

Oak Park Elementary 2017-2018 Student Handbook



“Where Leaders are Created!”

**“At OPE College is not a dream, it’s
the plan for all of our students”**

Welcome to Oak Park Elementary!

Dear Parents,

Welcome to another awesome school year at the greatest school in the world Oak Park Elementary. We are so happy to welcome back our returning eagles and say hello to our new eagles! It is our goal as the administrators to be of service to the students, parents, and teachers at Oak Park. My personal motto is "children are our only priority". We look forward to working with all the students and parents to ensure Oak Park Elementary continues to be a school of exemplary academic growth. We know that with your support and our terrific staff we will continue to have great academic success. We look forward to getting to know each and every one of you this school year. As we embark on a new year there is much work to be done in order for Oak Park Elementary to continue to grow and improve. With your help and support we know that we can continue to grow and become a symbol of success for all other schools in Calcasieu Parish! We know that all of our parents are on board with the faculty and staff of Oak Park Elementary to achieve our common goal of academic success for all of our students. Our theme this year is, "At OPE college is not a dream but the plan!" This year we plan to expose our students to all of the colleges and universities in Louisiana to help our students begin with the end in mind and chart the path to greatness by working towards their future success. We will continue to be, One Team, One Goal! Our goal is for every student at Oak Park Elementary to obtain academic success and leave the school year better students academically and socially. Welcome back!

Sincerely,

Mrs. Shaalom St. Mary, Principal

Mrs. Andrea Conner, Assistant Principal

SCHOOL MOTTO:
"KNOWLEDGE IS POWER"

SCHOOL MISSION STATEMENT:
"Where leaders are created!"

2017-2018 School Theme:
"College is not a dream it's the plan"

SCHOOL CALENDAR 2017 – 2018

Students Return Tuesday, August 15, 2017

HOLIDAYS/INSERVICE DAYS:

Labor Day	September 4, 2017
Teacher Inservice	October 9, 2017
Veterans Day	November 10, 2017
Thanksgiving	November 20 – 24, 2017
Christmas, New Year	December 20, 2017 – January 2, 2018
Teacher Inservice	January 3, 2018
<i>Students return January 4, 2018</i>	
Dr. Martin L. King Jr. Day	January 15, 2018
Mardi Gras	February 12-14, 2018
Teacher Inservice	March 12, 2018
Easter/Spring Break	March 30 th -April 6, 2018

END OF SESSION: May 24, 2018 (1/2 day for students)
Teachers In service May 25, 2018

Nine Weeks Periods

1 st 9 weeks ends on	October 13, 2017
2 nd 9 weeks ends on	January 5, 2018
3 rd 9 weeks ends on	March 14, 2018
4 th 9 weeks ends on	May 24, 2018

SCHOOL DIRECTORY

Main Office 217 – 4850

Office Hours 7:30-3:30

ARRIVAL TIME:

STUDENTS MAY NOT ARRIVE TO SCHOOL NO EARLIER THAN 7:10 A.M.

Breakfast is served daily from 7:10AM-7:40AM. Duty teachers arrive to school at 7:10AM. All students should arrive to school no later than 7:40AM.

Pre-K, 1st, 2nd, and 5th grade students report to the multi- purpose room daily. Students in 3rd grade report to the Library and 4th grade students report to the Art room until their teacher arrive to school. Teachers arrive and report to classrooms at 7:40AM. Students are encouraged to read books, do creative writing or study. Classes begin at 7:45AM each morning.

STUDENTS ARE TARDY BY 7:45 AM.

Students arriving at school **after 7:45 a.m.** should report to the office accompanied by a parent or guardian. Never drop off your child and drive off. **All parents must sign in their child if they are tardy.**

Excessive tardiness of four or more will be reported to Child Welfare and Attendance. Truancy Assessment Service Center (TASC) will be notified when students are tardy excessively. When students are tardy, they miss valuable instruction time, and it interrupts the regular classroom routine.

ATTENDANCE:

Students must attend school every day. The State of Louisiana requires that students attend a minimum of 160 days in order to be eligible for promotion. Students with 20 or more absences will be retained. Truancy Assessment Service Center (TASC) will be notified when students miss an excessive number of days.

A written excuse from a physician is required when a student returns to school. Make up work is the FULL responsibility of the student. A student has three days to make-up work for each day of absence.

