Woodland West School

2026-2027 PARENT/STUDENT HANDBOOK

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INTRODUCTION

We are delighted that you have entrusted us with the education of your child. At Woodland West, we take this responsibility seriously and are committed to providing a safe, nurturing, and academically rich environment where every student can thrive.

This handbook provides important information regarding specific rules, policies, and procedures that are essential for the safety and effective operation of our school. To ensure the best possible experience, we ask that you and your child review and adhere to the expectations and guidelines outlined within. The student handbook summarizes both school and district policies and serves as a general reference for students and families throughout the school year.

SCHOOL INFORMATION

Principal:		Latonga Toney
Assistant Principal:		Karlreyiona Oatis
Secretary:		Mary Love
Account Clerk:		
General Clerk:		Lourdes Cordova
General Clerk:		Evangeline Squall
Address:		2143 Mars Street Harvey, LA 70058
Phone:		(504) 366-5308
Fax:		(504) 366-6962
Website:		WoodlandWest.jpschools.org
Grades Serviced:		PK - 8th
School Colors:		Blue and Gray
School Hours:		7:20 – 2:10

OUR CULTURAL BELIEFS

The WWS Way—Purpose, Growth, Ownership, Collaboration, and Character—defines how students and adults show up every day. These commitments guide teaching, recognition, correction, restoration, and decision-making throughout Woodland West.

- Each student is a valued individual, has unique needs, and is capable of learning.
- Every individual in the educational program deserves respect.
- A school's positive image is reflected by its students, faculty, staff, parents, and community.
- A love of learning is nurtured through varied, multi-sensory experiences.
- Learning is enhanced through instructional strategies that promote higher-order thinking skills.
- Educational technology and community resources broaden learning experiences.
- A safe, comfortable physical environment supports student success.
- Parental involvement positively impacts student responsibility, behavior, and academic achievement.

VISION

Our vision for Woodland West School is to inspire, engage and prepare students to become independent readers, thinkers, problem solvers, leaders and communicators.

MISSION STATEMENT

The mission of the Woodland West School Community is to encourage creativity, to develop character and intellect and to promote social and emotional health, so that all learners are prepared for global leadership.

JPSCHOOLS GENERAL POLICIES

School Board policies are available online at: www.jpschools.org

It is the policy of the Jefferson Parish Public School System **not to discriminate** in its educational programs, activities, or employment practices based on **race, color, religion, or national origin**, as required by **Title VI of the Civil Rights Act of 1964**. The district also prohibits discrimination based on **disability**, in accordance with **Section 504 of the Rehabilitation Act of 1973** and **Title II of the Americans with Disabilities Act of 1990**.

Additionally, the school system complies with the provisions of **Title IV of the General Education Provisions Act**, which protects the privacy of student educational records.

Questions or concerns regarding compliance may be directed to:
Office of Compliance
501 Manhattan Blvd.
Harvey, LA 70058
Phone: (504) 365-5309
Office Hours: Monday–Friday, 8:00 AM – 4:00 PM

PROCEDURES AND POLICIES

ACTIVITIES AND EVENTS

All school-sponsored activities such as athletic events, dances, group practices, and similar events are considered extensions of the school day. Therefore, all expectations and rules outlined in this handbook remain in effect during these activities. Where applicable, parish academic eligibility procedures will be followed for student participation.

Students and approved guests participating in any activity must follow the Woodland West School Uniform Policy, Dress Code, The WWS Way, and all Jefferson Parish Schools requirements. When expectations are not met, staff will use reteaching, restoration, appropriate supports, and consequences consistent with district policy. Participation restrictions may be used when required by policy or when directly related to safety, eligibility, or the activity involved.

Only Woodland West School students are permitted to attend school dances. Students are not allowed to leave a dance early without prior parental consent.

Students who are absent for more than half of the school day—including late check-ins or early check outs—may not attend any school activity on that day. This includes, but is not limited to, athletic events, dances, and group practices. Additionally, students who are suspended from school may not attend or participate in any school activity during the days of their suspension.

ARRIVAL/DISMISSAL

Car Rider and Walker Arrival Procedures
Car riders and walkers cannot be dropped off before 6:50 a.m. School staff begin duty at 6:50 a.m., and students may only enter the campus following the 6:50 a.m. bell. Please do not drop students off at the gate before 6:50 a.m., as this is unsafe. All students must enter through the gates in front of the school near the office. Students and parents must not use the bus gates for entry to the school grounds.

Morning Bell Schedule
6:50 a.m. — Arrival Bell
7:20 a.m. — School Day Begins
7:25 a.m. — Tardy Bell
2:10 p.m. — Dismissal

Students arriving after 7:25 a.m. are considered tardy and must report to the office for a pass. A parent MUST accompany the student to the office to obtain a tardy slip after this time. It is in your child's best interest to arrive on time.

Students may NOT be called from class for dismissal after 1:30 p.m. Parents should wait for students outside on the front breezeway. Please do not go to classrooms or remove students from dismissal lines, as this is for the safety of all children. Your cooperation is essential.

After-School Transportation Plans
Students must know their after-school plans before arriving at school each day. If a parent calls during the day to change transportation plans, the school staff cannot guarantee that your child will receive the message. To avoid confusion and ensure student safety, maintaining a consistent schedule is highly recommended. Students will not be allowed to call home to arrange after-school activities.

Pick-Up and Drop-Off Location
The drive-through circle is the only designated area for student drop-off and pick-up. Students who walk home will be escorted across the street by the crossing guard. For the safety of all students, street parking in front of the school is prohibited during arrival and dismissal.

During dismissal, students will wait in their designated grade-level pick-up lines. Parents using the drive-through must display their assigned car tag number visibly on the front windshield. Car tags will be distributed during the first few weeks of school to students whose primary mode of transportation is by car. Once you receive your child's car tag, please review the assigned number with your child, as students will be dismissed by car tag number rather than by name. If you need a replacement car tag or assistance obtaining one, please contact the school office.

Drop-Off Guidelines
We want every morning to be a positive start for students, so they are prepared to learn. Please ensure your child is on time. Students should arrive no later than 7:20 a.m. and should have eaten breakfast beforehand.

Parents may walk children to the front breezeway but will not be allowed past that point unless conducting business in the office. Teachers will be on the breezeway to assist students as they arrive.

Parents must enter via the U-shaped driveway on Mars Street to drop off students. Do not drop off students on the street or at the corner of Portola Via and LaQuinta Via. You are welcome to walk your student to the walker area to ensure they enter safely.

Dismissal Procedures
Dismissal procedures have been adjusted to improve safety and efficiency. Only students who actually walk home should be designated as "walkers." Walkers will be escorted off campus by staff to the corner of Mars and LaQuinta Via.

