

# Cypress Cove Elementary



## 2018 - 2019 Student Planner

700 Currie Drive  
Sulphur, La. 70665

Phone: 337-217-4970  
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This planner belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

**Calcasieu Parish Schools  
SCHOOL CALENDAR 2018-2019**

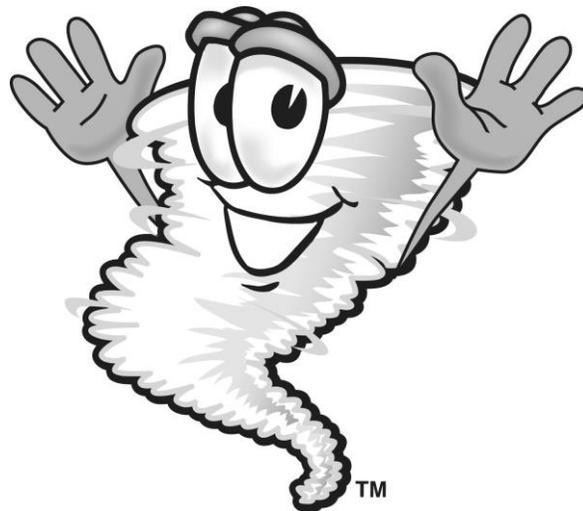
**HOLIDAYS:**

Labor Day	September 3, 2018
Teacher In-service	October 15, 2018
Election Day	November 6, 2018
Veterans Day	November 12, 2018
Thanksgiving	November 19 thru November 23, 2018
Christmas	December 24 thru January 4, 2019
Teacher In-service	January 7, 2019
MLK Day	January 1, 2019
Mardi Gras	March 4 thru March 6, 2019
Teacher In-service	March 18, 2019
Easter	April 19 thru April 26, 2019
Last day for students ½ day	May 23, 2019 <b>Report Cards Will Be Mailed</b>
Teacher In-service	May 24, 2019

**NINE-WEEK PERIODS END**

**Nine Weeks Periods**

1st	October 16, 2018
2nd	December 20, 2018
3rd	March 15, 2019
4th	May 23, 2019



### Visitors to the School

The School Board welcomes and encourages parents and other school patrons to visit the school at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide for such visits.

School visitors should report to the office on arrival. The busy school schedule does not permit us to interrupt or disturb classes. If your child has forgotten something at home, please drop it off in the office, and we will see that he or she receives it. If at all possible, visits should be pre-arranged. Principals are authorized to take necessary steps in dealing with unauthorized visitors.

Principals shall be responsible for establishing procedures that will protect instructional time and insure the safety and welfare of students, teachers, and staff members. **Each school shall designate one main entrance/exit.** Any other entrance/exit shall be at the discretion of the principal who is authorized to take the necessary steps to secure those entrances/exits.

Visitor is defined as anyone other than school system personnel on official business in question. All visitors shall report to the principal's office immediately upon coming onto school grounds for their visit and will be required to sign a "visitor's log" upon arrival/departure and wear an assigned pass.

### Front Office

When information or help is needed, the secretary will advise you as to whom you should see or where you should go. When reporting to the principal, you should first see the secretary.

The front office is open each day from 7:15 a.m. until 3:30 p.m. all school business should be transacted during these hours. Students are not permitted to use the office telephone except in cases of emergency, and only after obtaining permission from the classroom teacher. Nor will students be called to the telephone except in the cases of emergency. First aid is administered in the front office if needed.

### Building Hours

The school building is open from 7:15 a.m. until 3:30 p.m. each school day. Students will not be allowed in the building before 7:15 a.m. and are expected to leave the building promptly when the day ends unless parents are otherwise notified.

### Arrival and Departure

We are always concerned with the safety of our students by constantly striving to improve our procedures. **Students should not arrive at school before 7:15.** Classes begin at 7:50 a.m. **An adult must sign in all students arriving after 7:45.** Please follow the procedures listed.

