

**E. B. Williams Stoner Hill Elementary
Laboratory Professional Development School**

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<http://ebwsh.caddoschools.org>



Student/Parent Handbook

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School Mission Statement

The E.B. Williams Stoner Hill learning community will provide all students with academic skills to enable them to become lifelong learners.

Welcome to E. B. Williams Stoner Hill! It is our pleasure to have your child as part of our school family. We have compiled information about the school year that we feel will be of interest to you. Please read carefully and keep this handbook for future reference. If you have additional questions, please call us.

ARRIVAL

1. Children should report to school **no earlier than 7:20 a.m.** Supervision does not begin until that time. The first bell rings at 7:45 a.m. **Students arriving after 7:55 a.m. are considered "TARDY" and must be checked in by an adult through the office.**
2. Parents bringing children to school in cars should use the car drive in the main parking lot. Persons on duty will assist in unloading students. All students eating breakfast should go immediately to the cafeteria; other students will report to their assigned areas. **The cafeteria line closes at 7:45 a.m.**

DEPARTING

1. The school day ends at 3:15 p.m. **All staff supervision ends at 3:30.** It is imperative that you pick your child up in a timely manner.
2. Parents are to pick up their child in the main parking lot. **NO EXCEPTION.** This is for your child's safety. If you need to get out of your car and come into the building, please park your car in a parking space. **For safety reasons, please DO NOT park or have your child meet you in the back parking lot behind the cafeteria.**
3. To ensure the safety of your child, please notify the office in writing when there is a change in the way your child will leave school. This should be done even if the change is only for one day. **Telephone calls will not be accepted, except when there is an emergency. If a note is not sent to school, your child will be sent home the regular way.**

CHECK IN/CHECK OUT

1. All students must be checked in or out through the office by an adult. If possible, please write a note the morning your child will be checking out so that your child will be ready when you arrive. Students cannot be called from class until the parent arrives in the office. A valid photo identification must be shown upon request.
2. If someone other than a parent/guardian will pick up your child, the office must be **notified in writing** identifying the person. If a child is checking in, **a parent is asked to walk the child to the office to sign him/her in.** A medical excuse or other documentation shall be presented for excusal consideration. The office staff will issue an admit slip for the child to go to his or her classroom. Children must have an admit slip to enter class.
3. **There will be no checkouts after 3:00 p.m.** Students are preparing to leave at this time.

CLASSROOM VISITATION

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance to allow the building principal to set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Visitors must report to the office for a visitor's badge. Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors, which interferes with the educational environment or with extracurricular activities, may result in limited access or revocation of visitor privileges to school property or functions.

SCHOOL RULES

In order to provide a safe, orderly learning environment for each student, procedures and rules of conduct must be established and followed. Every student is expected to abide by the rules of conduct outlined by the state of Louisiana, the Caddo Parish School Board, and E. B. Williams Stoner Hill. Our school has five rules and three expectations that every student must learn and follow:

STONEY'S RULES

Follow Directions the First Time Given

Talk at Appropriate Times

Keep Hurtful Words, Hands, Feet, and All Objects to Yourself

Show Respect to Each Other, School Staff, and Parents

Use Self Control

OWL EXPECTATIONS

OWLS ARE RESPECTFUL – RESPONSIBLE – RELIABLE!

BUS STOP LOCATOR

Bus stop information can be obtained by visiting the Caddo Parish Public Schools website at www.caddoschools.org and clicking on the **Transportation Bus Stop** icon. Bus stops are assigned based on the address on record.

TELEPHONE AND ADDRESS CHANGES

Please notify the school **immediately** if there is a change in your address, telephone number, baby-sitter, or person to contact in an emergency. This information is very important in case your child becomes ill, injured, or left at school.

SCHOOL FEES

The school will assess each student a fee of \$10.00 that will be used for classroom supplies. The fee is due the first week of school. Fees are to be placed in an envelope and turned in to classroom teachers.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books.

