements

Please refer to the picture guide for **Early Childhood Program** at [www.cedarwoodschool.com](http://www.cedarwoodschool.com). Hover over Quicklinks and click on Uniforms. For infants and toddlers, please send your child to school in simple clothes so he may enjoy the activities to the fullest. Clothes should also be easily manageable when toileting; belts, buttons, zippers, and snaps should operate easily, so that the child can fasten them with little help.

**Boots, jellies, crocs, or backless sandals are not allowed** as these are extremely dangerous for a child trying to run and play. Tennis shoes are recommended. If a child comes to school dressed in inappropriate shoes, we will ask that you bring a different type of shoes for your child to wear that day.

An extra set of clothing should be kept in the child's "cubby" in case of accidents. This set of clothing needs to be changed seasonally. Please **LABEL** all outer garments, especially during fall/ winter seasons.

**Jewelry and Accessories:** No chokers, heavy chains, or braid necklaces. Hair accessories (bows, ribbons, barrettes, and clips) in school colors (red, white, and navy) will be allowed. Post-type earrings will be allowed. (No dangling types will be allowed.) Bracelets and rings are not allowed.  
Tattoos are not allowed.

## **K-7<sup>th</sup> Uniform Requirements**

Please refer to the K-7<sup>th</sup> picture guide at [www.cedarwoodschool.com](http://www.cedarwoodschool.com)

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

**UNIFORM OPTIONS** - For everyday wear, when the "dress uniform" is not required, students may choose from several uniform options written in the uniform policy.

Cedarwood School T-shirts and Spirit shirts may be worn on most Fridays.

**HAIR** - Length and style of hair will be monitored on an individual basis. Hair must be out of the students' eyes to not impair vision. Hair must also be clean and neatly groomed. Students are required to maintain natural hair colors.

**JEWELRY AND ACCESSORIES:** No chokers, heavy chains, or braided necklaces. Hair accessories (bows, ribbons, barrettes, and clips) in school colors (red, white, and navy) will be allowed. Watches and post-type earrings will be allowed. No dangling earrings, bracelets, rings or tattoos allowed.

**UNIFORM QUALITY** - Misfitting, faded or extremely worn uniforms will not be allowed. Uniforms with holes, rips, tears or pins to replace buttons will be allowed.

## **K-7<sup>th</sup> BOYS' UNIFORM GUIDELINES**

### **BOYS "DRESS UNIFORM"**

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

**PANTS:** Navy long pants with flat front from SCHOOL TIME.

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

**BELT:** Navy Braided Belt from SCHOOL TIME is required. (No other belt is allowed)

**SOCKS:** White crew uniform socks with school logo from SCHOOL TIME.

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

shoes.)

High-top and ¾ top tennis shoes will not be allowed. No topsiders, deck shoes or hard leather shoes, boots, patent leather shoes, sandals, jellies, crocs, or shoes with wheels or lights will be allowed. See [tennis shoe guide](https://resources.finalsite.net/images/v1719349769/cedarwoodschoolcom/xxbscscagz9u16h0gobd/TennisShoeGuideK-7thpdf.pdf).

<https://resources.finalsite.net/images/v1719349769/cedarwoodschoolcom/xxbscscagz9u16h0gobd/TennisShoeGuideK-7thpdf.pdf>

## BOYS' UNIFORM OPTIONS

These items are not required but may be purchased as a uniform choice other than on dress uniform days.

**SHIRT:** Red "polo style" interlocken, knit shirt with soft ribbed collar and a banded sleeve with the Cedarwood monogrammed logo. Along sleeve option is also available.

**SHORTS:** Navywalk shorts with flat front and side pockets from SCHOOL TIME.  
Uniform belt must be worn with shorts.

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

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

## K-7<sup>th</sup> GIRLS' UNIFORM GUIDELINES

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

## GIRLS DRESS UNIFORM

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

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

**4TH - 7TH GRADE SKIRT or SKORT -**Plaid skirt NAVY  
SKORT to be worn with white short sleeve oxford with Cedarwood School

monogrammed above the chest pocket. From SCHOOL TIME.