### All Bus Riders

**All bus riders will be dropped off and picked up at the east entrance.** Only buses will be allowed at this entrance. Students will enter the building in the morning in the cafeteria and either remain in the cafeteria for breakfast or report to their assigned classrooms. Students will exit the building from the gym area in the afternoon and load their bus when their bus number is called.

### All Car Riders

**All car riders will be dropped off and picked up at the west entrance.** Only cars will be allowed at this entrance. Students will enter the building in the morning through the west entrance and either report to the cafeteria for breakfast or their assigned classrooms. Students will exit the building at the west entrance in the afternoon and be seated until their car arrives. All car riders must be dropped off or picked up at the west entrance.

**Do not block the driveways.** We must keep the driveways flowing. Please form 2 lines and merge. You may be asked to drive through if your child is not prepared to be picked up.

### Changes of Plans

It's the parent's responsibility to clarify how their children will be getting home and to keep those plans consistent. We understand periodic emergencies arise and we will make every effort to get messages to the students as long as the following are adhered to:

1. Parents of students call prior to **2:00 p.m.**

### Breakfast/Lunch Program

Breakfast is available to students beginning at 7:15 a.m. at the cost of \$.50 (subject to change).

A hot lunch is available to students at the cost of \$1.35 (subject to change). Parents are urged to have their children participate in these programs.

Those who cannot afford to pay for their lunches may qualify for **free** or **reduced** price lunches. Applications may be obtained in the front office.

Students bringing their own lunches to school must eat in the cafeteria. **Fast food may not be brought into the cafeteria. Canned drinks are not allowed in the cafeteria.** No food, utensils, or straws are to be taken from the cafeteria.

#### **Checking In – Checking Out**

Children coming to school after 7:45 a.m. **must be signed in by a parent.** Students must attend school for 51% of the day to be considered present for the entire day. Habitual checking out prior to the end of the school day, excessive absences, and excessive tardiness can lead to an appearance in Family Truancy Court as allowed by the CPSB Policy and state law.

Students leaving the school during the day may only be signed out by a **parent, guardian or someone listed on their Office Emergency Card.** An excuse is also necessary for all students signing out of school.

#### **Attendance**

Attendance regulations set by the Louisiana State Board of Elementary and Secondary Education, and adopted by the Calcasieu Parish School Board, state that any student in grades K-8 must be in attendance a minimum of **167** days in order to be eligible to receive credit for courses taken during that year. Exceptions can be made only in the event of extended illnesses verified by a physician, or other extenuating circumstances approved by the parish supervisor of Child Welfare and Attendance in cooperation with the principal.

#### **Excused Absences**

An excused absence allows a student to make up missed school work. It does not allow a student to attend school for less than 167 days. The following situations are considered excused absences:

1. Children who are personally ill and whose attendance at school would endanger their own health or their classmates.
2. Children in whose families there is serious illness, which would reasonably necessitate the absence from school, if in the principal's judgment, or if a physician substantiates the illness in writing.
3. Children in whose immediate family a death has occurred.
4. Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.
5. Medical, dental, optometry, or other appointments.

#### **Request for Homework during Absences**

When a student is ill for an extended time (**2 or more days**), his/her parent may call the office and ask for the assignments to be completed during the child's absence. Parents should allow 24 hours for teachers to have assignments ready. The parent may pick the assignments up in the office after 2:00p.m.

#### **Parent-Teacher Conferences**

Conference appointments can be made either through writing the teacher a note or by contacting the school counselor. Teachers are available for conferences from 3:05 – 3:30 p.m. Tuesdays through Fridays. Conferences or interruptions during class time are prohibited. Parents are encouraged to arrange conferences with teachers to discuss the progress of their children. Such conferences are invaluable aids to a better understanding among teachers, pupils, and parents.

#### **Classroom Parties**

Classroom parties will be limited to 2 per school year. There will be a Christmas Party and an Easter Party. We ask that only parents/guardians attend their child's/children's party. **No siblings will be allowed to attend the school parties.**

#### **Textbooks**

Textbooks are purchased by the state and are the property of the school. Students are expected not to write, mark, or in any way mutilate their books. If the student does not take proper care of his/her books, or if they are lost or damaged, the student will be required to pay for the book or for damages.