Students who ride in cars should be picked up in the car line. Please do not park on Mars Street during dismissal, as this blocks carpool and bus traffic. Mars Street becomes a one-way street during arrival and dismissal times. If you need to walk to pick up your child, please park on a nearby street.

Reports of speeding near the school have been received. Please drive carefully and be respectful of our neighbors and students who walk home.

> Important: *State law prohibits cell phone use in school zones.* Please do not take calls or send texts while in the carpool line.

ATTENDANCE

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established a set of criteria.

In order for an absence to be classified as excused, it must meet the state guidelines listed below. LA. R.S. 17:226
Extenuating Circumstances:
Extended personal physical or emotional illness as verified by a physician (in writing).
Extended hospital stays as verified by a physician (in writing).
Extended recuperation from an accident as verified by a physician (in writing).
Extended contagious disease within a family as verified by a physician (in writing).
Prior school system approved travel for education (see principal).
Death in the family not to exceed one week (bring copy of obituary).
Natural catastrophe and/or disaster.
For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the LEA.

Attendance requirements to receive Carnegie Credits- 8th grade only: The Louisiana Department of Education has established that 8th grade students receiving Carnegie credit that have more than the allowed number of unexcused absences during the first semester or the second semester will not be eligible to receive Carnegie credit.

Students arriving after 7:25 a.m. are tardy and must be escorted to the front office and signed in by a parent or guardian. Students will receive a tardy pass before reporting to class. Attendance and tardiness concerns will be addressed through family communication, problem-solving, and support. A student who signs in after 11:05 a.m. is considered absent for one-half day unless the absence is documented as excused.

Attendance Support Process:
1. The school will notify the family and clarify attendance and sign-in expectations.
2. Staff will work with the family to identify barriers affecting on-time attendance.
3. When concerns continue, the school may develop an attendance support plan and involve the social worker or other support personnel.
4. Attendance will be monitored, and the school will communicate progress and needed next steps with the family.
5. District-required attendance or truancy referrals will be completed when established thresholds are met.

NO student will be allowed to leave the school campus unless a parent/guardian signs him/her out in the office. In order to be checked-out, a student should: obtain a pass to the office, and the office will contact the parent/guardian and call for the student when the parent/guardian arrives.

NOTE: It is mandatory that the emergency card lists everyone who may need to check out the students. Those listed on the emergency card must be 18 years old or older. Anyone who checks out a student must present a photo ID in order to ensure the student's safety. No exceptions will be made.

Sign-outs will not be allowed after 1:30 p.m. This is in compliance with the JPSchools Crisis Management Plan.

ABSENCES AND/OR TARDINESS TO SCHOOL- Sports and Extra-curricular:

Students who are absent for more than one-half of the school day on the day of a game or extracurricular event may not participate in that activity. Documented medical appointments, approved school activities, and other circumstances authorized by administration will be reviewed in accordance with district eligibility requirements.

If a student is suspended from school, he/she will not be able to participate in any extracurricular activities (such as skate night), including practices, meetings, and games.

BACKPACKS/PURSES

Pre-K students are required to purchase the Woodland West tote listed on the school supply list. Kindergarten students may either purchase the Woodland West tote or use a clear backpack.

Students in grades K–8 must use a clear backpack. Only clear, transparent tote bags, backpacks, or similar bags are permitted. **Mesh backpacks are not allowed.**

- Students may keep **one small (4" × 6") non-clear cosmetic pouch** inside their clear backpack for personal hygiene items, such as feminine products. All other bags, including lunch kits, pencil pouches, and similar accessories, **must be clear**.

- Athletic and equipment bags must be **mesh or clear** and must be checked in with the student's coach or sponsor immediately upon arrival at school.

Jefferson Parish Schools shall authorize searches with a hand-held or stationary metal detector, of school board property, of students and non-students and of any bags, parcels, purses, containers, etc., that they bring on to school board property or to school-sponsored activities

BIRTHDAY PARTIES

At Woodland West School, we celebrate birthdays, holidays, and other student achievements throughout the year. However, **classroom celebrations require prior approval from the principal** and **cannot exceed 45 minutes** in duration.

For **Pre-Kindergarten and Kindergarten students**, store-bought, **sealed cupcakes** are permitted to celebrate birthdays. Please note that **cakes or treat/favor bags are not allowed**. Additionally, students are **not allowed to bring money to school on their birthdays**, as it can be a distraction to the learning environment.

Family members are **not permitted to attend classroom celebrations**. Any pastries or treats should be **dropped off at the school office on the morning of the celebration**.

BREAKFAST/LUNCH

Woodland West participates in the **"Breakfast in the Classroom" initiative**, where **all students receive breakfast and lunch free of charge**. If your child would like additional items beyond the standard meal, those extras must be **paid for separately**.

CAFETERIA

Observance of the following rules will make eating in the cafeteria a pleasant experience for all:

- Walk slowly into and around the cafeteria.
- Use inside voices at all times.
- Wait in line and keep hands to yourself.
- Students are seated in assigned areas.
- Students are to remain in the cafeteria for the duration of the lunch period.
- Keep food on the plate. Food throwing will result in disciplinary action.
- Soft drinks, coffee, energy drinks, and similar beverages are strictly prohibited in the cafeteria. Students are not allowed to eat food brought in fast food packaging.
- Snacks brought from home should be packaged in snack sized bags. Students should not bring full size bags of snacks to school.
- Make sure the table is clean when leaving
- All trash should be placed in the garbage cans
- Students are required to have their ID out and ready for cafeteria personnel to swipe so that the lunch lines move quickly.

CELL PHONES/ELECTRONIC DEVICES

Effective beginning with the 2024-2025 school year and thereafter, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day*. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.

* The instructional day spans from the opening bell to the dismissal bell and includes all school-sponsored events, such as athletic competitions and field trips, that occur during this time.

Students shall be personally and solely responsible for the security of their telecommunications devices. Jefferson Parish Schools shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.

Phone communication during the instructional day must occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies. Students shall be prohibited from utilizing school-issued devices to access personal messaging features and social media accounts not used for educational purposes.

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment will be invalidated. Additional disciplinary action may be taken by the school administration.

Each school will establish and communicate consequences for violating its electronic device policy. Violations could result in one or more of the following: temporary confiscation of the device (Device must be returned to parent/guardian, unless device is part of a criminal investigation, at which time Law Enforcement will dictate when the device will be returned to the parent/guardian), detention(s) not lasting more than one hour, reflective assignment, or In-school Suspension of no more than two days.

Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence. No person, including students, shall be prohibited from using or operating any electronic device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system or beeper, in the event of an emergency. "Emergency" means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

To reduce classroom distraction, students will surrender cellphones to their homeroom teachers where they will be locked in the office for the school day. Students will receive their phones from their last period teacher before dismissal.

