



**Family & Student Handbook**  
**College Oaks Elementary**

**2023-2024**

Dr. Lacey Fontenot, Principal

Mrs. Marlise Cezair, Assistant Principal

Welcome to College Oaks Elementary. Buckaroo pride is alive and well in our community, and we are looking forward to our best year ever! College Oaks Elementary 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 family members 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 family members 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, Facebook postings, as well as phone calls. **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 during the first few days of school that must be completed and returned to school immediately. We 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 both exciting and rewarding.

**College Oaks Elementary**  
**3618 Ernest Street**  
**Lake Charles, LA 70605**  
**Phone: 337-217-4560 Fax: 337-217-4561**  
**<https://www.cpsb.org/collegeoaks>**  
**(E-mail: Most teachers can be emailed by using first name.last name @cpsb.org)**

Position	Name	Extension	Email
Principal	Dr. Lacey Fontenot	3313	<a href="mailto:lacey.fontenot@cpsb.org">lacey.fontenot@cpsb.org</a>
Assistant Principal	Mrs. Marlise McCarthy-Cezair	3312	<a href="mailto:marlise.cezair@cpsb.org">marlise.cezair@cpsb.org</a>
Counselor	Mrs. Teresa Zaunbrecher	3316	<a href="mailto:teresa.zaunbrecher@cpsb.org">teresa.zaunbrecher@cpsb.org</a>
Bookkeeper	Mrs. Colene Bonnette	3314	<a href="mailto:carron.bonnette@cpsb.org">carron.bonnette@cpsb.org</a>
Attendance Clerk	Mrs. Candace Dickens	3315	<a href="mailto:candace.dickens@cpsb.org">candace.dickens@cpsb.org</a>
Librarian	Ms. Brandi Pickett	3317	<a href="mailto:brandi.pickett@cpsb.org">brandi.pickett@cpsb.org</a>
Cafeteria Manager	Mrs. Saprina Payne	3318	<a href="mailto:saprina.payne@cpsb.org">saprina.payne@cpsb.org</a>

*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](http://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

## 2023-2024 District Calendar

Students Report to School, K-5  
 Students Report to School, Pre-K

Friday, August 11, 2023  
 Tuesday, August 15, 2023

**HOLIDAYS:**

Labor Day	September 4, 2023
Fall Break	October 5, 2023 thru October 6, 2023
Veterans' Day	November 10, 2023
Thanksgiving	November 20, 2023 thru November 24, 2023
Christmas/New Year	December 20, 2023 thru January 2, 2024
Martin L. King, Jr. Day	January 15, 2024
Mardi Gras Holiday	February 12, 2024 thru February 14, 2024
Easter/Spring Break	March 29, 2024 thru April 5, 2024

**END OF SESSION:**

May 22, 2024 (for students - ½ day)  
 May 24, 2024 (for teachers)

**NINE-WEEK PERIODS END**

**First Nine-Weeks Period**    October 16, 2023

**Second Nine-Weeks Period**    January 4, 2024

**Third Nine-Weeks Period**    March 13, 2024

**Fourth Nine-Weeks Period**    May 22, 2024

**TEACHER INSERVICE DATES**

(Students will NOT attend school on these dates)

August 4-10, 2023	School/System In-Service
October 9, 2023	School Administration In-Service
January 3, 2024	School Administration In-Service
March 11, 2024	School Administration In-Service
May 23-24, 2024	School Administration In-Service

College Oaks Elementary  
2023-2024

**School Year Theme:** It's a great day to be a Buckaroo!

**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 is to develop leaders that know the way, go the way, and show the way.

**Schoolwide PBIS Behavioral Expectations**

**B-** Be Ready to Learn

**U-** Use Safety

**C-** Care for Others

**S-** Show Respect & Responsibility

## Attendance Expectations

In compliance with the Compulsory School Attendance Law (R.S. 17:221), all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school is also subject to the compulsory attendance law.

## Attendance Policy for Elementary Students

Students must be present a minimum of 167 six-hour school days per school year to be eligible for promotion.