#### **Lost and Found**

Typical lost and found articles should be turned into Coach in the Gym. Fragile or important items will be housed in the office. All articles are held for a reasonable length of time. If clothing is not claimed by the end of the school year all items will be donated to Care Help of Sulphur.

#### **School Campus**

For safety purposes, children are not allowed near the school building after school hours and during the summer. The public is not allowed in the fenced areas of school.

### **School Ground Regulations**

All students are to obey duty teachers. Any student who does not will be subject to school discipline policies. Violations of school ground regulations should be reported to the duty teacher. Please emphasize the importance of sharing and respecting the rights of others. Please emphasize the importance of "Excuse me", "I'm sorry", "Thank you", and "Pardon me". Such manners can do much to prevent quarreling. Serious offenses on the playground will be reported to the principal.

#### **Regulations:**

1. Students are not allowed to play tackle football or other games that involve tackling, wrestling, throwing, or pulling each other down.
2. Students are not allowed to play baseball or softball at any time unless under the supervision of their classroom teacher or the physical education teacher.
3. Students should play safely at all times on the playground equipment.
4. Students are to throw no objects at other students at any time. This includes rocks, sticks, acorns, dirt, etc.
5. Students should stay away from mud puddles.
6. Students must not come to the office without checking with the duty teachers or classroom teacher.
7. Students are not to bring balls, toys, cards, electronic devices, etc to school. These items always cause much distraction at school. We are not responsible for those items.
8. Students are to stay in the area designated for their grade.
9. No student is to be in an unsupervised area.
10. Students are not to perform unsafe acts on playground equipment. The equipment will be used only in the manner that it was intended for.
11. Students are not to play or hang on fences or gates.

**These rules apply to all areas of the school.**

### **Emergency Drills**

Fire drills will be held regularly at unannounced times throughout the year. Normal exit routes will be followed for each drill. Once outside, classes will remain together as a class for roll call and re-entry into the building when the bell rings. Tornado drills will be held at various times during the year. Students will be instructed on the proper action to take and will be expected to participate in a very serious manner.

### **School Wide Discipline Plan**

Every student who is attending Cypress Cove Elementary should be aware of what is meant by responsible behavior. Each teacher will send home a discipline plan. These plans have been approved by the principal.

### **French**

Academically able students in the 4<sup>th</sup> and 5<sup>th</sup> grade take French. The program is mandated by CPSB and is taught daily by foreign language teacher.

### **SPARK**

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend or parent of the student with the approval of the local school committee (SBLC). A screening test is given and if the student scores high enough on this or on their standardized test, then a pupil appraisal team gives a full evaluation. Once a student is classified as academically gifted, an individual education program (IEP) conference is held and the student is placed in the program. Evaluations by local psychologists are accepted for review by pupil appraisal. SPARK students are bused one day a week to R. W. Vincent for classes and are responsible for work missed.

### **Special Education**

Students who qualify according to state criteria receive assistance through special education.

### **Speech**

Speech classes are available for children who have been diagnosed with a speech, language, voice, or fluency problem.

### **Physical Education**

P.E. classes are well-structured and provided by our full-time coach. Good sportsmanship, skill development, and teamwork are emphasized. Students are graded on their skills, participation, and effort.

### **Art**

Art education is provided at Cypress Cove. We have a full-time art teacher.

### **Library**

Students visit the library on a weekly basis for lessons and checking out books. We have a full-time certified librarian.

### **Student Activity Clubs**

We will offer a variety of clubs for all grade levels. Each club will develop their own criteria and goals to accomplish.

### **Homework**

Homework should reflect reasonable, meaningful objectives of the instructional program. Assignments for homework should be based on classroom instructional activities, clearly understood by students, and serve as a practice for past learning and a motivation for further learning. Parents and students should be given an overview of the school homework policy and individual classroom expectations.