CHECKOUTS:

It is most important that students spend the entire day at school. We ask your cooperation in scheduling doctor's appointments after school hours. If it is necessary to check your child out, please come to the office first. No student will be dismissed from class without approval from the office. Early checkouts are discouraged and will be handled as an unexcused absence, unless a doctor's excuse is returned.

STUDENTS MAY NOT BE CHECKED OUT AFTER 2:30 PM. This is according to school board policy.

SCHOOL VISITORS:

All visitors must report to the office for a visitor's pass. **No one will be allowed to enter a classroom during instructional time.** Conferences must be made in advance. Parents must show a visitor's pass before entering any classroom. **No one may walk the halls daily to check on a student.**
VISITS AND CONFERENCES MUST BE PREARRANGED WITH THE TEACHER.

DROP OFFS:

All car riders must be dropped off and picked up in the front circular drive on 18th Street only. No parking in the teachers' parking lot or across the street to pick up students. Only bus riders enter the building from 17th Street.

PICK UPS:

All car riders are dismissed at 3:00 each day. Students will be picked up according to grade levels. Students with siblings in younger grades will be picked up on 18th Street.

All Pre-K-2nd Grade students will be picked up on 17th Street in the back of the school in the circular drive.

3rd-5th Grade students will be picked up on 18th Street in the front circular drive.

ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:25 PM DAILY. PARENTS MUST COME IN AND SIGN OUT ALL STUDENTS PICKED UP AFTER 3:25P.M. AFTER 3 LATE PICK UPS THE SCHOOL WILL NOTIFY THE SHERRIF OFFICE FOR ASSISTANCE.

REGISTRATION:

A child must be five years old on or before September 30, 2017 in order to enroll in kindergarten.

Only students living in the Oak Park Elementary zone will be allowed to attend Oak Park Elementary School. Those students living out of the school zone must obtain a permit each year from the Child Welfare and Attendance Office located on Sixth Street.

Students with "out of zone" permits must maintain satisfactory behavior at all times. Consistent violations in school rules will result in out of zone permits revoked for the next school year.

Any student who did not attend Oak Park Elementary last year must also get a permit from the Child Welfare and Attendance Office. You must provide an official birth certificate, proof of address such as a utility bill, a social security card, and a current immunization card.

In order to register to attend Oak Park Elementary you must have the following:

- A current Health Card
- A Social Security number
- An official Birth Certificate

If transferring from another school during the school year, you must provide the information requested above.

SCHOOL FEES:

School fees are due and payable at the beginning of the school year. These fees cover the cost of workbooks, weekly readers, and art fees. WE WILL NO LONGER ACCEPT CHECKS. PLEASE MAKE MONEY ORDERS OR SEND CASH.

Pre-K-----	\$10.00
Kindergarten-----	\$15.00
First Grade-----	\$15.00
Second Grade-----	\$15.00
Third Grade-----	\$15.00
Fourth Grade-----	\$15.00
Fifth Grade-----	\$15.00

LUNCH/BREAKFAST FEES:

Oak Park Elementary is a CEP school, this means all students at Oak Park Elementary regardless of income eat breakfast and lunch for free! Please take advantage of this great service and encourage your child to eat breakfast and lunch at school.

Adults visiting:

Lunch-----	\$4.00
Breakfast -----	\$2.00

No competitive food items are allowed to be brought into the cafeteria.

BIRTHDAY CELEBRATIONS:

Oak Park Elementary celebrates every student on his or her birthday by recognizing students who are celebrating birthdays on the morning news and also in our weekly newsletter, therefore we do not allow class

celebrations for birthdays. Please do not send birthday items to school for birthdays including: cakes, balloons, party favors, etc.

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, Mohawk style, or designs shaved in the head. **Male students are not allowed to wear earrings at school.**

Students may not wear bandannas, hair rollers, fake nails or make-up. Extremes in styles or jewelry will not be allowed. **Students must wear shoes that have closed heel and toe and shoestrings.** 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

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.
- **Solid white T-shirts only** will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may choose the option to allow students to 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.
- Tennis shoes or lace up shoes must be worn.
- **No FLIP FLOPS or SANDALS ARE ALLOWED.**
- Acceptable outerwear for classroom is limited to include sweaters, sweatshirts 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, 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. **No lines, letters, designs shaved in the head, or Mohawks.**
- **Prohibited items** are sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are not allowed. **Prohibited jewelry are as follow: Colored beaded necklaces, bracelets, hoop earrings and long chains. Male students may not wear earrings.**
- **Prohibited** items include excessive and inappropriate makeup, painted faces, **painted and long fingernails, acrylic and press-on nails, false nails,** tattoos, and stick-on tattoos.
- **No long earrings or long neck chains.**
- **No colored undershirts.**

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.

