

Parent & Student Handbook
COLLEGE OAKS
ELEMENTARY SCHOOL
2020-2021

Willona Jackson, Principal

Kelly Durio, Assistant Principal

Welcome to College Oaks Elementary School. Buckaroo pride is alive and well in our community, and we are looking forward to our best year ever! 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 strongly encourage our students to take advantage of every opportunity for scholastic achievement, organizational participation, social interaction with peers and character building/leadership training.

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, which aligns to the Louisiana Department of Education as well. 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

Phone: 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.....	Starlet Guidry
Attendance Secretary.....	Samantha Thierry
Financial Secretary.....	Colene Bonnette

FERPA- The Family Educational Rights and Privacy Act affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit www.cpsb.org, OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details.

Also refer to the CPSB Student Code of Conduct.

Calcasieu Parish Schools

SCHOOL CALENDAR 2020-2021

Students Report to School, PK-5

Monday, August 24, 2020

HOLIDAYS:

Labor Day	September 7, 2020
Election Day	November 3, 2020
Veterans' Day	November 11, 2020
Thanksgiving	November 23, 2020 thru November 27, 2020
Christmas, New Year	December 21, 2020 thru January 1, 2021
Martin L. King, Jr. Day	January 18, 2021
Mardi Gras Holiday	February 15, 2021 thru February 17, 2021
Easter/Spring Break	April 2, 2021 thru April 9, 2021

END OF SESSION:

May 27, 2021 (for students & teachers)

NINE-WEEK PERIODS END

First Nine-Weeks Period	October 23, 2020
Second Nine-Weeks Period	January 15, 2021
Third Nine-Weeks Period	March 25, 2021
Fourth Nine-Weeks Period	May 27, 2021

TEACHER INSERVICE DATES

(students will NOT attend school on these dates)

August 10-11, 2020	System-Wide Inservice (Central Office)
August 11-21, 2020	School Administration Inservice
January 11, 2021	School Administration Inservice
May 28, 2021	School Administration Inservice

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.)

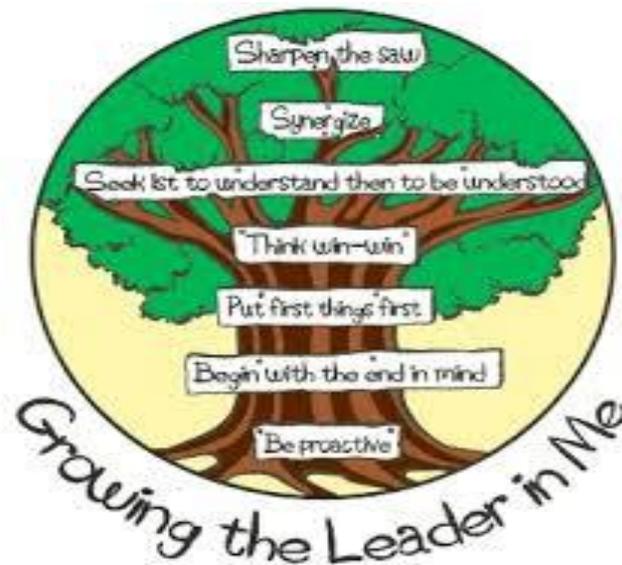
Habit 3: Put First Things First® • *Work First, Then Play* (Do the most important things first.)

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.)



DRESS CODE EFFECTIVE 2020-2021 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 & face masks. **Face masks must be worn on the school bus, arrival, dismissal, and all hallway transitions by all PreK-12 students. PreK-2 students are not required to wear face masks in the classroom setting.** 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 (black or white) may be worn any day of the week.** Club membership shirts can be worn on club day.

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 2020-2021 District Code of Conduct directly outlines disciplinary measures regarding the compliance of wearing face masks by students. College Oaks Elementary will adhere to these measures. (Please see CPSB Code of Conduct.)**

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: (The disciplinary plan is different regarding face masks.)