### **Grading Scale**

The letter grades of A, B, C, D, F will be used at each grade level.

A – excellent	93 – 100
B – above average	85 – 92
C – average	75 – 84
D – below average	67 – 74
F – unsatisfactory	0 -- 66

Nine weeks grades will be an average of daily/weekly tests or assignments and the overall grade will be determined by the following scale:

A	3.5 – 4.0
B	2.5 – 3.4
C	1.5 – 2.4
D	1.0 – 1.4
F	0.0 – 0.9

Handwriting, health, physical education, fine arts, and conduct will be graded according to the following scale:

O	Outstanding
S	Satisfactory
N	Not Satisfactory

Remediation in the resource room will be indicated by a slash with the appropriate grade. Any grade followed by “/\*” indicates that the child is in an altered program and could be retained after a conference of the School Building Level Committee consisting of the principal, classroom teacher, support teacher, and counselor. Students receiving 504 modifications in any subject will also receive a grade followed by /\* in that subject.

### **Banner Roll**

Banner Roll students are those making grades no lower than an “A” in all subjects not graded by O, S, or N.

### **Honor Roll**

Honor Roll students are those making grades no lower than a “B” in all subjects not graded by O, S, or N.

### **Academic Warning Letters**

When a student does not meet minimum standards or is having difficulty meeting the minimum standards during the first half of the school year, the parents will be notified by way of a form letter in triplicate. One copy will be sent to the local school superintendent, one copy will remain in the principal’s office.

### **Report Cards**

Report cards are sent home at the end of each 9 weeks period. The report card is an indication of a student’s progress. Report cards are computerized. Students will also bring home mid 9 weeksgrades.

### **Promotion Policy**

Students in grades K – 5 will be considered for promotion when the following conditions exist:

1. Passing session grades in:

Kindergarten: passing grades in ELA & Math and 167 of attendance.

Grade 1: passing grades in ELA & Math and 167 of attendance.

Grade 2-3: passing grades in ELA & Math and 167 of attendance.

Grade 4-5: passing grades in ELA, Math, Science or Social Living and 167 of attendance.

**\*\*Promotion policy subject to change.**

### **Retention: Grades K-5**

Retention is considered when student performance toward meeting local promotional criteria is unsuccessful. Students will not be retained solely upon the recommendation of a private practitioner or private agency. The recommendation will be considered only. Retention decisions shall be the responsibility of the school building level committee and other appropriate staff personnel. Student attendance requirements shall apply in all cases. Presently, students in K – 3 may not be retained more than one year. This is subject to change.

### **Extended Day Program**

The Extended Day Program is a voluntary program at Cypress Cove. It gives parents an option for after school care, either on a full time or a drop in basis. The child must be enrolled at Cypress Cove, be at least four years of age, and be able to function in group situations.

Yearly registration is required. This includes a registration fee and an insurance fee. You must select full time or drop in at registration. Full time students are given discounted rates since they attend regularly. Full time tuition payments must be prepaid weekly or monthly. Payments for drop in students may be prepaid if you are sure of the dates your child will be staying. If you do not prepay, you must pay when you pick up your child on the day he/she stays. A written note to the teacher and the extended day site director must be sent if there is a change in how your child normally goes home.

All students must follow the same rules that govern all students in Calcasieu Parish Schools and students at Cypress Cove. More details regarding payment, rules, and regulations and program activities can be found in the extended day registration booklet or by calling the school.

### **PBIS**

#### **(Positive Behavior & Intervention Support)**

Each teacher at Cypress Cove shall develop lesson plans and teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students.

#### **School Recognitions provided for PBIS**

**CAUGHT BEING GOOD-** Helping others, following directions, etc.

**HONORS PARTY-**Honor Roll and Banner Roll

**AR CELEBRATION-**Reach AR goal for grading period

**STUDENT OF THE MONTH –** Good Characteristics

**CLASSROOM RECOGNITION-**Criteria established by each classroom teacher

**POSITIVE OFFICE REFERRALS –** Sent to office for outstanding behavior

## QUALITY

Quality is a way to track student performance. Student Quality Data Binders go home every **WEDNESDAY**.