FOOD SERVICES

It is my pleasure to inform you that Caddo will again provide breakfast and lunch at no cost to all Caddo students in schools with the following grade configurations: elementary, elementary/middle, K-8, middle and 7-12. Through this effort, more than 30,000 students will benefit in 51 schools including ours.

1. **Breakfast is served beginning at 7:20 a.m. The cafeteria closes at 7:45 a.m.** Students eating breakfast are to go directly to the cafeteria.
2. Juice, water, and other items may be purchased. Money can be placed on your child's account and made available daily. Students are allowed to buy "extras" that vary in price.
3. A **doctor's note** is required noting any food allergies that your child may have in order for a substitution to be made.
4. We encourage students not to bring soft drinks into the lunchroom.

CAFETERIA PROCEDURES

Monitors supervise the students in the cafeteria. The following rules have been established and are expected to be followed:

1. Students are to speak using soft voices.
2. Students are to adhere to school safety rules while moving to and from the cafeteria.
3. Food is to be eaten, not played with or thrown.
4. Staff monitors are to be obeyed and treated respectfully.

If after a warning, a child chooses to ignore any of these basic rules, he will be sent to the table designated "Quiet Table." His conduct grade will be lowered.

Food may not be removed from the cafeteria. Please be reminded that **we cannot heat lunches brought from home.** Seasonings are not available.

BIRTHDAY CELEBRATIONS

When a **student in grades 1st-5th** has a **birthday**, parents may send cupcakes or snacks to be shared at lunch. We ask that cakes not be brought to school. If you are having a birthday party and would like to send invitations to the school, we ask that you send one for each child in the class so others will not get their feelings hurt. Pre-k and kindergarten birthdays will be handled by contacting the classroom teacher.

MEDICATION

1. The Caddo Parish School Board adopted a policy concerning the taking of medication at school. When it is necessary for a student to take medication at school, forms must be filled out before the medication can be given: a doctor's statement, a parent statement, and an emergency plan. **The medication MUST have a pharmacy label;** otherwise the medication cannot be administered.
2. If we are to administer medication at school, please pick up a form from the school office so that your child's doctor may answer the questions and sign it.
3. The Caddo Parish School Board policy applies to all medications, including aspirin, Tylenol, cough drops, and any other over the counter drugs. This also applies to asthma inhalers.

GRADING SCALE

Grades are given in reading, math, language development (includes spelling, grammar, and process writing), as well as the other content areas. Conduct grades are given weekly at all grade levels. Check "**Tuesday Folders**" for a weekly conduct grade, graded papers, and notes. Progress reports are sent to

parents at mid-nine weeks. Parents/legal guardians may access student grades and attendance through the online Parent Portal system. At the kindergarten level, students are not assigned grades.

GRADING SCALE

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

ACCELERATED READER

Accelerated Reader is an important part of our reading program. Each student should try to meet the goals set at each grade level. Accelerated reader will be counted as a portion of the reading grade in grades 1-5.

An OWL with pride always has a book by his/her side.

STUDENT USE OF ELECTRONIC TELECOMMUNICATION DEVICES

A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public elementary or secondary school building during the academic school day unless authorized to use by the teacher or principal for academic purposes under the Bring Your Own Device policy.

B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus unless the device is maintained in the silent mode; if a student's use of a cellphone is disruptive, the bus operator may require that the student(s) refrain from using the cellphone.

C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

A student who violates this policy may be disciplined in accordance with policy JG, policy GBN or any other applicable policy. School administrators shall, however, be allowed to hold a device for up to three (3) days with a parent return when the administrator deems it appropriate for violations of policies.