Phones not turned into their teacher will be confiscated, and students will receive a consequence.

Parents/guardians may pick-up such items the following day between the hours of 8 a.m. and 3 p.m.

The Jefferson Parish Public School System shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.

If a phone is confiscated, parents must collect their cell phone from the office.

Device violation consequences:

Electronic-device expectations will be taught and reinforced consistently. Responses will be handled privately, protect student dignity, and follow Jefferson Parish Schools policy. Reteaching and family communication may accompany the consequences below when appropriate.

1st Offense: Major Referral/Phone Confiscation/Admin. Student Conference
2nd Offense: Major Referral/ Phone Confiscation/ In-Person Parent Conference/ Parent sign for phone
3rd Offense: Major Referral/ Phone Confiscation/ Detention/ Parent sign for phone
4th Offense:. Major Referral/ Phone Confiscation/ ISS/ Parent sign for phone
5th Offense: Major Referral/ Phone Confiscation/ Parent sign for cellphone/ Cellphone Prohibited at School

CHECK-OUTS

NO student will be allowed to leave the school campus prior to dismissal, unless a parent/guardian signs him/her out in the office. In order to check out, a student should:

Obtain a pass to the office.
The office will contact the parent/guardian and call for the student when the parent/guardian arrives.

NOTE: It is mandatory that the emergency cards list everyone who may need to check out the student. Those listed on the emergency card must be 18 years old or older and not students in middle or high school.

Anyone who checks out a student must present a photo ID. In order to ensure the student's safety no exceptions will be made. Sign-outs will not be allowed after 1:30 p.m.

This is 30 minutes prior to the start of dismissal and is in compliance with the JPSchools Crisis Management Plan.

COMPUTER USAGE

Students are only allowed to use the school's internet if they have completed the internet usage policy. Policy can be located at http://jpschools.org/families/student-policies/ Spanish version is located at http://jpschools.org/wp-content/uploads/2015/01/Student-Agreement-Internet-Access-Spanish.pdf

School computers are for educational use. Students are not to download music, pictures or videos, unless this is part of a class assignment. Students are not to use social media on campus. Failure to comply with this rule will result in banning computers at school, which can affect class grades.

The school is not responsible for issues that arise from Facebook, Instagram, or other social media sites unless it carries over into the school. Please teach your children about online and internet safety.

CUSTODY ISSUES

All students involved in custody issues must have legal documents on file in the office. It is the responsibility of the parent to provide updated copies as changes occur. This will enable us to follow the court orders. In questionable situations, we will refer to our legal counsel.

DRESS DOWN DAYS

Full Dress Down Day Guidelines:

- No pants or jeans with rips, holes, or tears. (Pants/belts must fit properly and should not be too tight or too loose. This includes but is not limited to leggings, stretch-knit or spandex pants, dresses, skirts, pants, slacks, shorts, shirts, or blouses that are tight fitting.)
- Skirts, pants, slacks, and shorts, when allowed, will be worn at the student's waistline.
- No pajama or sweat pants (exception PK-2nd during spirit week)
- Shorts or skirts must extend to at least two (2) inches above the top of the knee when standing up right (color of their school pants)
- Shirts must have sleeves and not be low-cut; no strapless, tank tops, muscle shirts, midriffs, crop tops, one-shoulder, off the shoulder, or exposed mid-sections or undergarments.
- Clothing, mask or face covering, jewelry, accessories, personal hygiene, and manner of grooming: will not symbolize or infer gang membership or affiliation, depict drugs, alcohol, tobacco, or obscene subject matter through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means
- A student will not wear shoes that present a safety hazard such as shoes with no back (Toes must be covered; no sandals, slippers, flip-flops, thongs, clogs, boots and heels higher than two-inches are permitted.)
- A student will not wear a hat, cap, or hooded garment to school.
- In cold weather, larger jackets may be worn outdoors, but **MUST** be removed inside the classroom. School uniforms should be visible at all times.

Students failing to meet acceptable dress guidelines will be required to call home for a school uniform. Student violations of the dress code will result in disciplinary actions.

1st offense- Warning and parent notification

2nd offense- Lunch detention and parent notification
3rd offense- After school detention and parent notification
4th offense- Loss of privileges (school-related events) and parent notification

Woodland West Wednesdays: On Wednesdays, students may wear spirit t-shirts instead of the uniform shirt. The remainder of the uniform should remain the same.

EMERGENCY CARDS

An emergency card must be on file in the office for each student. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.).

FIELD TRIPS

Prior to participating in school-sponsored field trips, all students must return the completed field trip form signed by a parent/guardian by the assigned due date. All students must report to school before leaving for the field trip and return to school after the field trip is over.

Students participating in field trips must follow the uniform policy and all rules established by Woodland West and the Jefferson Parish Public School System and pay all financial obligations.

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations owed to the school. Checks are only accepted for childcare and cash, money order, or SchoolCashOnline are accepted for all other financial obligations. SchoolCashOnline is preferred https://jpschools.schoolcashonline.com/.

I.D. CARDS

In an effort to maintain a safe and secure environment for students, faculty, and staff, K-8th grade students will be required to wear a current year ID at all times.

The first ID is $10, and replacement IDs are $10 each. Students must wear their current school ID at all times. A student who does not have an ID will receive a private reminder and temporary identification. Repeated concerns may result in family communication and a replacement plan. Students will not be publicly separated or delayed from receiving a meal because they do not have an ID.

No writing, stickers, etc. are allowed on the ID. IDs are mandatory during all school-related events.

LICE

Students must be treated and be free of any nits or lice upon returning to school. Parents should sign and return a statement indicating that treatment has occurred and that all nits have been removed from the hair. The student's hair will be checked by office personnel prior to returning to the classroom.

LOST AND FOUND

Please label all personal items to avoid confusion. Students should turn found items in to the main office so they can be claimed by the owner. Keeping an item that belongs to someone else is not aligned with Ownership and Character and may require restoration and an appropriate consequence. The school does not assume responsibility for missing items, including textbooks and personal property. Lost-and-found items will be donated to charity at the end of the year.

MEDICATION

The Jefferson Parish Public School System will continue the following procedures for parents requesting medication to be administered to their child during school hours. Information can be found at the following website: http://jpschools.org/department/student-support/health-services/

Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, capsules, powders, liquids, cough drops, chap sticks, medicinal agents or dietary aids. Please read the parish Procedures and Policies for parents and students for complete details. In brief it states that no medicine, not even aspirin, Pepto Bismol, Sunscreen, etc. may be brought by a child to school unless there are written instructions both from the doctor and the parent.

RESTROOMS

Students are only allowed to use their designated restroom during assigned times. Students must seek permission from their teacher to use the restroom during class time. Students must sign out and in to use the restroom outside of assigned times and students must have a signed pass. Every effort should be made to minimize the usage of bathrooms during instructional time.