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

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

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

**SOCKS & TIGHTS:** White crew uniform socks from SCHOOL TIME with school logo. In cooler weather, navy or white tights may be worn with the jumper or skirt. No Capri pants are allowed. Leggings are allowed only if they are long enough to be covered by the uniform socks. Navy leggings, navy and tights are available through SCHOOL TIME. See the tennis shoe guide at [www.cedarwoodschool.com](http://www.cedarwoodschool.com)

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

## GIRL'S UNIFORM OPTIONS

These items are not required but may be purchased as a uniform choice other than on dress uniform days.

**SHIRT:** Red "polo style" Interlocken knit shirt with soft ribbed collar and a banded sleeve with the Cedarwood logo. (The polo may be worn with uniform shorts, jumpers or skirts.) From SCHOOL TIME. A long-sleeve option is also available.

**SHORTS:** SCHOOL TIME navy walk shorts with flat front. SCHOOL TIME Plaid (red, white, and blue) walk short is also an option.

**SKORTS:** A navy skort is available from SCHOOL TIME for K-3<sup>rd</sup> and 4<sup>th</sup>-7<sup>th</sup> graders. (A plaid skort is no longer available.)

**PANTS:** Navy long pant available in flat front from SCHOOL TIME.

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

**T-SHIRT DAYS:** Students will be permitted to wear red, white, or navy. Cedarwood School t-shirts or spirit shirts on Fridays unless it is a Dress Uniform Day.

Cedarwood School t-shirts may be ordered at the beginning of the school year or purchased in the school office. **No camp shirts are to be worn to school.**

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

## LIGHT OUTERWEAR OPTIONS

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

SCHOOL TIME supplies the following optional items:

- Nylon Jacket - navy, lightweight, lined jacket, monogrammed w/ school logo
- Fleece Pullover Jacket - navy, monogrammed w/ school logo
- Sweaters - cardigan style, button up front in solid navy, white, or red. Must be monogrammed w/school logo. (Crewneck pullover sweater is no longer a uniform option.). It is recommended that a student's name is monogrammed on fleece and nylon jackets.
- CrewSweatshirt in navy and red screened with school logo
- Hoodies are no longer available or allowed as a uniform option.
- Heavy overcoats will be left to the parent's discretion; however, may only be worn outside of the classroom.

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

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

**Uniform Infraction Policy for PreK 4 – 7<sup>th</sup> grade students:** Parents of PreK 4- 7<sup>th</sup> grade students are primarily responsible for making sure that their child comes to school in the appropriate uniform. Therefore, the parents of students in PreK-7<sup>th</sup> grades will be informed with a note or phone call from the child's teacher if the child is not in one of the approved school uniform choices.

## XII. Safety

### Confidentiality and Security of Student Information

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

Cedarwood School requires a release for authorizing the release of photographs, phone numbers, and addresses. This release is executed when the student enrolls and is kept in the student's file.

### Social Media Photo Policy

Cedarwood School acquires appropriate authority for publishing photos of students during the enrolment process. Cedarwood School will not be responsible for published photos of any other individuals other than students of Cedarwood School.

### Crisis Management Plan

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

### Lock-Down Procedures

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

### Severe Weather Procedure

In the event of hazardous weather conditions such as severe thunderstorms, tornado watch, hurricane, high winds, hail, etc., a decision may be made to close the school. **If a decision is made to close school, we will activate our FACTS telephone/text system. Parents' cell phone numbers will be called.**

**Postings will also be made (if possible) on the Cedarwood School web site at [www.cedarwoodschool.com](http://www.cedarwoodschool.com).**

Whenever possible, a recorded message will be left at the school office number, 845-7111.

