

Parent & Student HANDBOOK



**COLLEGE OAKS
ELEMENTARY SCHOOL**

2018-2019

Willona Jackson, Principal

Kelly Durio, Assistant Principal

Welcome to College Oaks Elementary School. Whether you are new to College Oaks Elementary School or a returning family, we are happy that you joined us. You have made the right choice for your child's education. College Oaks Elementary School offers a dedicated and knowledgeable staff that will care for your children and hold them accountable to high expectations. Our goal is to provide enriching, rewarding, and challenging educational experiences for all students while striving for continuous improvement and excellence. We are very proud to be identified as a *Leader in Me* school following the principles of Dr. Stephen Covey and the 7 Habits. You will probably hear your child come home talking about being *proactive* or *putting first things first*. Using Dr. Stephen Covey's 7 Habits of Highly Effective People, we support students becoming confident leaders that are kind, hard working and take ownership of their learning and behavior. Many opportunities will be afforded to them this year to positively engage in our school culture and proudly demonstrate how they can do the right thing as a College Oaks Buckaroo Leader!

This school handbook has been prepared as a quick, handy reference for parents and students. The policies and procedures in it are the direct result of those established by the Calcasieu Parish School Board. Please take time to read through it thoroughly and keep it handy for future reference. This book is only one of the many tools we use to facilitate ongoing communications with the parents and community. Additionally, we will keep you up to date on the happenings throughout the year with newsletters, monthly calendars, website postings, marquee postings, notes home, social media tools such as Remind, Twitter and Facebook, as well as phone calls. **There will be times that policies must be updated or revised based on district or school discretion, but we will always keep you aware of those changes. We ask that you keep your child's emergency contact information up-to-date so that we are able to reach you when needed.** This is most appreciated and most necessary.

Please note there are several documents being sent home in the first few days of school that must be completed and returned to the school immediately. We also ask that all school fees be paid as soon as possible. We realize the amount of paperwork sent home at the beginning of the year can be overwhelming, but your immediate attention is needed and appreciated. We are looking forward to working in partnership with you to make your child's time at College Oaks Elementary School both exciting and rewarding.

COLLEGE OAKS ELEMENTARY SCHOOL

3618 Ernest St.

Lake Charles, LA 70605

217-4560 Fax: 217-4561

<http://collegeoaks.cpsb.org>

(E-mail: Most teachers can be emailed by using first name.last name @cpsb.org)

Principal.....	Willona Jackson
Assistant Principal.....	Kelly Durio
Counselor.....	Milena Cuba
Attendance Secretary.....	Arlene Rigmaiden
Financial Secretary.....	Colene Bonnette

Calcasieu Parish Schools

SCHOOL CALENDAR 2018-2019

Students Report to School, K-5 Tuesday, August 14, 2018

PreK students report to school Thursday, August 16, 2018

HOLIDAYS:

Labor Day	September 3, 2018
Election Day	November 6, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 19, 2018 thru November 23, 2018
Christmas, New Year	December 24, 2018 thru January 4, 2019
Martin L. King, Jr. Day	January 21, 2019
Mardi Gras Holiday	March 4, 2019 thru March 6, 2019
Easter/Spring Break	April 19, 2019 thru April 26, 2019

END OF SESSION: May 23, 2019 (1/2 day for students)

NINE-WEEK PERIODS END

First Nine-Weeks Period October 16, 2018

Second Nine-Weeks Period December 20, 2018

Third Nine-Weeks Period March 15, 2019

Fourth Nine-Weeks Period May 23, 2019

TEACHER INSERVICE DATES

(students will NOT attend school on these dates)

August 6, 2018	System-Wide Inservice (Central Office)
August 7, 2018	System-Wide Inservice (Central Office)
August 8, 2018	School Administration Inservice in Each School
August 9, 2018	School Administration Inservice in Each School
August 10, 2018	School Administration Inservice in Each School
August 13, 2018	Teacher Planning/Prep Day
October 15, 2018	School Administration Inservice in Each School
January 7, 2019	School Administration Inservice in Each School
March 18, 2019	School Administration Inservice in Each School
May 24, 2019	School Administration Inservice in Each School

The Leader in Me™

great happens here

Today's changing world has a whole new set of rules. The Leader in Me gives children the tools to develop essential life skills and characteristics they will need for success in the 21st century. The staff of College Oaks has come together in an effort to build a strong academic program along with providing opportunities for students to be healthy, engaged, responsible and caring people. Below, you will see the 7 Habits that every student and staff member lives by as leaders:

Habit 1: Be Proactive® • *You're in Charge* (Stop, think, & make a good choice.)