SCHOOL CLOSINGS

In case of severe weather (storms, low temperatures, etc.), official announcements for closing may be heard over radio station WWL AM 870, JPSchools district website, Woodland West website, Woodland West Twitter, or Woodland West Facebook.

SOCIAL WORKER/COUNSELOR

A social worker and/ or counselor is available to all students to discuss any issues or concerns that arise.

TELEPHONE USE

Students may come to the office to use the phone to call home in emergencies. No students will be called out of class to speak to a parent on the phone.

TEXTBOOK/LIBRARY BOOKS

Students are responsible for their books. Books should be returned in the same manner in which they were issued. If a student loses or damages a textbook or library book during the school year, he/she will not be issued another until the parent/guardian has made arrangements for payment. All payments should be paid to the account clerk in the front office.

UNIFORM POLICY

All students must wear tennis shoes. No specific color shoe is required. A student will not wear shoes that present a safety hazard such as shoes without backs, shoes with excessively high heels or platform soles, wheels, or shoes that by virtue of their construction or condition may pose a safety risk. All students participate in physical education class daily and must wear tennis shoes for their safety. **No other type of shoe will be permitted.**

Uniform Policy Update: Skirt Length

As part of the updated uniform guidelines for the 2026–2027 school year, the district has introduced a clear standard for skirt length to promote consistency, fairness, and respect across all campuses.

Dresses, skirts, and skorts when allowed, must extend to at least two (2) inches above the top of the knee when standing upright.

PRE-K and Kindergarten:

- Purple, Collared Polo Shirts with Woodland West School Logo required
- Navy Blue Bottoms (Navy Blue Pants, Shorts, Skirt, Skort) **No jean/denim fabric allowed.**
- Tennis Shoes- Velcro
- **Purple Sweatshirts ONLY** – Woodland West Logo optional - **NO HOODS**

1st-5th GRADES:

- Light Blue, Collared Polo Shirts with our Woodland West Logo
- Navy Blue Bottoms (Navy Blue Pants, Navy Shorts, Navy Skirt, Navy Skort, Navy Jumper) Only navy blue Dickie-like pants are allowed. **No jean/denim fabric allowed.**
- Tennis Shoes

- **Navy Blue Sweatshirts ONLY-** Woodland West Logo- **NO HOODS**

6th-8th GRADES:

- Charcoal Grey Collared Polo Shirt with Woodland West Logo- 6TH-8TH Grade Students Only
- Navy Blue Bottoms (Navy Blue Pants, Navy Shorts, Navy Skirt, Navy Skort, Navy Jumper) Only navy blue Dickie-like pants are allowed. **No jean/denim fabric allowed.**
- Woodland West Plaid Skirt (Style: #43, Plaid: #82- Kajan Uniforms), must wear shorts underneath skirt OR Navy Blue Pants. Only navy blue Dickie-like pants are allowed. **No jean/denim fabric allowed.**
- Tennis Shoes
- **Charcoal Grey Sweatshirt ONLY**- Woodland West Logo required - **NO HOODS**

THESE ARE THE REQUIREMENTS FOR ALL STUDENTS:

- JEANS, JEAN SHORTS, OR DENIM SHORTS ARE **NOT ALLOWED**
- Belt must be worn with all pants or shorts that have belt loops (Kinder and First can have magnetic closure)
- Spirit Shirts purchased from school may be worn on designated days.
- Shirts must be tucked inside of pants or shorts at all times.
- **Black** or **Navy** Leggings only **during cold weather**.
- **MANDATORY:** Students may **ONLY** wear grade-level, solid color sweatshirts with school logo and **WITHOUT** hoods. **No writing or graphics on the sweatshirt.** If you have questions please contact the school office. Hoods are not permitted and will be confiscated. A parent is required to collect the item from the office between 8 a.m. and 3 p.m.

Consequences for Uniform Violations:

Uniform expectations will be addressed consistently and respectfully. Staff will provide a private reminder, clarify the expectation, communicate with families as needed, and apply the school response below while protecting student dignity and access to instruction.

1st Offense	Verbal Warning
2nd Offense	Parental Contact
3rd Offense	Infraction Form
4th Offense	P.E Detention
5th Offense	Teacher Parent Conference

VISITORS

All visitors are to report to the office upon arrival at school.

Photo identification must be presented. If a visitor is on campus to conduct business concerning a student at school, then the visitor must be 21 years old or older AND on the child's emergency card. Photo identification must be copied and a visitor's pass issued. Any person on campus without a visitor's pass will be asked to leave. Passes must be returned to the office when exiting the building.

Students are not allowed to bring guests to school nor have visitors unless approved in advance by administration. All volunteers must plan in advance to work with their child's teacher and not bring other children when volunteering.

Outside agencies are not allowed to service students at school without prior permission from the principal.

WITHDRAWAL FROM SCHOOL

A parent must come to school to officially withdraw a student. A withdrawal form must be completed, all financial obligations to the school cleared, and all books returned before a student may be officially withdrawn.

ACADEMICS

The WWS Way also guides academic habits. Purpose means understanding the learning goal and engaging in meaningful work. Growth means using feedback and mistakes to improve. Ownership means completing work honestly, asking for help, and taking responsibility for progress. Collaboration means learning with and from others while contributing appropriately. Character means demonstrating integrity, perseverance, respect, and care in all academic work.

ACADEMIC INTEGRITY POLICY

Academic integrity is an important part of Woodland West's mission. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

Academic dishonesty includes: Cheating on Classwork, Assessments, or Examinations. Cheating includes both receiving or giving unauthorized assistance. Students may not allow other students to copy from their papers including homework, classwork, projects, quizzes, or tests.

Plagiarism-Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly, or in part, been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. absences

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. Range of Possible Consequences:

Cheating on Classwork, Assessments, or Examinations Dishonest Academic Involvement Plagiarism or Computer Misuse	Reduction in Grade Parent Notification Counselor Notification Zero on Assignment Referral to Administration Dismissal of Extracurricular Activities, Elected or Appointed Student Offices, or Athletics

Eighth grade students taking Algebra I and English I, a Carnegie unit bearing course, must take part in Louisiana's End-of-Course (EOC) Assessment Program. The test is designed to measure whether students have mastered the necessary knowledge, skills, and abilities at the conclusion of the course. The results will count toward the students' report card grade. A tutorial can be accessed via the EOC tests home page at www.louisianaeoc.org.

EXAMS

In the 2nd and 4th marking period, students in grades 6-8 will be administered exams in each subject. These exams will count as 25% of their overall grade for the marking period. NO exams will be given early. Please do not schedule vacations or doctor appointments during exams.