- The following items can be found in your student's Quality binder:
  1. Graded papers and notes.
  2. Trackers: grades, attendance, behavior
  3. Accelerated Reader
  4. GOALS: school goals, classroom goals, individual goals
  5. Action Plan
  6. PBIS



### Dress and Grooming

No mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum.

An acceptable, normal, and well-groomed haircut with **natural** hair colors will be required. No unnatural colors, lines, letters, or designs shaved in the head.

Students may **not** wear bandanas, hair rollers, or make-up. Extremes in styles or jewelry will not be allowed. Students must wear shoes that have closed heel and toe. This is for safety purposes.

All students are required to adhere to the parish policies regarding mandatory school uniforms.

Any substantial complaint concerning the dress code shall be dealt with by the school administration.

### School Uniforms Will be strictly enforced

Students attending Pre-K – 12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed.
- White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt.
- Shirts must be tucked in at all times.
- Khaki (*shades may vary*) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). **Emblems, logos, or decorations are not allowed.**
- Pants, shorts, and skorts must measure (front and back) no shorter than three inches above the knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- **Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo, or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k, kindergarten and first grade students.**
- Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki or white with no emblem, logo or decoration and must cover the ankle and be visible. **Appropriate shoes must be worn and not include thongs. Sandals are not allowed in elementary grades.**
- **Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open – not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.**
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green.
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather.

**Other Dress Code Regulation:**

- Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos, and stick-on tattoos.
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.
- **No hoodies**

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

**Discipline Guidelines for Uniforms**

All Pre-K – 12 schools in Calcasieu Parish will strive to achieve full compliance of the Dress Code Policy and should resort to discipline measures only when positive measures fail. The intent of this policy is not to prevent any student who is not in uniform from attending school. This policy is not intended to suspend or expel a student from class or from school or lower an academic grade as a result of not complying with the School Uniform Policy.

The following is a progressive disciplinary plan for students who are considered noncompliant with the Dress Code Policy and who have not been granted an exemption.

1 <sup>st</sup> Offense	Teacher reteaches, Sends home OOPS Note, Documents violation
2 <sup>nd</sup> Offense	Teacher reteaches, Sends home 2 <sup>nd</sup> letter to be signed and returned, Teacher calls parent, Documents violation
3 <sup>rd</sup> Offense	Student sent to office, Administration calls parents and conferences with student
4 <sup>th</sup> Offense	Student sent to office and will be assigned to In School Detention

Students shall not be considered in violation of the Dress Code Policy in the following instances:

- During the first five (5) days after transferring from an out of the parish school
- When a student has been authorized by the school principal to wear something other than the approved school uniforms
- When a parent has secured an exemption from the School Uniform Policy
- While an appeal of an exemption from the School Uniform Policy is pending.

Parent(s) or guardian(s) may request an exemption from the School Uniform Policy by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

- A written request shall be submitted in writing using the Exemption Form
- The Review Committee shall meet with the parent/guardian to discuss the School Uniform Policy and request exemption.
- The parent/guardian shall be notified in writing of the outcome of the conference.
- If the Review Committee does not grant the exemption, the parent/guardian may appeal the decision to the appropriate director.
- Most common uniform errors: cargo pants, improper footwear, no belts, untucked shirts, and jackets worn all day that are not within the guidelines.

**Communicable Diseases**

The following is based on CPSB policy and procedures. Principals and teachers shall cooperate with the school nurse to protect the health of students while in school by excluding the ill and by preventing the return to school of those not yet recovered from an illness or communicable disease.

**Skin Diseases**

**Scabies (itch), Ringworm of the Scalp, Impetigo**

Children with these skin diseases must be referred to a physician and must obtain a **note** from a physician indicating that it is all right for the child to return to school. Proof of treatment must be shown upon child’s return to school.