Habit 2: Begin With the End in Mind® • *Have a Plan* (Set a goal and work to achieve it.)

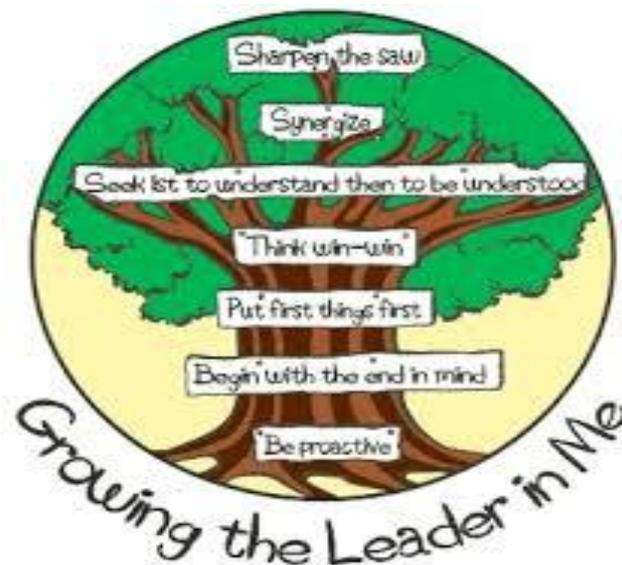
Habit 3: Put First Things First® • *Work First, Then Play* (Do the most important things first.)

Habit 4: Think Win-Win® • *Everyone Can Win* (Do what's best for you & others. Share. Compromise.)

Habit 5: Seek First to Understand, Then to Be Understood® • *Listen Before You Talk* (Ears first.)

Habit 6: Synergize® • *Together Is Better* (Work together.)

Habit 7: Sharpen the Saw® • *Balance Feels Best* (Have fun and take care of yourself.)



College Oaks Elementary is a LEADER in Me School!

“Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves.”

-Dr. Stephen Covey

School Vision Statement: Our school’s vision is to be an innovative unified community that inspires all learners to reach their full potential in order to create a positive legacy on a path for life-long success.

School Mission Statement: The mission of College Oaks Elementary School is to “Develop Leaders that Know the Way, Go the Way, and Show the Way!”.



DRESS CODE EFFECTIVE 2018-2019 SCHOOL YEAR

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship.

All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. **Cooperation of parents is needed and expected.**

The policy of the Calcasieu Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

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

SCHOOL UNIFORMS

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. High School and Middle School Administrators have the option to choose a uniform shirt in one of the school's colors.
- 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. **No other colors may be worn.**
- 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 regular pants or capri 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 ankle and be visible.** Middle and High School students are not required to wear socks or stockings with sandals.
- Appropriate shoes must be worn and not include thongs nor open-toe sandals.
- 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. **Since jackets must remain open at all times, no hoodies/pullovers are allowed once inside the school building.** Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom 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 REGULATIONS:

- Prohibited items include **bandannas**, hair rollers, **extremes in hair styles such as mohawks, 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.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled). **Students may wear any past school spirit shirt on “Throwback Thursdays”. This year’s spirit shirt may be worn any day of the week.**

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 disciplinary 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 non-compliant with the Dress Code Policy and who have not been granted an exemption.

ELEMENTARY:

- **1st Offense – Written warning**
- **2nd Offense – Phone call to parent/guardian**
- **3rd Offense – Administrator or designee, parents, and student conference.**
- **4th offense- detention or ISI time will be assigned**

MIDDLE AND HIGH SCHOOL:

- 1ST Offense – Written warning (Handbook)
- 2nd Offense – Phone call to parent/guardian
- 3rd Offense – Referral to ISI, C.A.R.E, or detention

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

- during the first five(5) school 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 for 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.

OBJECTIVES OF COLLEGE OAKS ELEMENTARY

1. To provide an atmosphere that is conducive to good learning for all children;
2. To have a curriculum that is flexible enough to meet the needs of every child;
3. To help individuals to reach their potential in all areas of the school program;
4. To progress in mastery the content of all subject matter;
5. To develop good listening habits and to perfect learning skills;
6. To instill independence in each child so he will be able to work alone, if need be;
7. To formulate a good attitude toward learning in every child;
8. To prepare the child for society by offering opportunities of leadership;
9. To demand self-discipline so the child operates successfully in a changing society;
10. To teach the child to appreciate and use the knowledge imparted to him;
11. To teach responsibility;

ORGANIZATIONAL STRUCTURE OF COLLEGE OAKS ELEMENTARY

College Oaks Elementary School offers an enriched curriculum in grades Pre-kindergarten through Fifth. Additionally, there are self-contained special education classes and learning disabilities resource classes. Speech therapy, adaptive and regular physical education, and art are offered at College Oaks.