GRADING POLICY

Woodland West operates on a computerized grading system. The interim, 9-weeks grades, final, and participation grades are entered into JCampus. Woodland West's grading policy reflects the policy of Jefferson Parish Schools.

Classroom participation is defined as class work, homework, notebook, involvement in discussion and activities, and preparation for class, such as, having books and supplies. Nine weeks' exams are not administered at the middle school level at the end of the first and third marking periods.
Letter grades are assigned according to the following scale:

Grade Equivalent	Quality Points	Rounding
A 90-100	4	3.5–4.0
B 80-89	3	2.5–3.4
C 70-79	2	1.5–2.4
D 60-69	1	1.0–1.4
F 0-59	0	.0- .9

Attendance Requirements to Receive Carnegie Credits – 8th Grade Only to receive Carnegie credit for a course, students must be present 30,60 minutes per semester or 60,120 a school year for those not operating on a semester basis. The Parish Supervisor of Child Welfare and Attendance and the principal may allow a student to make-up seat time to meet minutes for awarding Carnegie credit.

Please refer to the Jefferson Parish Schools Procedures and Policies for Parents and Students for further information and the requirements for promotion to the next grade level.

HONOR ROLL

Woodland West will celebrate the following accomplishments every quarter:

- A Honor Roll: All A's in core subjects
- A/B Honor Roll: All A's or B's in core subjects
- Perfect Attendance for students who attend school every day, without tardies or early check outs.

For students who receive O, S, N, U grades, the scores will be translated into the A-F scale for the purpose of Honor Roll.

INTERIM REPORTS

Reports are issued to all students each grading period (approximately 5th week). Parents are urged to contact teachers if their child is in danger of failing. Teachers can be contacted by calling the front office or emailing the teacher. Email addresses are available on the school website.

MAKE-UP WORK

Students are allowed to complete make-up work for absences within 10 school days of their last absence. It is the student's responsibility to ask the teacher for make-up work. A student will receive a failing grade on all make-up work not completed. Students are allowed to make-up work because of an absence for an out-of-school suspension.

If a student is unable to attend school for three days or more, please call the main office for assignments. These may be picked up after 1:30 P.M. on the day following the request.

Make–Up Seat Time (MUST) Recovery Requirement *(Excessive Absences)*

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/middle school students.

Make-Up Seat Time (MUST) is provided to students who have not met the required number of instructional minutes to receive credit. Students are required to complete additional coursework on an approved on-line learning platform. Students must complete MUST assignments before or after school, weekends, holidays, or during lunch. Students may not complete MUST assignments during the school day. Parents should contact the school for additional information.

Due Process for Extenuating Circumstances related to absences

For students in danger of failing due to excessive absences who may have experienced extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Compliance Office. Parents must complete an Extenuating Absences Appeal and attach any supporting documentation which will be considered by the Hearing Officer and two other district personnel. The decision of the committee is final. A student shall not receive grades if they are unable to complete makeup work or pass the course.

DISCIPLINE

BUS BEHAVIOR

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards on the bus and at the bus stop. Students may only ride the bus they are assigned to ride. The JPSchools transportation department is the only entity that can change a bus assignment for a student.

Students in PK/K must have completed a compact for bus transportation before being allowed to ride the school bus. PK/K students will not be released from the bus unless an approved person from the compact is at the pickup location. Those students without an approved person will be brought back to school. After three violations of this rule, the student will no longer be able to ride the bus.

CLASSROOM BEHAVIOR

Discipline is a school-wide effort. In order for the school to maximize student discipline, two aspects of our discipline policy must be considered:

Each classroom will explicitly teach, model, practice, and reinforce classroom expectations aligned to The WWS Way and the schoolwide Positive Behavioral Interventions and Support Plan. Students are responsible for practicing these expectations, and staff are responsible for reteaching and reinforcing them consistently. When expectations are not met, staff will use the shared PBIS response continuum and, when appropriate, the disciplinary procedures described in this handbook.

Students who remain within the guidelines will receive all of the benefits of the Positive Behavioral Interventions and Support components as described in the PBIS section of the handbook. It is through positive classroom behavior, including student engagement, which students can expect to learn and succeed in their classes.

The WWS Way: Explicit Student Expectations

1. 1. PURPOSE — Be ready to learn: arrive prepared, follow directions, begin tasks promptly, and protect learning time.
2. 2. PURPOSE — Know the goal: understand what you are learning, why it matters, and what success looks like.
3. 3. GROWTH — Use feedback: listen to feedback, revise your work, learn from mistakes, and keep trying when learning is difficult.
4. 4. GROWTH — Ask for help: use appropriate strategies and seek support when you do not understand.
5. 5. OWNERSHIP — Take responsibility: complete assigned work, meet expectations, and accept responsibility for your choices and their impact.
6. 6. OWNERSHIP — Repair and improve: when a mistake affects others, participate honestly in reteaching, restoration, and the next right action.
7. 7. COLLABORATION — Listen and contribute: allow others to speak, participate appropriately, and share ideas and responsibilities.
8. 8. COLLABORATION — Support the team: help others appropriately, include others, and solve problems respectfully.
9. 9. CHARACTER — Show respect: use respectful words, tone, actions, and personal space with students and adults.
10. 10. CHARACTER — Be honest: tell the truth, submit your own work, and make choices that demonstrate integrity.
11. 11. CHARACTER — Make safe choices: follow safety procedures, use materials appropriately, and report concerns to an adult.

12. 12. THE WWS WAY — Be your best: demonstrate Purpose, Growth, Ownership, Collaboration, and Character in classrooms, common areas, activities, and school events.

DETENTIONS

In-School Detention

In-School Detentions are assigned in writing with a minimum of 24-hours advance notice. In-School detentions are held during the student's lunch period, the student will eat lunch in a designated area outside of the cafeteria.

Before or after-school and Saturday Detention

Before or after-school detentions of an hour or less or Saturday detentions may be assigned either by the teacher or administrator. The parent/legal guardian is notified by means of a detention notice at least one (1) day before the detention is to be served. Two (2) copies of the detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served. The parent/legal guardian can legally refuse to allow the student to serve detentions. However, the student will be subject to suspension from school.

DUE PROCESS

Students are responsible for their behavior and will be afforded due process. Students will be given a meaningful opportunity to explain what occurred, and witnesses may be asked to provide information when needed. A student's decision not to provide a written statement does not remove due-process protections; staff will document the available information and proceed according to district policy. Responses may include reteaching, family communication, restorative action, detention, suspension, or other consequences authorized by district policy. Consequences should be logically connected to the behavior, and students will retain access to instruction, relationships, supports, and opportunities to demonstrate improvement.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

PBIS is Woodland West's schoolwide framework for teaching, practicing, acknowledging, and responding to The WWS Way. It combines clear expectations, specific recognition, consistent adult responses, restorative practices, and data-based supports. Rewards may support the system, but PBIS is not simply a prize program.