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

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

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

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

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

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

## **Policy for Inclement Weather Days and After School Activities**

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

## **Emergency Evacuation Plan**

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

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

## **Emergency Information**

The school must have at least 3 emergency contact persons listed on your child’s emergency card, whom we can reach in an emergency and who can pick up your child in case the school must close or be evacuated. Update this information in the FACTS FAMILY PORTAL. (Go to Webforms, then Family Demographics, Transportation.)

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

### **Cold Weather Policy**

Cedarwood's cold weather policy is that children play outside when it is above freezing (33 degrees or higher). Parents should send a hat or a hood and mittens along with a warm coat on cold days.

# XIII. Resources

## Guidance

Cedarwood School's guidance program is integrated into the curriculum to assist students in their academic, social, and personal development. Guidance lessons have a character education focus and are implemented throughout the school day. The curricular component of the guidance program addresses the issues of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

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

Parents or teachers who feel that a student needs individual guidance services may contact the Early Childhood Director or Principal for information on additional resources that are available in the community. Referrals for such services can be made in person or via email, voicemail, or a written note to a lead administrator.

## **Websites with information on education and schools:**

[www.dss.louisiana.gov](http://www.dss.louisiana.gov) - Louisiana Department of Social Services

[www.bese.louisiana.gov](http://www.bese.louisiana.gov) - Bureau of Elementary and Secondary Education

[www.agendaforchildren.org](http://www.agendaforchildren.org) - Agenda for Children

[www.LSUagcenter.com](http://www.LSUagcenter.com) - LSU Ag. Center

[www.Cognia.org](http://www.Cognia.org) - School Accreditation (Cedarwood School is nationally accredited by this organization.)

## Grievances

Parents of children in our Early Childhood Program (infants through 3-year-olds) are advised to call or write the Bureau of Licensing should they have significant, unresolved licensing complaints.

Department of Social Services Bureau of Licensing PO Box 3078, Baton Rouge,  
LA 70821  
627 North 4<sup>th</sup> Street, 1<sup>st</sup> floor, Baton Rouge, LA  
70802 (225) 342-9905  
(225)342-9690 fax

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

## **Suspected Child Abuse or Neglect**

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

**Louisiana Department of Children and Family Services (DCFS)**

**Toll-Free Phone Number: 1-855-4LA-KIDS (855 452-5437)**

**Action Plan for Reporting Child Abuse:** All school staff members are mandated reporters. If a staff member has reason to suspect that a child has been physically or sexually abused, this information will be reported by the staff member and an administrator to the Louisiana Department of Children and Family Services (DCFS). Following a phone call to DCFS, a written report will be completed and sent to the DCFS office.

### **Action Plan for Allegations of Abuse by Cedarwood Staff:**

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

### **Resources Available to Families:**

#### **Child Care Assistance Program**

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

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

#### **LaCHIP**

**877-LaCHIP (877-252-2447)**

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

#### **Early Steps Program**

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

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

#### **Department of Education, West St. Tammany Parish Office of Special Education**

**Services - Child Search**

**985-898-3300**

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

# XIV. Financial Information

## ENROLLMENT AND FINANCIAL INFORMATION

Please refer to the Cedarwood Tuition and Fee schedule along with your Continuous Enrollment Agreement for all financial obligations relating to your child's enrollment.

All financial information including tuition statements and incidental invoicing details can be located on the Facts Family Portal.

The tax identification number for Cedarwood School is located on the Facts Family Portal as well as on the school's website at [cedarwoodschool.com](http://cedarwoodschool.com).

- Credits or refunds are not issued for days missed due to sickness, holidays, emergency weather closings, vacations, or absences.
- Cedarwood School reserves the right to dismiss students for delinquent or non-payment of tuition and required fees.
- Cedarwood School reserves the right to refuse to release transcripts and prior academic records to parent/guardian and/ or other institutions until all financial responsibilities have been cleared through the financial office.