- **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)/guardian(s) may request an exemption from the School Uniform Policy or **face mask mandate** by submitting the correct exemption paperwork required by CPSB. 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.
- A parent/guardian may appeal if exemption isn't granted by the Committee.

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 of 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.

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.

Excessive absences letters are automatically generated by the Office of Child Welfare and Attendance. 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.

All attendance policies outlined by the CPSB Office of Child Welfare & Attendance are for face-to-face students as well as those participating virtually through CPSB Connected Classrooms.

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 remain in the car with the parent/guardian in the school parking lot. The parent/guardian should call the school office before entering the building. This will help us to adhere to proper social distancing measures and group gathering maximum number limits. Someone from the office will assist you as soon as possible so that the student may report to the class.

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 addressed by school administration & the Office of Child Welfare & Attendance in compliance of Board Policy.**

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 call the school office once you arrive on campus. 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. **(Dependent upon COVID compliant mandates.)**

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. Samantha Thierry 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. Thierry 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. Our PreK students have an earlier dismissal time than the rest of the school.

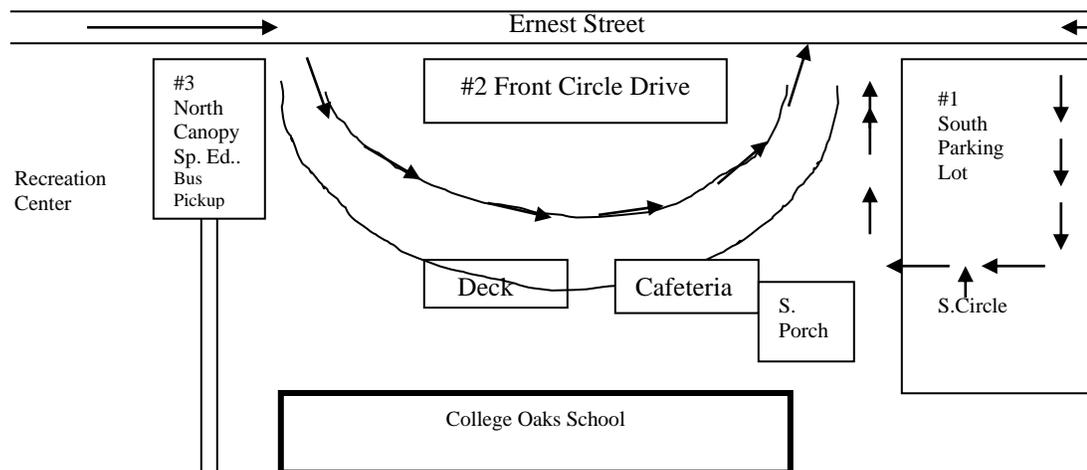
Breakfast is served each school day beginning at 7:15 and ends at 7:40 for all K thru 5th grade students. Breakfast is served after the bell for PreK so that they can eat as a class. Other than that, only bus riders will be allowed to eat after the bell if the bus arrives late. School Personnel are on duty each morning to supervise students. *****Parents are not allowed to walk students to class due to mandates of Covid Safety compliancy.**

PICK UP AND DROP OFF OF STUDENTS

PLEASE HANG THE CAR HANG TAG FROM YOUR REARVIEW MIRROR THAT HAS BEEN PROVIDED TO YOU FROM THE SCHOOL.

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 morning & afternoon dismissal
2. Drop off & pick up at the front circle drive (1st-5th grades & PreK or K students with older siblings)
3. Drop off & pick up at the north canopy (Special education)
4. Please remain in your car for the pick up/drop off procedures.



SCHOOL VISITORS

All visitors must report to the office prior to going anywhere on campus if you have a scheduled appointment. 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.