**Ringworm of the Body**

Parent must show proof of treatment with medication for ringworm and lesion must be covered. If no improvement within two weeks, medical attention is required. Ringworm of the scalp requires medical treatment.

**Lice**

The student is referred to the principal’s office. The student is confidentially checked for head lice. This is done by a person designated by the principal. If head lice are found, the parent is to be notified and the student will be excluded from his class immediately. A letter of explanation is to be sent home with the child. If eggs (nits) are found in the hair, the parent is notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child. The student shall be excluded from school until he/she has been treated with a medication that kills lice and eggs and until all nits have been removed from

the hair. School personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom. If lice and/or nits are present on the recheck, the child must be removed from the campus immediately. Parent will not be allowed to remove lice or nits on the school property. Parent must show proof of treatment (empty medicine bottle) before the student is to be allowed back on campus.

### **Measles, Chicken Pox, Mumps**

Children with these diseases are to be excluded from school and may return when:

1. Measles – 5 days after rash has disappeared
2. Chicken Pox – 7 days after the appearance of the vesicle
3. Mumps – when the swelling has subsided

### **Immunizations**

All students upon their initial enrollment must furnish a health record from their physician or the health department providing evidence of their immunizations for the following diseases: diphtheria, tetanus, whooping cough, polio, hepatitis B, and measles. The health card or certificate of immunization must be signed by a physician or stamped by the health unit in order for it to be acceptable. The school should be kept informed of all updates to the child's immunization record.

### **Care of Illness**

The following guidelines will be followed concerning illness:

1. Any child having fever and/or vomiting should not remain in school.
2. A child with diarrhea will not be permitted to remain at school.
3. Students with severe colds, sore throats, and coughs should not stay at school.
4. Sniffles, reddened eyes, headache, and abdominal pain are signs of acute communicable diseases. Children with such conditions should be separated from others immediately and parent will be contacted. Pink eye requires medical attention.
5. No child will be sent home alone or is allowed to stay at home alone.
6. When a child becomes seriously ill at school, or is seriously injured, a parent will be notified either by telephone or otherwise. If it proves impossible to get in touch with the parents, we will place the child under the treatment of a physician. If treatment is deemed urgent, and a physician is not immediately available, the student will be taken to the emergency room of the local hospital. Responsibility of payment services rendered lies with the parent.

### **Medication**

Absolutely no medicine are given or used at school without written instructions from a physician, parent or guardian. Forms are available in the office. Aspirin, Tylenol, etc, are medicines. The only one who can change the dosage is the doctor. The medicine bottle must be correct and must match physician's orders exactly. This includes the following: **dosage, name, date, pharmacy, and the drug name.** If medication is not properly labeled, it will not be given. You may administer the medicine yourself. **An adult should check all medicine into the office.** New medicine orders, as well as medication refills, must be taken care of prior to 10:30 a.m. If unusual circumstances necessitate a different time, please call the school secretary and make an appointment. Please keep in mind that medication is administered to students daily between the hours of 10:30 and 12:30. **Do not send medicine to school with your child.**

### **Prayer in Schools**

CPSB shall permit each school to observe a brief time in silent prayer or meditation.

### **Cell Phone Policy**

No student shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any school building or on the grounds or in any school bus. A violation of these provisions may be grounds for disciplinary action.

### **Federal Programs**

Parents and Guardians may access information about Federal Programs and State Accountability by visiting the CPSB website <http://www.cpsb.org> Under the Parent/Student tab, information may be found under Resources by going to Accountability and/or NCLB. Also under the Parent/Student tab, information may be found under Departments by going to Federal Programs.

### **NCLB Parent Notification**

Parents are to be given timely information about Title I programs and their children's progress, and be involved in their children's education. There are numerous opportunities for family involvement provided through the Title I program through structured activities, volunteering or serving on committees, or just receiving information, resources, or assistance with a specific problem. Parents may find additional information about the U. S. Department of Education Parent Involvement Resource Centers (PIRC), and information regarding Federal Programs and the State Accountability Program on the Louisiana State Department website at <http://www.louisianaschools.net>

Parents are encouraged to be actively involved in all aspects of their child's education and have a right to know about their child's school performance and the qualifications of their child's teacher or paraprofessional. Parents may access their child's teacher qualifications through a new Teach Louisiana link <http://www.teachlouisiana.net> on the Louisiana State Department of Education website or contact their child's school.