College Oaks has a full-time guidance counselor and librarian.

ACCREDITATION

College Oaks Elementary School is accredited by the Southern Association of Colleges and Schools. This organization was formed exclusively for educational purposes, and its objective is to improve education in the south through exercise of leadership and through the promotion of cooperative efforts among colleges, schools, and related agencies.

An accredited school is in compliance with all standards set by the association.

ATTENDANCE

Students must be in attendance each school day. There can be extenuating circumstances, such as an extended illness, if verified. When a child is absent, parents must provide a written excuse or doctor's excuse (needed after 5 consecutive days) stating the exact reason for the absence. **The absence will be unexcused if this is not provided** and will result in an unsatisfactory grade for all required or graded work. The following excuses will be excused: Personal illness, school approved activities, death in the family, and recognized religious holidays. Students with more than 10 absences are eligible for retention. Excused and unexcused absences are counted towards this.

Truancy referrals will be sent to the Office of Child Welfare and Attendance on the fifth day for unexcused absences. For out-of-town trips, a written request must be submitted to the principal prior to the trip. The letter must contain the educational benefits of the trip for your child. It is not guaranteed to be approved.

Students that have missed zero days of school throughout the entire year (zero absences, zero tardies, zero leave earlies- present from 7:45 AM to 2:55 PM) will be recognized with PERFECT ATTENDANCE status at the End of the Year Awards Program and at the end of each nine weeks for Celebration Days. Students that miss 1 to 2 days of school for the entire year (possibly full day absence, possibly tardies, possibly leave earlies) will be recognized with EXCELLENT ATTENDANCE status at the End of the Year Awards Program only.

TARDINESS

When students are tardy, they miss valuable instructional time and it interrupts the regular classroom routine. Please make sure that students are not tardy unless it is absolutely necessary. Oversleeping is not a good excuse for tardiness or staying out late the prior evening for sports events or social activities.

Students arriving at school after 7:50 should report to the office accompanied by a parent or guardian. The exact time of arrival must be documented on a sign-in/sign-out log. Students must receive an admit from the school clerk before going to class. **Excessive tardies will be reported to the proper authorities for follow-up.**

CHECK-OUTS

It is most important that students spend the entire day at school. The school asks your cooperation in scheduling doctor and dentist routine appointments around school time. If you find it necessary to check your child out, please come to the office first. No student will be dismissed from class without approval from the office. Students are permitted to leave during the school day only with a parent, guardian, or designee as authorized by the parent. Where legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the judgment shall be submitted to the school office. In the absence of a legal document, a child will be released to either parent. **Students are not allowed to check out after 2:30 p.m.**

EMERGENCIES

Ten fire drills, disaster drills, and two bus emergency evacuations will be conducted each school year to make students aware of the correct procedures to follow in case of an emergency.

Each student will receive an Emergency Information Sheet at the beginning of the year. **Please complete all information on the card and return it to school as soon as possible.** When information changes, please notify the school immediately. In the event of an injury, only simple first aid will be administered; therefore, it is important for the school to have correct information on all students so parents can be reached.

MESSAGES

Mrs. Arlene Rigmaiden is the school attendance secretary and Mrs. Colene Bonnette is the school financial secretary. The office is a very busy place and our awesome secretaries do an outstanding job. You will not find more helpful people than Mrs. Rigmaiden and Mrs. Bonnette. Your patience, understanding, cooperation, and consideration are appreciated as the secretaries deal with school routines. Please help make their job easier and avoid interruption of your child's classroom instruction, by giving your child afternoon instructions BEFORE coming to school. We do understand that emergencies arise and efforts to deliver those messages at the end of the day will be made but no guarantees can be made as classes are often out of the classroom. **We will not accept phone calls after 2 PM regarding dismissal procedures for students.** It is too close to the bell and the possibility of reaching the student are not guaranteed.