Students are allowed to wear their spirit shirt with uniform bottoms on any day of the week at Oak Park Elementary.

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.

1st Offense Written warning

2nd Offense Phone call to parent/guardian

3rd Offense Administrator or designee, parent, and student conference

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.
Exempt 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: joggers, cargo pants, wrong colored socks, improper footwear, no belts, untucked shirts, and jackets worn all day that are not within the guidelines.**

DISCIPLINE:

One of the best things you can do for your children is to help them develop a good sense of self-discipline. Children must learn that no one else is responsible for their actions. At Oak Park, we believe that good discipline is essential to successful learning. For this reason, no student will be allowed to disrupt the learning process at school. The school will not tolerate the following inappropriate behavior: Disrespect toward others, Obscene language, Fighting or Destruction of school property. Students who continuously break classroom and school rules will be sent to the office and will be disciplined by the principal. This may result in suspension. Parents of students with recurring discipline problems will be required to come to the school to meet with the teacher and principal in order to resolve the problem. Please discuss with your child/children the need and importance of good behavior and a good attitude while attending school each day. We want the very best learning environment for each student

DISCIPLINARY ACTIONS:

If a student violates class and/or school rules, the administration may impose the following actions

1. Required Parent/guardian conferences
2. In school detention/suspension
Out-of-school suspension
3. After-school detention
4. Attendance or behavioral contracts
5. Expulsion

IN-SCHOOL DETENTION OR SUSPENSION:

Students may spend an hour or longer for detention. In-school suspension may entail one or two days away from the classroom environment. Students will be assigned to another room to complete all of his work for the

entire day(s). He would not participate in any extracurricular activities during that time. Students who have detention or in school suspension may not ride the school bus home on those days. Parents will be notified in advance. A conference will be required in order for the student to return to class.

PRAYER IN SCHOOLS

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or

statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

Revised: June, 2002

Ref: La. Rev. Stat. Ann. §§17:2115.1, 17:2115.2, 17:2115.3, 17:2115.4, 17:2115.5, 17:2115.6, 17:2115.7, 17:2115.8, 17:2115.9, 17:2115.10;

Cell Phone Policy

No student, unless authorized by the school principal or his/her designee, shall possess, use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary, middle or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

Possessing or using a cell phone and/or any telecommunication device is strictly prohibited on any campus in the Calcasieu Parish School System by students. Students are not allowed to possess or use cell phones or any other telecommunication device during the school day or while being transported by a school bus.

Possession/ improper use shall result in:

First Offense: A 1 day Suspension and Confiscation of the Cell Phone

Second Offense: A 2 day suspension and Confiscation of the Cell Phone

Third Offense: A 3 day suspension and Confiscation of the Cell Phone

Fourth Offense: Shall result in Recommendation of an Expulsion Hearing

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Ref: La. Rev. Stat. Ann. "17:239, 17:416, 17:416.1.

ILLNESS AT SCHOOL:

It is important that the office knows whom to contact in case of an illness or an emergency at school. Please include at least three (3) persons and their

numbers on the Emergency and Medical information Form to be contacted in the case of an emergency. If a child has a chronic illness, such as asthma or an allergy, this information should be on file in the office and teachers should be informed each year.

Care of Illness

The following guidelines will be followed concerning illness:

1. Any child having fever 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 immediately either by telephone or otherwise. If it proves impossible the 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 is given or used at school without written instructions from a physician. Forms are available in the office. 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. Do not send medicine to school with your child.**

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.

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

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 is 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.

CPSB Policies and Laws – Alcohol, Drug, and Substance Abuse Education Program

The School Board shall require a comprehensive alcohol, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades 10 through 12 is involved for a minimum

of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, drug and substance abuse program, substance abuse counselors are appointed and visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug or substance abuse problem.

Any student enrolled in school that is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug-counseling program, or an equivalent approved by the Board.

Each school shall have a substance abuse prevention team, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances of reports of possession of controlled dangerous substance or alcoholic beverages. The team shall adequately report their findings and make appropriate recommendations for treatment, counseling, or other appropriate action.