Parents will be notified if their child is placed in a program for Limited English Proficient (LEP) students, or if they will be taught for four or more consecutive weeks by a teacher not meeting the NCLB definition of highly qualified.

**Title I**  
**District Parent/Family Involvement Policy**  
**Calcasieu Parish School Board (CPSB) 2010/2011**

*"The mission of Calcasieu Parish School Board is to work in partnership with students, families and the community to ensure that each student acquires the knowledge, skills and core values necessary to achieve personal success and to enrich the community."*

The School Board recognizes the importance of the school and home working together as partners in the education of each child as stated in the mission. A district Parent Handbook is printed and distributed to all families in the fall of each year. The Calcasieu Parish Title I Parent/Family Policy encourages the involvement of all families. The district Title I Parent/Family Policy as well as each school's Parent/Family Policy are jointly developed, written and annually reviewed by school staff and parent/family members in order to improve and promote student academic success. These policies incorporate the requirements under the *No Child Left Behind Act of 2001, section 118 of the Elementary and Secondary Act*. Title I is a major provision of the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *No Child Left Behind Act of 2001 (NCLB)*. Title I, Part A-*Improving the Academic Achievement of the Disadvantaged* provides assistance for students in high-poverty schools. In order to accomplish our mission, the following policies have been developed to ensure parental/family involvement in the CPSB Title I Schools.

**PART 1. Division Practices and Expectations**

CPSB will put into operation programs, activities and procedures for the involvement of parents/families of participating students in all Title I Schools. CPSB families of participating children will give input for developing programs and activities that are planned and operated with meaningful consultation through the District PAC (Parent Advisory Council). CPSB Title I specialists will work with the served schools to ensure that the required school-level family involvement policies meet the requirements of the law and that each policy will include a school-family compact.

CPSB will provide full opportunities, to the extent practicable, for the participation of family members with limited English proficiency, family members with disabilities, and family members of migratory children to receive information and school reports in an understandable format and language family members can understand. CPSB will submit all comments from family members, with the plan, to the Louisiana Department of Education if any family members are not satisfied with the district policy. CPSB will involve the Title I families in decisions about how the one percent of Title I, Part A funds reserved for family involvement, will be spent. CPSB supports and agrees with the statutory definition of parent/family involvement, and expects that the Title I schools will carry out programs, activities and procedures in accordance with this definition:

*CPSB family involvement means participation of parents/family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

- *that families play an integral role in assisting their child's learning;*
- *that families are encouraged to be actively involved in their child's education at school;*
- *that families 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.*

**PART 2. Implementation of CPSB Title I Family Involvement Components**

CPSB will involve

family members in the joint development, implementation and evaluation of the district-wide policy by serving on our district PAC. The results of the evaluation will be used to identify barriers and better design strategies for increased family involvement. CPSB Title I specialists will provide technical assistance and other necessary support to assist the schools in developing and implementing effective family involvement policies and activities by participating in the school improvement plan, and other events at the served schools in order to improve academic achievement. CPSB Title I programs at the district and school levels will coordinate and integrate, as necessary, family involvement activities, workshops and meetings with the following programs: Head Start, Pre-K, PIE (Partners in Education), Special Education, and Adult Education. CPSB Title I schools will provide opportunities/activities for family members of participating students.

**PART 3. Adoption**

This District-Wide

Family Involvement Policy has been developed jointly with, and agreed on with, family members of children participating in the Title I, Part A programs, as evidenced by meeting agendas at the district and school level. This policy was adopted by Calcasieu Parish Public Schools and will be in effect for the period of one year. CPSB will distribute this policy to all families of participating Title I, Part A, children upon adoption.