The following operational expectations help students and adults put The WWS Way into practice across common areas. Be Safe reflects Character and Ownership; Be Respectful reflects Character and Collaboration; and Be Responsible reflects Purpose, Growth, and Ownership.

	Be Safe	Be Respectful	Be Responsible
Cafeteria	-Food and/or straws must remain in the cafeteria. -Stay in your seat. -Face forward in line.	-Keep in line. -Use inside voice. -Keep hands and feet to yourself.	-Get all utensils, napkins, milk and condiments. when going through the line. -Keep your area clean. -Keep all food on your plate. -Know your lunch number.
Playground	-Walk to and from the playground. -Rocks, sticks and other such items should remain on the ground. -Use equipment properly.	-Include everyone. -Only appropriate physical contact is allowed. -Keep hands and feet to yourself	-Use the bathroom and get water. -Keep the playground clean.
Breezeway	-Walk on the blue line (Quiet Zone).	-Hold the door open for others. -Respect other's space.	-Hold backpacks and lunch bags properly.
Bathroom	-Wash hands. -Keep water in the sink. -Put trash in garbage cans.	-Give others privacy. -Knock on stall doors. -Use inside voice.	-Use toilet and urinals correctly. -Flush toilet after use. -Report any problems to an adult.

Bus Loaders/Car Riders/Walkers	-Walk to your area. -Sit facing forward with book bags in front.	-Car riders remain seated until called. -Use inside voice. -Hands and feet to yourself.	-Be on time. -Help others. -Follow bus driver's rules.

Shared PBIS Response Continuum

Classroom-managed behavior: Staff use a brief prompt, reteach the expectation, provide practice, acknowledge improvement, and use a logical or restorative response when appropriate.

Documentation and family partnership: Staff document observable behavior and responses used, communicate with the family when concerns recur, and monitor the student's response.

Additional support: When behavior continues, staff collaborate with the teacher, behavior interventionist, social worker, support team, or administration to identify and intensify appropriate supports.

Office-managed behavior: Defined major behavior, immediate safety concerns, or repeated behavior after documented classroom responses requires administrative support and a JCampus referral.

Administrative response: Administration considers severity and context, student age and developmental level, disability-related needs, prior interventions, restoration, safety, equity, and district policy when determining next steps.

The seriousness and context of an incident may require an immediate administrative response. All actions will be taken in accordance with Jefferson Parish Schools procedures and policies.

STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest:

- Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school property or private property.
- Possession of a weapon or any items which may be used as a weapon.
- Possession or use of narcotics, alcoholic beverages and other dangerous drugs while on school premises or while in the custody and control of the school, or school related activity.
- Entering campus while under the influence of any controlled substance or alcohol.
- Violation of rules of conduct for school buses.
- Selling items on campus to other students.
- Use or possession of vapes, cigarettes, lighters, matches, or fireworks.
- Stealing or possession of stolen or lost private property.
- Violation of attendance rules and/or truancy policy.
- Violation of student uniform/dress code.
- Insubordination or disrespect toward a school employee.
- Inappropriate display of affection while on school premises.
- Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
- Leaving campus/class or cutting class without proper permission.
- Inappropriate use of communication/electronic devices.

NOTE: *It is important to remember that the seriousness of the behavior incident will dictate the actions and consequences ultimately imposed by the teacher or school administrator. As noted throughout the policies and procedures for JP Schools, a student may be subject to a more severe consequence even for a first offense, depending on the seriousness of the behavior incident.*

STUDENT SIGNATURE

A student's signature on a behavior report, interim report, detention notice, suspension notice, or similar document acknowledges receipt only. It does not mean that the student agrees with or admits the contents. If a student declines to

sign, the staff member will document that the notice was provided; refusal to sign will not create an additional behavior offense.

THREATS OF VIOLENCE

Any threat of violence shall be reported to the social worker and/or police and appropriate action will be taken. It is the responsibility of the student to report any hostile attempt directed at him/her to an administrator, teacher, etc.

UNAUTHORIZED ITEMS

- Communication Devices-cell phones, IPads, tablets and computers, etc., “Smart” watches and glasses that can be used as a phone/camera
- Electronic Devices
- Laser Pointers
- Motorized Vehicles, motor bikes, scooters, etc.
- Water/toy guns and/or other toy/look-alike weapons
- Skateboards
- Glass or metal cups
- Fireworks of any kind, lighters, matches, vapes
- Non-educational items - Pokémon, Yu-Gi-Oh, or baseball cards, etc.
- Obscene materials
- Sums of money $50 or more will be reported to parent/guardian
- Slime
- Fidget Spinners
- Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

Confiscated items will be brought to the office. Items must be claimed by a parent or guardian during the hours of 8 a.m. and 2 p.m.

VIOLENCE PREVENTION PROGRAM

Students involved in fighting or other violence-related incidents at school, on the bus, at a bus stop, or at a school-sponsored event are subject to responses and consequences established in the Jefferson Parish Schools Procedures and Policies for Students and Families.

When required by Jefferson Parish Schools, eligible students and their parent or guardian must complete the district Conflict Resolution Program or other assigned educational component. Registration, scheduling, fees, and completion requirements are established by the district and are subject to change.

School personnel will provide families with the current district requirements and registration information when a referral is made.

Failure to complete a district-assigned component will be addressed according to current Jefferson Parish Schools procedures.

Woodland West School
Handbook and Acknowledgement Forms Packet

Dear Parents and/or Guardians,

In an effort to make things easier for you, we have created one packet of papers to acknowledge the handbook and other permission slips. Please return this packet with your signature by Wednesday, August 26, 2026. Please do not separate these pages. Send the following items back to school with your child in his/her Eagle Express Communication Folder (PK-5th). Sixth through 8th grade students will give acknowledgement documents directly to the homeroom teacher.

1. Completed and signed emergency card
2. Woodland West School: Handbook and Acknowledgement Forms Packet

Thank you for all that you do**.**

Respectfully,

LaTonga Toney, Principal

Karlreyiona Oatis, Asst. Principal

Woodland West School
Handbook Acknowledgement and Forms

Student Name_____Teacher

_____

Initial	**Policy**	
_____	Tardy	A student is late to school if not in class by 7:25 a.m. If a student arrives after 7:25 a.m. a parent or guardian must sign the student in at the front office.
	Check-Out	No check outs after 1:30 p.m. ID required & name must be on emergency card for all check outs

____	Conferences	Conferences with the principal, assistant principal, dean of students and teachers must be scheduled in advance.
____	Messages	Office staff may not interrupt classes to deliver messages to students. Changes in afternoon transportation must be sent in writing.
____	Dismissal	Walkers will be dismissed after car riders and bus riders. PK/K walkers will be sign-out at the walker gate. Parents may not walk up to get a child from the carpool. Carpool riders are dismissed by the assigned car tag number.
____	Safety	Guests must report directly to the front office. Parents may NOT go to a teacher's classroom without a pass. Students may NOT arrive before 6:50 a.m.