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or within 1000 feet of school property, or while on the school bus. The area surrounding school property shall be designated as drug free zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark drug free zones, which surround all schools and school property.

CPSB Policies and Laws – Dangerous Weapons

The Board shall authorize the Superintendent or designated official to immediately suspend, and recommend for expulsion for, and student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain or any other object deemed dangerous on the school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

The school principal or designee shall be required to report immediately (within 72 hours) the confiscation of any firearm, knife or other dangerous weapon to appropriate law enforcement officials.

It is unlawful for a student or nonstudent to intentionally possess a firearm on school property or within 1000 feet of school property or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free

zone. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones, which surround all schools and school property.

CPSB Policies and Laws – Sexual Harassment

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student towards another student.

Harassment is defined as “gender based” conduct directed because of a student’s sex, and as any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education.

Incidents of sexual harassment may include verbal or written assaults involving phrases with direct or implied sexual meaning; physical harassment such as unnecessary or offensive touching; or visual harassment such as derogatory or offensive posters, pictures, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not depend solely upon the perpetrator’s intention, but also upon how the targeted person perceives the behavior and is affected by the behavior.

Each school shall educate its student population and staff to report any such behavior to the school administrator. Harassment policy information shall be disseminated to the student population. The information shall be age appropriate and provided through usual means such as newsletter, school handbooks, or other methods. The Title IX coordinator is Sabra Soileau 217-4170 ext. 1502

HARASSMENT:

Approved by the Board on April 14, 1998: “The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student at any age. Students in violation will be subject to disciplinary action.”

Please Note:

Sabra Soileau

Title IX (337) 217-4150 Ext: 1502

600 S. Shattuck Street Lake Charles, LA 70601

THREATS:

Threats are taken seriously and may result in law enforcement officials being called in. Suspension and/or expulsion may be the results of a threat to a teacher or student.

FIGHTING:

Students will be suspended for fighting or instigating fights. Students should inform teachers right away about students threatening to fight them.

Act 909 – 1990 Louisiana Legislative Action

The CPSB and State Department of Education have directed that each student and his/her parents/guardians be told that without exception a student shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled substances as defined by state law, unless dispensed by a licensed physician as allowed by law. Any student of Calcasieu Parish Public School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

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 in kindergarten through grade five and who is found guilty as in (1) above shall be referred to the local school board through 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.

STUDENT SUPPLIES:

Specific materials and supplies are required in order for all students to be adequately prepared daily. A supply list is available in the office for each grade level. Please check with your child's teacher on a regular basis in order to ensure that your child's supplies are replenished.

TEXTBOOKS:

Textbooks are one of the most valuable assets in the education of our students. Please emphasize the importance of proper care and use of textbooks and library books to your child or children. Students who damage, lose, or destroy textbooks and/or library books will be required to pay for replacement. Please encourage your children to properly maintain all books

BUS POLICY:

Bus transportation is provided for any student who resides a distance beyond a one-mile radius from the school. Students must ride their assigned bus. Misbehavior on a bus may forfeit the student's privilege of riding a school bus. Parents will be notified in writing of misbehavior on the school bus, the first letter will be a warning. Any further incidents of misbehavior on the bus will result in a one-week suspension from riding the bus. Bus rules must be obeyed daily to ensure the safety of each child. Students must remain seated at all times until the bus comes to a complete stop. Any variation in a bus-riding schedule must be requested in writing to the principal for approval.

RESPONSIBILITY:

One of the most important concepts a child can learn is responsibility-for behavior and possessions. We hope that you will work with us as we strive to develop in each child this standard of responsibility. **You help us when**

you label all of your child's possessions from coats/jackets to book bags and all other school supplies. Remind your child to get things ready for school the night before.

PERSONAL ITEMS BROUGHT TO SCHOOL:

Students are not allowed to bring toys, games, electronics, cell phones or any other personal items to school unless instructed to do so by the teacher in writing. These items should remain at home. The school assumes no responsibility for personal items brought to school. Write your child's name inside all on all supplies and clothing that the child may remove and. (Jackets, book bags, etc.)

WEEKLY-PAPERS: Papers will be sent home **each week on Tuesdays-Take Home Tuesdays** for parents to sign, check over and discuss with their child. Please sign and return the papers back to school on the next day.

HOMEWORK AND CLASSWORK:

Students' class work and homework play a significant role in their learning. Refusing to work in class or complete homework will result in lower averages. (possibly failing grades) Teachers maintain records of all students work in their grade book. Please discuss the policy of school work with your child.