ARRIVAL

The school day begins at 7:45 a.m. and ends at 2:55 p.m. each day. Breakfast is served each school day beginning at 7:15 and ends at 7:40 for all Prek thru 5th grade students. Only bus riders will be allowed to eat after this time if the bus arrives late. Pre-K and Kindergarten students will report to the PE room after eating breakfast or straight there if not eating. Homeroom teachers will pick them up immediately following the tardy bell. First and second grade students will report to the Library. Third and fourth grade students will report to the Art room. Fifth grade students will report to the Media Lab. School Personnel are on duty each morning to supervise students. *****Parents are not allowed to walk students to class. Pre-K and Kindergarten students may be escorted to class the first few days...afterwards, parents should allow them to walk on their own.**

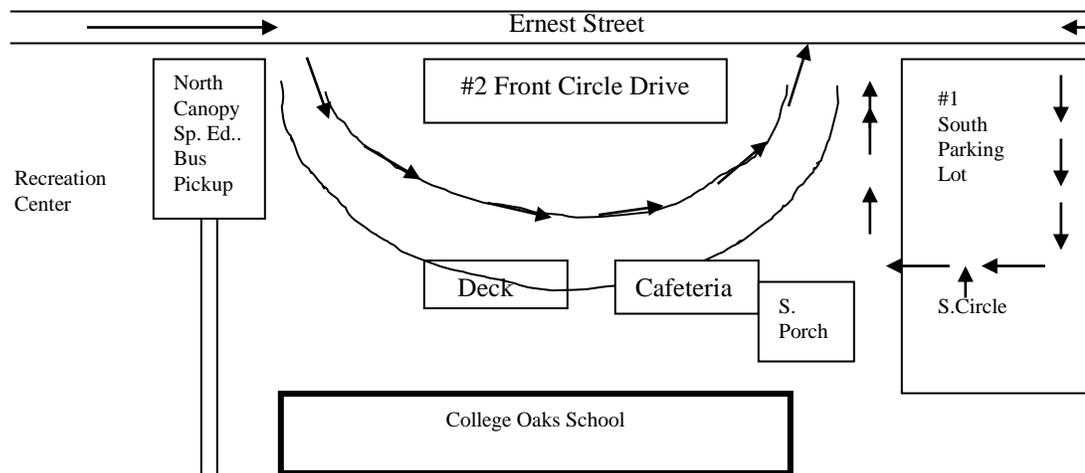
PICK UP AND DROP OFF OF STUDENTS

PLEASE PUT A LARGE PAPER WITH THE STUDENT'S NAME CLEARLY PRINTED IN MARKER IN THE FRONT WINDSHIELD OF YOUR CAR.

The following are options for picking up/dropping off students:

1. Enter the south parking lot and drive around the south circle (PreK and K)- for afternoon dismissal only; front circle drive for morning arrival
2. Drop off & pick up at the front circle drive (1st-5th grades)
3. Drop off & pick up at the north canopy (Special education)

PLEASE MAKE PLANS WITH YOUR CHILD AS TO WHERE HE/SHE WILL BE PICKED UP AFTER SCHOOL. PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS SHOULD BE PICKED UP AT THE SOUTH PORCH (CANOPY).



SCHOOL VISITORS

All visitors must report to the office prior to going anywhere on campus. All school employees are required by CPSB policy to ask visitors to show a visitor's pass if it is not in a visible spot. This policy allows us to ensure a safe environment for everyone. All visitors must also report to the office upon signing out. Visitors must obtain prior approval from an administrator in order to visit a classroom (McNeese observers, etc.). Unannounced visits are discouraged. This policy assures you and your child an uninterrupted, safe, and ideal learning environment as guest in a room can be a distraction.

Observations by parents are not allowed unless approved by an administrator or administrative designee. It is not uncommon for an administrator or designee to accompany a visitor(s)/parent(s). **A visitor/parent may not interrupt classroom instruction at any time for any reason to conference with a teacher or student.** Conferences should be scheduled during noninstructional time. **The principal or principal designee has the authority to determine the right to visit. Those persons not following the procedures established by the CPSB and/or College Oaks Elementary, not maintaining appropriate positive behavior/language or not adhering to appropriate safety/health procedures will be asked to vacate the premises. Failure to do so may result in a call to local law enforcement agencies.**

EVALUATION OF STUDENT WORK

Progress Reports will be sent home every 3 weeks of the nine week grading periods. In grades 1-5 and special education classes, a report card is sent home at the end of each nine week reporting period. In Kindergarten, students will not receive a report card for the first nine weeks. Grades are determined by such assigned activities as oral and written reports, written science experiments and illustrations, themes, class participation, reference reading, tests, and performance of work.

The following grading scale will be used at College Oaks Elementary and follows the uniform grading policy of the Calcasieu Parish School System approved by the state BESE board.

A	Excellent	93-100%
B	Above Average	85-92%
C	Average	75-84%
D	Below Average	67-74%
F	Unsatisfactory	below 67%

FIELD TRIPS

Parent permission must be obtained for every field trip during the school year.