I have read the 2026-2027 Woodland West parent and student handbook in its entirety and understand the policies and procedures.

Parent Signature_____Date _____

JEFFERSON PARISH SCHOOLS PARISH-WIDE
PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS

We hereby acknowledge that we have access to and have read the Procedures and Policies for Parents and Students. This agreement is listed on the district and school website and also the district APP Read the manual at http://www.jpschools.org website. Please type "Policies" in the search box.

We agree that (name of student)_____
be held accountable for these rules and regulations.

Policies and procedures are subject to change following the printing of this document.

Parent/Guardian Signature_____ Date_____

SCHOOL-PARENT COMPACT FOR ACHIEVEMENT
Woodland West School

VISION

To inspire, engage and prepare students to become independent readers, thinkers, problem solvers, leaders and communicators.

MISSION STATEMENT

To encourage creativity, to develop character and intellect and to promote social and emotional health, so that all learners are prepared for global leadership.

GOALS

Increase our school performance score by the end of the year.
Increase our % of students achieving mastery+ in each grade-level content-area.
Increase our overall % of students performing at Mastery.
Increase our overall % of students performing At or Above on K-3 Literacy.
Increase our overall % of students performing At or Above on LEAP Connect.
Increase our overall % of English Learners who Meet or Exceed their ELPT growth trajectory.

WORKING TOGETHER FOR STUDENT SUCCESS

Teachers will provide:

- rigorous lessons and activities that are aligned with Louisiana Student Standards and send home materials to help parents support the learning goals
- instruction that addresses the needs of the students
- high expectations and support for all students
- well-managed classrooms to afford all students the opportunity to learn
- an open line of communication with parents

Parents will:

- be an active partner in my child's education in helping him/her become proficient in the Louisiana Student Standards
- ensure that my child attends school daily and is on time, gets adequate rest and eats nourishing meals
- ensure that my child completes all homework assignments and assist him/her when necessary
- read, sign and return all important papers as requested by the school/teachers
- support the school and teacher in maintaining a well-disciplined environment
- maintain communications with the school and my child's teacher
- encourage my child to do his/her best every day
- attend parent-teacher conferences, family nights and meetings and take every opportunity to be involved (such as volunteering)

Students will:

- accept responsibility for my learning and participation in instructional activities that will help me master the Louisiana Student Standards
- attend school daily, arrive on time and be prepared for my classes
- work hard to complete all homework and class assignments on time and produce quality work
- ensure that my parent receives all school correspondence and promptly return all papers required to be signed by my parent
- behave responsibly and follow school and classroom rules
- read every night and share my day with my parent

BUILDING PARTNERSHIPS

Families are encouraged to participate in the following school activities:

- Parent/Teacher Conferences (Virtual) — Sept. 15-17 and March 16-18
- Back To School Night — Wednesday, Aug. 19, 2026
- Family Literacy Night — FALL 2026 and /or SPRING 2027
- Family Math Night — FALL 2026 and /or SPRING 2027
- Testing meeting — FALL 2026 and /or SPRING 2027
- If you would like to volunteer at school, please contact the school's office.

COMMUNICATION

Information about your child's grades, attendance or discipline can be found on the parish website at www.jpschools.org under the Student Progress Center. Additionally, interim reports are sent home in the middle of each nine weeks and report cards at the end of each nine weeks. Communication folders are sent home daily and test papers biweekly. Keep up with news from our school/JPS: facebook.com/jeffparishschools, on Instagram @JPPSSNews, on Twitter @JPPSS, on Flickr at flickr.com/photos/jpschools, on Vimeo at vimeo.com/jppss or download our mobile app – Jeff Parish Public Schools.

Parent's Signature: _____

Student's Name: _____

Homeroom Teacher: _____

Woodland West School
26-27 Family Engagement Policy

Family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;
(B) that parents are encouraged to be actively involved in their child's education at Woodland West;
(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
(D) the carrying out of other activities, such as those described in section 1118 of the ESEA**.**

Parent engagement is an essential component of a fully developed student. Parental involvement in the student's education process is critical in fostering the development of the whole child and their academic and social successes. Engagement helps to strengthen the educational foundation and relationships between students, parents, and educators.

At Woodland West, it is our goal to establish an effective home/school relationship conducive to growing students academically, socially, and emotionally. Our school uses various mediums to communicate with parents as well as providing parental learning opportunities to equip parents with techniques to extend and enrich the learning process at home.

The parent involvement policy for Woodland West School will be consistent with the Jefferson Parish School District Policy as stated in the Procedures and Policies handbook on pages 35- 39 online along with other programs that we have at our school and additional events/meetings/training that the parents have requested. It is our desire to foster a collaborative environment for all stakeholders.

Woodland West will take the following actions to involve parents in the joint development of its school family engagement plan, in the process of school review and improvement will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster family engagement under sections 1116 and 1118 of the ESEA:

1. Purchase technology to assist with student achievement at both home and school.
2. Provide parents with **biweekly updates** on student performance.
3. Establish **intervention cycles** for students with identified academic deficits.
4. Enhance behavioral and academic incentives offered through the **PBIS program**.
5. Host **Family Literacy, Math, and Test Informational Nights** for parents and students.
6. Keep community members informed of school events by regularly updating the school marquee, district website, social media accounts, and monthly newsletters.

I have read the Woodland West Family Engagement Policy listed above:

Parent's Signature: _____

Student's Name: _____

Homeroom Teacher: _____

JEFFERSON PARISH PUBLIC SCHOOLS

Parental Consent Form for Student Access to the Internet Computer Network
& Student Agreement Regarding Internet Access

POSSIBLE RISKS INVOLVED IN STUDENT USE OF THE INTERNET COMPUTER NETWORK (referred to hereafter as "Internet"), INCLUDE BUT ARE NOT LIMITED TO:

▶ There is the possibility that there may be materials present or otherwise available on the Internet that some students, parents, or teachers may find controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors.

▶ Some services available on the Internet could be considered offensive, and students must take responsibility for their own actions in navigating the network.

▶ It is virtually impossible to prevent students from getting to materials whose presence the school system never anticipated, while preserving the student's status as a full member of the Internet community.

▶ The school system policy cannot formalize precise limits upon a student's access. Rather, it is the student's responsibility to follow standards set by their parents.

STUDENT RESPONSIBILITIES IN INTERNET USAGE:

▶ Students have a responsibility to use appropriate language when using the Internet. The school system will not tolerate a student's use of profanity or obscenity on the Internet, and the use of such inappropriate language on the Internet may result in school disciplinary action and the student losing Internet privileges.