Adopted : September 16, 2003 Amended : August 17 2004 Amended: December 18,2007 Amended: August 18, 2009 Amended: June 16,201 5
LSA R.S. 17239 La. Attorney General Opinion No 03-0351La House Concurrent Resolution No. 172 of 2004

UNIFORM POLICY FOR E. B. WILLIAMS STONER HILL

The official uniform must be worn everyday unless otherwise notified in writing. Our policy is mandatory. Clothing should not deviate from the approved list.

Shirts All shirts must be tucked in.

Boys: Oxford cloth button down - long or short sleeve, light blue or white

Girls: Blouse - light blue or white

Girls and Boys: Polo shirt - long or short sleeve, navy or white, any of our school t-shirts or sweatshirts

Pants or Shorts **Belts must be worn with all pants/shorts with loops.**

Girls and Boys: Twill pants - khaki or navy (no denim, painter's, knit, or cargo)

Girls: Shorts, Skorts, and Jumpers - khaki or navy (No more than 4 inches above the knee)

Remember: Belts are required to be worn if shorts or pants have belt loops. Students who violate this policy may be given a belt or something to wear in place of a belt. Parents will be contacted.

On designated Spirit Days, students may wear regular uniform items or jean bottoms with an E. B. Williams Stoner Hill T-shirt. E. B. Williams Stoner Hill T-shirts include Discoveries, field day, ArtBreak, choir, guitar, and Jump Rope for Heart shirts. These are shirts that celebrate school-sponsored activities. Random shirts that do not meet this criterion are not allowed. Students who choose to violate these procedures will be given something else to wear.

HOMEWORK POLICY

The following Homework Policy has been developed so that there is a useful and reasonable extension of your child's opportunities for learning.

Assignments should:

1. Review and reinforce skills by providing independent practice and application.
2. Extend skills through creative writing and/or research.
3. Promote good study habits (make use of time, accept responsibility, and promote independent study).
4. Homework may count up to 10% of a subject area's grade each nine weeks.

The time allotment for home assignments per night is as follows:

Primary grades (K-2)	Maximum 45 minutes
Intermediate grades (3-5)	Maximum 60 minutes

RECESS GUIDELINES FOR PLAYGROUND EQUIPMENT

The student that checks the playground equipment out is responsible for the return of the equipment as well.

- Footballs may be brought from home. Touch football is to be played, **not** tackle. Football must be played in the grassy areas.
- All other balls brought from home must be soft, so they will not injure someone, if accidentally hit by one of them.

PARENT 411

1. Your child will have homework Monday through Thursday of each week. **Remember to check your child's planner nightly.**
2. Parents should arrange teacher conferences by calling the office.
3. **Parents are to check in at the office for all campus/classroom visitations.** A visitor's badge obtained from the school office will be worn while you are visiting the school. This is for the safety of all of our children.
4. **Parents volunteering** their time for various activities at the school should sign-in in the office.
5. A **Lost and Found Box** is located in the main hall area. Please have your child check this box if he has lost items at school. Please label all items belonging to your child.
6. **Bus transportation problems** should be handled with the bus driver and the transportation department of the Caddo Parish School Board.

PLEASE SIGN EACH AREA & RETURN THIS PAGE

My child and I have read the Student/Parent Handbook. We understand its content and will comply.

Teacher's Name _____ Grade _____ Date _____

Student's Signature

Parent's Signature

I have read and discussed the homework policy with my child. We understand that completed, on-time assignments may count up to 10% of the subject area's grade for the nine-week period.

Student's Signature _____

Parent's Signature _____

Please answer both statements below by checking Yes or No:

1. My child may use e-mail and the Internet while at school according to the rules outlined by the Caddo Parish School System. Yes No

2. My child's school work can be published on the Internet and photographs of my child can be published in print and/or electronic form including but not limited to yearbooks and directories. Yes No

Signature of Student

Signature of Parent or Guardian

**“Striving for Excellence” in all that we do!
Go Owls!**



The Caddo Parish Public Schools Student Handbook can be located on the Caddo Parish website or picked up at the Caddo Parish School Board Office.