Contact your child's teacher if you are available to attend with your child. **If your child has any medical needs such as an inhaler, we must have the inhaler and the medical paperwork on file at the school or a parent must attend the trip or the child can not attend.** Field trips are an extension of classroom learning so only students in the class are permitted on the trip. Brothers and sisters who are school age cannot attend and be a part of the field trip. All school rules, regulations, procedures, and policies are to be followed just as if the student were in the classroom. **Because a student can be removed from a classroom situation for failure to maintain appropriate behavior, a student can also be removed from field trip participation.** Parents serving as chaperones may not bring younger siblings on the field trip as they may distract from the responsibility given to a chaperone. Students who do not attend school on field trip days will be counted absent unless the student is in attendance at school. A parent who does not wish to send his/her child on a field trip and does not want the child missing school may elect to send their child to school. The child will be placed in an alternative learning environment. Prior arrangements should be made so the classroom teacher can leave appropriate assignments. Student who are ill should not go on field trips. Additionally, students who have been sent home the day before a field trip because of a lice problem cannot attend the field trip unless the student has been cleared by the office or school nurse. Lice rechecks are not made until after 8:00 A.M. **If instructional fees, lunch bills, etc. are not taken care of, money paid for field trips may be applied toward delinquent fees.** If fees, etc. are not taken care of prior to a field trip, the school also has the right to deny attendance of the trip. Please keep balances up to date. If a student has paid for the field trip, but has not turned in a permission slip signed by a parent or guardian, he or she may not attend.

GIFTED PROGRAM

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 or parent of the student with approval of the local school committee (SBLC). A screening test is given and if a student scores high enough on this or on standardized test scores, then a full evaluation is given by a Pupil Appraisal team. Once a student is classified, 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.

HOMEWORK

Parents will receive a copy of the “Homework Policy” from the teacher shortly after school begins. Please encourage your child to complete all homework assignments.

LENGTH OF SCHOOL DAY

School begins at 7:45 a.m. and ends at 2:55 p.m. If you pick up your children, please do not park in the driveway. If your children are not ready, pull out and drive around to get back in line. We cannot provide supervision at dismissal time any place but the main entrances.

BELL SCHEDULE

7:15	Duty teachers report; school is open (DO NOT DROP OFF STUDENTS BEFORE 7:15 A.M.)
7:15-7:40	Breakfast: Students must arrive by 7:40 to eat breakfast.
7:45	School begins with first bell—all students enter classrooms;
7:50	Tardy bell. Students must be signed in by a parent after 7:50.
2:55	Dismissal of walkers, 1 st load bus riders, & rec center students Dismissal of north bus canopy students Dismissal of Pre-Kindergarten and Kindergarten students (south canopy)
3:00	Dismissal of car riders and 2 nd load bus riders (PE room)

***Buses will pick up students at the north canopy, south side parking lot and in the front circle; all 1st-5th grade car riders will be picked up in front circle. PreK & K students are allowed to be picked up in the front circle drive for dismissal if they have older siblings.**

GENERAL INFORMATION

LOST AND FOUND

Any valuables (money or jewelry) should be turned in to the office. Any clothing found will be placed on the "Lost and Found" rack outside the PE room.

PARENT/TEACHER CONFERENCES

Two parent/teacher conferences are scheduled yearly. If a conference is needed before the teacher contacts you, please send a note with your child or you may call the office secretaries to relay your request for a conference to the teacher. During the day, please sign in at the office before attending a conference. **If you have questions that deal with in-class events, please make every effort to make initial contact with your child's teacher before contacting administration. No conferences will be scheduled on Tuesdays and Thursdays during teacher's planning time due to grade level Cluster meetings. We are willing to work with you by meeting before school and afterschool daily whenever possible. This also pertains to IEP meetings.**

PARTIES

There will be two approved class parties: Christmas and Easter. Refreshments or treats that do not require special attention, such as refrigeration, may be sent to school for other holidays provided pre-arrangements with the classroom teacher have been made. These treats should be brought to school between 7:45-8:00 a.m. They will be shared by the class at the close of school under the direction of the classroom teacher.

Individual birthday parties are not given, and party invitations will not be given out at school unless there is an invitation for every child. Parents should not send balloons or flowers to school either. **If you send cupcakes, they will be allowed towards the end of the class' lunch period. Family members will not be permitted to go to classrooms for birthdays.** We truly do our best to protect class time.

PROMOTIONS

Students will be considered for promotion when the following conditions exist:

KINDERGARTEN:

- Meet the required attendance criterion
- The report card should reflect successful classroom performance
- Must meet attendance requirements outlined by CPSB

GRADES 1-5:

- A. Passing session grades in:
 - Grade 1: Language, Mathematics
 - Grades 2-3: Language, Mathematics,
 - Grades 4**-5: Three of the following four subjects: Language, Mathematics, Social Studies, Science
- B. See Pupil Progression Plan for "Promotion" for circumstances which may alter the above-mentioned conditions. We will make every effort to keep all parents informed of the most current promotion policy information.
- C. Attendance requirements outlined by CPSB

STUDENT SERVICES

A. BUSING

Buses provide transportation for students within the school district who live one mile or more from school.