1. Students' work and a discipline report will be sent home every week to inform parents of progress.
2. If a student continually fail or refuse to do their work, the teacher will schedule a conference with the parents to discuss interventions to help the child.
3. If the problem continues, a required conference with the principal and teacher will be scheduled.
4. It is very important for all students to spend additional time studying each evening. All students are required to take home some type of school work. All teachers will assign homework daily. Please enforce the routine of doing homework. Never allow the excuse of "No homework tonight." or "I did my homework at school." Require your child to read a book or write in their journals daily. It is so important to your child's success in learning if you check their school work daily.

PARENTS/TEACHER-CONFERENCES: Parents and guardians are encouraged to monitor their children's progress often. If at any time there are questions concerning your child, please contact your child's teacher by telephone or by sending a note. You may call the office during the day and leave a message to have your call returned. If you desire a conference with your child's teacher, please schedule an appointment prior to coming to the school. The office number is (337) 217-4850. All parents must have at least two conferences per year in person with their child's teacher.

PROGRESS REPORTS:

Progress reports are sent home to parents at the end of the third week in each nine -weeks grading period. If a student grades reflect below average at this point, this may be a great time to schedule a conference with your child's teacher. It may be determined what can be done to improve his/her performance before the end of the 9 weeks.

REPORT-CARDS:

At the end of each nine – weeks grading period, a report card is sent home for grades. ***Students working below grade level in subjects may be considered for retention even though their grades in those areas are slightly below average.***

GRADING SCALE:

A	93-100%	O	Outstanding
B	85-92%	S	Satisfactory
C	75-84%	N	Not Satisfactory
D	67-74%		
F	Below 66%		

PROGRESS REPORTS:

Progress reports will go home on the following dates:

1st 9 Weeks:

Friday, September 1st

Friday, September 22nd

2nd 9 Weeks:

Thursday, November 2nd

Friday, December 1st

3rd 9 Weeks:

Friday, January 26th

Tuesday, February 20th

4th 9 Weeks:

Wednesday, April 11th

Wednesday, May 2nd

NINE WEEKS PERIODS:

1ST Nine Weeks ends on October 13, 2017

2nd Nine Weeks ends on January 5, 2018

3rd Nine Weeks ends on March 14, 2018

4th Nine Weeks ends on May 24, 2018

REPORT CARDS WILL BE ISSUED ON THE FOLLOWING DATES:

**1ST 9 Weeks: Report Cards will be issued at Family Reading Night
Wednesday, October 18th**

**2nd 9 Weeks: Report Cards will be issued at Family Math Night-Thursday,
January 11th**

**3rd 9 Weeks: Report Cards will be issued at Family Testing Night-Monday,
March 19th**

4th 9 Weeks: Report Cards will be mailed on Monday, May 28th

PUPIL-PROGRESSION: The Calcasieu Parish School Board has adopted a program for pupil progressions based upon how well the student's master minimum performance standards. The plan prescribes standards for promotion for students in all grades

PARENTS, STUDENTS, TEACHERS INVOLVEMENT.

Our Parent-Teacher Organization (PTO) is a vital part of our school climate. Your participation enables us to reach many goals for our students. We solicit your support by becoming an active part of the learning environment. Please make every effort to attend each school-sponsored event.

At Oak Park Elementary, education is a cooperative effort between home and school. Parental support is needed. Please sign up as room parents

and to assist the school as needed. Our PTO needs parents who are willing to provide their time, talents and skills. **WE NEED YOU!**
Remember **Parents +Teachers Working Together=A Winning School!!**

PARTNERS IN EDUCATION:

We are grateful and appreciative of our partners in education, **Nissan of Lake Charles, Centerpoint Energy, Louisiana Healthcare Connections, Todd Clemons & Associates, Don Harris State Farm Insurance, Dr. Leonard Breda, and Iberia Bank**, It is because of their contributions and support of our school, that we are able to provide student awards, incentives and many other services. Together we are shaping the lives of students and our future.

**Federal Programs Information
For Parents of
Calcasieu Parish Students**

Information also available at:

<http://www.cpsb.org>

- Click: Parents/Students
- Click: Federal Programs
- Click: Parent Information

OR

<http://www.cpsb.org>

- Click: District Policies
- Click: Student Code of Conduct

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.