▶ As community members, students must respect the rights of others in both the local community and in the Internet at large. Offensive, obscene, harassing, abusive or inflammatory language, pictures, or materials, and/or personal attacks are unacceptable uses of the Internet, and students who engage in such communications on the Internet may be subject to school disciplinary action and/or loss of Internet privileges.

▶ Students have the responsibility to follow copyright laws and rules, and must respect all copyright issues regarding software, information, and attributions of ownership in their exercise of Internet privileges. A student's failure to do so may result in school disciplinary action, the loss of Internet privileges, and/or prosecution under applicable state and federal law.

▶ Students must recognize the privacy rights of others, and refrain from re–posting personal communications without the original author's prior consent. Failure to do so may result in school disciplinary action and/or the student's loss of Internet privileges.

▶ Students must use the Internet only for legal activities. A student who engages in illegal activities, including but not limited to, tampering with computer hardware or software, computer piracy, hacking, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state and/or federal law.

▶ Students are responsible for avoiding the knowing or inadvertent spread of computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses is considered criminal activity under state and federal law. A student who engages in such activity will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state or federal law.

▶ A student must accept full responsibility for usage of his or her account. A student's failure to fulfil this responsibility by giving his or her password to another may result in school disciplinary action and/or the loss of Internet privileges.

▶ A student must take responsibility for his or her own messages, actions and words on the Internet. Failure to fulfil these responsibilities may result in school disciplinary action and/or loss of Internet privileges.

▶ Students have the responsibility to display exemplary behavior when using the Internet, and must conduct themselves as representatives of both their respective schools and the community as a whole. Failure to fulfil this responsibility may result in school disciplinary action and/or loss of Internet privileges.

STUDENT AGREEMENT:

I have read and understand my responsibilities in exercising the privilege of using the Internet Communications System. I agree to follow the rules and regulations of the Jefferson Parish Public School System when using the Internet, and to fulfil my responsibilities as outlined above. I understand that any violation of the school system's rules and regulations, or my failure to fulfil my responsibilities in using the Internet may result in school disciplinary action, loss of my access privilege on the Internet, and/or prosecution under applicable state and/or federal law.

Student User's Signature:_____ Date: _____

CONSENT OF PARENT OR GUARDIAN:

As the parent or guardian of the above–named student, I have read and understand the terms and conditions for my child's use of the Internet Communication System at school, and the possible risks involved in my child's use of the Internet. I have read and understand, and have discussed with my child the school system's rules and regulations, and my child's responsibilities in accessing and using the Internet. I understand that the opportunity being provided to my child to access the Internet at school is designed for educational purposes, and that the Jefferson Parish Public School System is taking reasonable precautions to eliminate materials that may be considered controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors. However, I also recognize that restricting access to all such materials is impossible for the school system I will not hold the School System responsible for materials acquired by my child on or through the Internet either at school, or away from school using such knowledge and skills in accessing the Internet as my child may acquire at school.

Parent/Guardian (please print)_____

Signature: _____ Date: _____

WOODLAND WEST SCHOOL

26-27 Transportation Form

Child's Name: _____ Teacher: _____

We are continually working to improve arrival and dismissal procedures to ensure the safety of all students. Each child must have this completed form on file. Please return it to your child's teacher as soon as possible.

Each student will receive a **color-coded tag** attached to his/her book bag to identify the method of afternoon transportation. Duty teachers will use this system to ensure all students are dismissed safely to the correct location.

Important:

- Walkers will be dismissed **after** all car riders and bus riders.
- Parents may **not** walk up to the car line to pick up a student.

Please select your child's afternoon transportation method:

☐ **Car Rider** – Picked up in the car line by an authorized adult.

☐ **Bus Rider** – Rides the assigned school bus home.

☐ **Walker** – Walks home after dismissal.

☐ **Aftercare Program** – Attends on-campus aftercare.

☐ **Other**: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

PHOTO RELEASE FOR SCHOOL/DISTRICT USE

During the school year, school and district representatives may take photographs and make audio/video recordings of school activities, field trips, or other school-related events. These images may be used by the school/district to celebrate our students and all of the wonderful things taking place in, and around, the district on:

- The school's website and social media
- The district's website and social media
- District/School video/audio presentations to the Board and public
- District/School brochures and promotional materials; and for
- Internal school use, such as classroom displays and teacher education

☐ The District has my permission to include my child's image/voice in video/audio recordings or photographs for any of the reasons listed in this **Photo/Video Release For School/District Use.**

☐ The District does **NOT** have my permission to include my child's image or voice in any School/District publication or presentation.

PHOTO/VIDEO RELEASE FOR MEDIA/THIRD PARTY USE

From time-to-time, external media outlets and/or other external partners may seek to take photographs and/or videos of our schools and students in order to highlight student activities and other school-related issues. These photos and/or videos may appear in television or radio broadcasts, in online or print publications, or on the outside entity's social media page(s).

☐ Media outlets and/or other entities external to the school system have my permission to use my child's image and/or voice in photographs and/or video/audio recordings for any of the reasons listed in this **Photo/Video Release for Media/Third Party Use.**

☐ Media outlets and/or other entities external to the school system do **NOT** have my permission to include my child's voice or image in any television or radio broadcast, presentation, online or print publication, or social media page.

Where permission has been granted, I expressly waive the right to advance notice of publication or to inspect or approve the finished product and any claims for compensation or royalties related to the use of these images or recordings for the purposes stated herein. I understand that I may revoke this authorization, or any part thereof, at any time, by submitting a written revocation to the principal of my child's school.

Parent/guardian signature:_____

Printed name:_____

Date:_____

Woodland West School
26-27 Library Permission Slip

Dear Parents,

We offer a varied selection of reading materials to encourage your child's enjoyment and growth in reading. We hope your child's library experience will be both rewarding and educational. Learning to use the library responsibly is an important skill that supports lifelong success.

Your child will visit the library to check out books. Below is a permission slip to indicate whether you allow your child to participate in the library program. Please return the form even if you have signed one in previous years.

We ask for your cooperation in ensuring your child returns books on time. The loan period is one week for Pre-K through 2nd grade and two weeks for 4th through 8th grade. Students with overdue books will not be allowed to check out additional books until the overdue items are returned.

Parents are responsible for replacing or paying for lost or damaged books checked out in their child's name. Replacement costs range from $5.00 to $25.00, depending on the book's value.

Thank you for supporting your child's reading journey.

Sincerely,

Woodland West School

Please sign and return to the homeroom teacher.

I give permission for my child, _____, to check out books from the library and understand I am responsible for paying replacement costs for lost or damaged books.

☐ I do not give permission for my child to check out books.

Parent Signature: _____

Homeroom Teacher: _____

Grade: _____