The bus driver, together with school administration, shall assume full responsibility for discipline of pupils riding the bus. The bus driver will notify school administration of any infraction of the rules by any student. The bus driver will make every effort to contact parents/guardians first to work together as possible before involving administration unless the infraction is severe. It is the school administration's responsibility to determine punishment for students violating regulations in accordance to the district code of conduct. **If found necessary, the principal or principal's designee may suspend bus privileges.** A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until readmittance is directed by the Superintendent.

Only students who are assigned to a particular bus may ride, and they can only ride their assigned bus.

B. CAFETERIA

Breakfast is served from 7:15-7:40 a.m.

Lunch is served from 10:30 a.m.-12:40 p.m.

All students of College Oaks Elementary qualify for free breakfast and lunch due to the school's qualification status. Despite this qualification, if your child still owes breakfast or lunch money for any past years prior to this schoolwide qualification status, please make every effort to clear this debt for the school and the district as a whole.

C. FAMILY CONNECTION

Please anticipate more information at our Annual Open House regarding the school's ATP Committee and PTO. We would love to have your participation.

D. INSURANCE

Accident insurance covering students on their way to, while attending, and during their return home from school, is available to all students. The cost of the insurance will be made known within the first few weeks of school or you may contact the District Risk Management Office for more information.

E. LIBRARY

The library supports and enriches the curriculum at College Oaks Elementary. Each class has a scheduled time to visit the library to check out books and learn the skills necessary to become independent users in any library. Entire classes or small groups of children come to the library to do research, view media, do independent work, see a pre-taped instructional program, or work on computers.

F. REGISTRATION

Kindergarten children must attain their fifth birthday on or before September 30th. First graders must attain their sixth birthday on or before September 30th. All new students must present a birth certificate to the school upon entering. An up-to-date immunization record and social security card must also be furnished. Obtain a permit-to-register from the Office of Child Welfare and Attendance on 2423 Sixth Street, phone number, 217-4230.

All in-zone students enrolled in College Oaks are automatically re-enrolled the following year.

Students living in the College Oaks Elementary zone will be allowed to attend school. Any student living out of zone must obtain permission from the office listed in the preceding paragraph. If the student was out of zone last year, they are automatically accepted to attend COE the next year. **If there are attendance or behavioral issues, it is not definitive that out-of-zone permits will be granted.**

Birth certificates and social security cards are required for all College Oaks' students. A child may be suspended for failure to provide a birth certificate, as well as possible charges filed by Child Welfare and Attendance.

G. TELEPHONE

A Student telephone is provided by the Parent/Teacher Organization. It is located in the front office. Students must have permission from their classroom teacher before coming to the office to use the phone and then should ask front office personnel first. Parents visiting the school are asked to use the telephone in the front office.

STUDENT WELFARE

A. ACCIDENTS AND ILLNESSES

The school nurse, principal or trained person shall be responsible for administering first aid. In all cases, where the nature of an injury or illness appears serious, every effort shall be made to contact the parent, or other persons listed on the child's emergency card. In extreme emergencies, the principal may make arrangements for immediate ambulance services and/or hospitalization of injured or ill pupils, contacting the parent or guardian in advance if at all possible.

B. COMMUNICABLE DISEASES

A student will be excluded from school when reliable evidence or information from a **school nurse confirms** a child has a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Careful consideration will be given to a student's statement of complaint and observation of appearance and behavior before contacting the parent.

Students will be excluded from the school for the reasons that follow:

1. Fever 100 degrees or higher
2. Vomiting or loose stools
3. Presence of abdominal discomfort (may signify appendicitis)
4. Severe colds, sore throats, and productive coughs
5. Purulent nasal discharge, purulent conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable diseases. Students with these conditions should be considered contagious unless facts or expressed medical opinion indicates otherwise. The school nurse will be asked to look at the student.
6. Scabies (itch), ringworm, impetigo (indian fire); children with these skin diseases are considered to be contagious unless facts or expressed medical opinion indicates otherwise.
7. Lice: Specific procedures for readmitting students, who have been excluded from school because of communicable diseases or infestation, will be given to the parent or guardian. When these procedures have been followed and the communicable disease or infestation no longer exists, the child may return to school. The student must be rechecked in the office prior to readmittance.