Conferences should be held during noninstructional time and pre-scheduled with the teacher or necessary staff member. **The principal or principal designee has the authority to determine the right to visit. Those persons not following the procedures established by CPSB and/or College Oaks Elementary, not maintaining appropriate positive behavior/language or not adhering to appropriate safety/health procedures, such as agreeing to a safety temperature check and wearing a face mask, will be asked to vacate the premises. Failure to vacate the premises as asked 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 (We will not take field trips due to COVID safety at this time.)

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.** 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. (2:40 p.m. for PreK only). 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 designated dismissal locations.

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
7:50	Tardy bell. Students must be signed in by a parent after 7:50.
2:40	Dismissal of PreK from south side parking lot canopy area
2:55	Dismissal of walkers, any bus riders of buses that arrive for 1 st Bell, dismissal of north bus canopy students; Daycare Van Students; dismissal of Kindergarten students from the south parking lot canopy area
3:00	Dismissal of car riders and remaining bus riders

*Due to the uncertainty of the times that our buses will arrive to pick up students, please know that these are estimates of times for now. Also, all car riders and bus riders remain in their classrooms until called for over the walkie talkie system by duty teachers.

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 new Art 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 note that if arrangements have been made for an appointment to take place on campus in the front office conference area, you will be asked to come by the front office first for a temperature check and you should have on a face mask. **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 Wednesdays and Thursdays during teacher's planning time due to grade level Cluster meetings. Most meetings/conferences/IEPs, this year, will be conducted by phone or virtually.**

PARTIES

There will be two approved class parties: Christmas and Easter. Due to adhering to safety guidelines, we ask that no refreshments be sent to the school. If that should change, we will be sure to let you know in a timely manner.

Individual birthday parties are not given, and party invitations will not be given out at school unless there is an invitation for every child. Birthday cupcakes should not be sent to the school this year. We do apologize in advance, but we will do our best to adhere to all safety guidelines and measures to the best of our ability.

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. **Face masks are required of all students regardless of grade level.**

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.** in the classrooms

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

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 Virtual 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 be visited by our school Librarian in their classroom setting. We may possibly be allowed to have students participate in book check-out. More information to come. As state mandates regarding COVID safety change, we will update policies & plans.

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 except for PreK promoting to Kindergarten. A permit must be obtained.

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.
8. Exhibiting COVID or COVID-like symptoms outlined in the CPSB Risk Management flowchart

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

As long as our COVID compliance social distancing measures remain in effect, we will not secure volunteers at this time. When that changes, we will definitely send out information and requests.

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. You may ask to speak to the Counselor. 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, LIBRARY BOOKS, TECH DEVICES

All students must keep books and/or devices (laptops or iPads) issued to them in good condition. **Lost and defaced books or devices will be paid for by the student to whom they were issued.** These items 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/technology 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 National Bank, Louisiana Healthcare Connections, 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 such as Mr. Bill's Seafood Express and Lake Charles Toyota.

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. We ask that students turn their cell phones in to their homeroom teachers upon arrival to school and the teacher will give it back at dismissal time.

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 as a Title 1 identified school. 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 two Master Teachers, two Mentor Teachers, a Computer Lab Tech, and a STEM Lab Tech.

School Counselor

College Oaks is fortunate to have the services of an excellent full-time elementary school counselor, Mrs. Starlet Guidry. The counselor is available to all parents and students for visiting and consultation upon appointment. 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 on our school campus provided by a district SPARK teacher. SPARK students are responsible for information missed or work assigned while attending SPARK. REACH students also attend pull-out classes on our campus from a district appointed REACH teacher once a week. REACH is open to 1st grade students identified and tested at the end of the Kindergarten school year, qualifying for a SPARK- like program. Gifted/Talented students attend LCB Academy once a week for a portion of the day (may be virtual this year). Gifted/Talented is open to students of all grades after qualifying for the program based on exceptionalism 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.

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. Please note that proper social distancing and safety measures will be maintained in the PE setting just as anywhere else on campus.

Art

We are fortunate to have a full-time art teacher, Ms. Mandy Webb. Ms. Webb provides lessons in art appreciation and production.

*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