C. IMMUNIZATIONS

The principal is required under Louisiana state law to exclude children from school attendance who are out of compliance with immunization required by the law. The school nurse informs parents when immunizations are needed.

D. MEDICATIONS

No medicines are given internally, externally, or by injection at school without written instruction from a physician and written permission from a parent or legal guardian. Parents may obtain proper forms for "Request to Give Medication at School" from the office. Medication will be given only when all the proper paperwork and procedures have been followed. Ear drops and eye drops cannot be administered by school personnel.

An adult must bring the child's medication to school. Aspirin, Tylenol, and cough syrup are under the same rules and regulations as other medications.

E. SCHOOL VOLUNTEERS

Contact your child's teacher if you are interested in working as a volunteer or Ms. Darlene Gauthreaux, our school Family Involvement Coordinator. We will also begin our annual PTO Drive toward the end of August or beginning of September. If you are interested, please sign up for it. We have a very active and supportive PTO organization.

F. STUDENT RECORDS

A certified copy of any current legal custody papers must be submitted to the school office. Please report any change of personal or family data (address, phone number, emergency numbers, etc.) to the school office.

Notify the office if your child, due to illness or accident, will be unable to attend school for three weeks or longer. Your child may be eligible for homebound instruction. Also notify the office if your child has mumps, chicken pox, or any other communicable disease.

G. TEXTBOOKS AND LIBRARY BOOKS

All students must keep books issued to them in good condition. **Lost and defaced books will be paid for by the student to whom they were issued.** These books are the property of the state and the Calcasieu Parish School Board.

H. MCKINNEY-VENTO PROGRAM

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, state educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. **If you think your family may qualify for McKinney-Vento, please contact the school counselor for more information.**

I. TOYS

All toys, such as electronics, dolls, robots, games, **fidget spinners**, etc., will not be allowed at school unless authorized by the classroom teacher as part of instruction or there is a medical reason for its use.

All such items will be taken from the child and will be returned to the parent.

J. TRANSFERS

Notify the office a day in advance of a child transferring. Before a child's records can be released directly to the new school of attendance, all library books/textbooks must be returned, lunch money paid in full, and payment of all outstanding fees.

K. SCHOOL SUPPORT- We need your help!

Partners in Education

The Partners in Education program was developed by the Chamber Southwest and the Calcasieu Parish School Board to enhance the quality of education through direct involvement of business and industry. College Oaks is most fortunate to have Cancun Mexican Restaurant, First Federal, First National Bank, Iberia State Bank, Louisiana Healthcare Connections, Menard Eye Center, Rain CII, Sale Street Baptist Church, Sam Hebert Financial Group, and University United Methodist Church, as our Partners in Education. Other area businesses and community members have also extended their generosity to our school in the past and we look forward to working with them in the future.

Pagers and Cell Phones (Students)

Cell phones and all other telecommunication devices **must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus.** For the purpose of this policy, the instructional day is defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon. If your child is a bus rider, note that the policy applies to bus rides to and from school. If a phone has to be taken from a student, a parent or guardian must pick it up from the Assistant Principal.

Unwritten Regulation

From time to time situations arise that are not covered by written policies. College Oaks Elementary Faculty, Staff, and Administrators reserve the right to establish and enforce policies/procedures that may not be listed/outlined in this handbook. We also adhere to this policy: Anything that detracts from the spirit or the dignity of College Oaks Elementary School will be handled in a very professional manner, with the major consideration being the safety and well being of the students and College Oaks' employees. **The Calcasieu Parish School System provides a District Code of Conduct handbook that is distributed during the first week of school. College Oaks Elementary follows the Code of Conduct guidelines in regards to discipline, but we also follow disciplinary guidelines that are specific to our students and our campus' welfare.**

Fundraising

We believe you want the same advantages for your child that other children have and because we are not satisfied with just the minimum, it is often necessary to raise money. Raising funds for various projects allows College Oaks Elementary an opportunity to have the very best. It also minimizes the cost and expense of certain activities for your child. We want our teachers to receive the best training, equipment, supplies, etc. So fund raising is a necessity. We do try to hold fundraising to a minimum. It is certainly your right to not participate in any fundraiser.

Parents are responsible for any money owed to the school with regard to fundraising. The school board attorney and the District Attorney work closely with schools in collecting outstanding debts. The school does have the right to not allow a student to participate or to continue to participate in a fundraiser when an outstanding debt is owed to the school. Your cooperation regarding these efforts is always appreciated.

Recreational Center

The Recreational Center located next door to College Oaks Elementary has no affiliation with us more than location. All recreational centers in Lake Charles fall under the jurisdiction of the City of Lake Charles. **The school is not responsible for any occurrences at the Recreational Center. No school employees are employed to provide supervision for the rec.** It is your right as parents/guardians, to determine if your child goes to the rec after school dismisses. **Once students leave the school campus and go to the rec, they are not allowed to come back on campus for any reason.** We also do not allow students to go to the rec unless we have been notified by a parent that this is the approved dismissal plan for your child.

Act 909—1990 Louisiana Legislative Action

1. Mandates that any student, **sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute** any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is **under sixteen (16) years of age and in grades six through twelve** and who is found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is **kindergarten through grade five** and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 - (A) The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - (B) The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to **any public school** in the State except upon the approval of the school board system to which he seeks admittance.

Calcasieu Parish Title IX:
2423 6th Street
Lake Charles, LA 70601
337-217-2409

School Programs

Title 1

College Oaks Elementary qualifies for Title 1 funds. A Title 1 Committee has been established and will make Title 1 decisions. Through the use of Title 1 funds we are able to have a Master Teacher and a Computer Lab Tech.

School Counselor

College Oaks is fortunate to have the services of an excellent full-time elementary school counselor, Mrs. Milena Cuba. The counselor is available to all parents and students for visiting and consultation. Students may visit the counselor as a result of teacher/principal referral or parent request. A student may also initiate a visit through proper protocol. The school counselor makes visits to the classrooms and is also the school Testing Coordinator. You may reach the counselor by phone extension, 217-4560 ext. 3316. If the counselor is not in the office, you can leave a message for your call to be returned or contact the front office.

Please note: School counselors cannot assume the role of a therapist or psychologist. Should your child need these services, the counselor will be happy to work with you to provide a list of possible agencies.

SPARK/REACH

As stated earlier in this handbook, SPARK stands for Seeking Purposeful Analytical Realistic Knowledge. It is the program for academically gifted students in Calcasieu Parish. College Oaks' SPARK students attend SPARK classes one day a week at Dolby Elementary School. Students are transported to and from SPARK on school buses. SPARK students are responsible for information missed or work assigned while attending SPARK. REACH students also attend Dolby one day a week. REACH is open to 1st grade students identified and tested at the end of the Kindergarten school qualifying for a SPARK- like program. Gifted/Talented students attend LCB Academy once a week for a portion of the day. Gifted/Talented is open to students of all grades after qualifying for the program based on exceptionality in the area of Art.

Speech

Speech classes are available on campus for children who have been diagnosed with a speech or language problem. We have two Speech Therapists at College Oaks Elementary.

French

Instruction in conversational French is provided for academically-able students in fourth and fifth grade. The program's primary emphasis is oral communication. Our French teacher at College Oaks Elementary will provide enriching activities for students. Enrollment may be based on academic proficiency depending on the grade level and may be discontinued at the discretion of the principal.

Physical Education

The State of Louisiana requires a physical education for all elementary students. Our full time teacher, Coach Amber Jenkins provides a well-structured program. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation, and effort. All 5th grade students participate in the Dancing Classrooms Program offered courtesy of the Whistle Stop. Students learn various ballroom dances.

Art

We are fortunate to have a full-time art teacher, Ms. Mandy Webb. Ms. Webb provides lessons in art appreciation and production. She also sponsors the school Art Club.

*Students receive grades (O, S, N) from the PE and Art teachers.

D.A.R.E.

All fifth grade students participate in D.A.R.E. (Drug Abuse Resistance Education). An officer from the Lake Charles Police Department or the Calcasieu Parish Sheriff's Department spends an hour each week with our students on drug education and awareness. The teacher remains in the classroom to assist the officer. D.A.R.E. is an eighteen week program that culminates in a special graduation ceremony for the students and their parents. Participation in D.A.R.E. helps to fulfill a state mandate requiring a certain number of hours of drug education.

Leader in Me

The Leader in Me process was designed to help teachers develop leadership skills in their students. Helping students discover their own unique strengths allowing teachers to find opportunities for every child to shine—to be a leader. Incorporating the common language of the 7 Habits into all curriculum areas deepens student understanding and acknowledges what the school and teacher believe to be important. Discussing which habits a historical figure or a character in a story use are just a few of the simple ways to incorporate the 7 Habits into what teachers are already doing. “Leadership” is the umbrella term to encompass the many character traits and basic life competencies that parents, business leaders, and educators are voicing as the desired skills necessary to thrive in the 21st century:

Schoolwide PBIS Behavioral Expectations

B- Be Ready to Learn

U- Use safety

C- Care for Others

S- Show respect & responsibility