## 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.

**Students arriving at school after 7:45 A.M. will need to be checked in by an adult.** 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. 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.**

## Length of School Day

**School begins at 7:40 A.M. and ends at 3:00 P.M (2:45 P.M for Pre-K only).** Please do not park in the driveway during dropoff or dismissal. We cannot provide supervision at dismissal time any place but the designated dismissal locations.

### Bell Schedule

7:15	Duty teachers report; school is open <b>*Please do not dropoff students before 7:15 A.M.*</b>
7:15-7:40	Breakfast: Students must arrive by 7:40 A.M. to eat breakfast.
7:40	School begins with first bell
7:45	Tardy Bell: Students must be signed in by a family member after 7:45 A.M.
2:45	Dismissal of Pre-K car riders from south side parking lot canopy area
3:00	Dismissal of K-5 walkers, car riders, and bus riders

## Emergencies

Fire drills, disaster drills, lockdown drills, and 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 family members can be reached.

## Messages

The office is a very busy place and our awesome secretaries do an outstanding job. 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 2:30 PM regarding dismissal procedures for students.** It is too close to the bell and the possibility of reaching the student are not guaranteed.

## Arrival of Students

- The school day begins at 7:40 A.M.
- Duty teachers arrive at 7:15 A.M.
- No student should arrive before 7:15 A.M.

Breakfast is served each school day beginning at 7:15 A.M. and ends at 7:30 A.M. for all K thru 5<sup>th</sup> grade students. Breakfast is served after the bell for Pre-K 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.

**\*Family members are not allowed to walk students to class.**

## Pick Up and Drop Off of Students

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

1. Enter the south parking lot and drive around the south circle (Pre-K) for morning & afternoon dismissal. Kindergarten students will use this location for pick up only.
2. Drop off & pick up at the front circle drive (1<sup>st</sup>-5<sup>th</sup> grades & Pre-K students with older siblings). All Kindergarten students will be dropped off using the front circle but will be picked up in the south parking lot.
3. Please remain in your car during pick up and drop off.
4. Students are not permitted to be dropped off or picked up on the street nor the College Oaks Recreation Center next door.

**\*All students riding a bus will be picked up and dropped off at the north ramp nearest the College Oaks Recreation Center.**

## 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 assistant principal has the authority to determine the right to visit. Those persons not following the procedures established by CPSB and/or College Oaks Elementary, i.e., not maintaining appropriate positive behavior/language or not adhering to appropriate safety/health procedures, 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 three weeks of the nine week grading periods for students 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 class participation, tests, and performance of work.

### 2023 – 2024 Report Card Dates

#### 1st Nine Weeks

- 1st IPR – Wednesday, August 30
- 2nd IPR – Wednesday, September 20
- End of 9W – Monday, October 16
- Report Cards issued Thursday, October 19

#### 2nd Nine Weeks

- 1st IPR – Friday, November 3
- 2nd IPR – Friday, December 1
- End of 9W – Tuesday, January 4
- Report Cards issued Thursday, January 11

#### 3rd Nine Weeks

- 1st IPR – Friday, January 26
- 2nd IPR – Tuesday, February 20
- End of 9W – Wednesday, March 13
- Report Cards issued Monday, March 18

#### 4th Nine Weeks

- 1st IPR – Wednesday, April 10
- 2nd IPR – Wednesday, May 1
- End of 9W – Wednesday, May 22
- Report Cards mailed home Friday, May 24

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. Students who do not attend school on field trip days will be counted absent unless the student is in attendance at school. Students 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 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.

## **Homework**

Please encourage your child to complete all homework assignments. Homework cannot be taken for a grade in elementary.



## 2023-2024 Dress Code Policy

The Calcasieu Parish School Board expects the dress code policy will support a positive school culture by identifying attire that promotes school safety and student health. In all cases, the school principal shall inform the student, parent, and school community about the school dress code. All students and family members are expected to follow the written policy.

The policy of the Calcasieu Parish School Board shall be that no mode of attire shall be considered proper for school wear that distracts or disrupts classroom and school decorum. The School 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.

**Questions about the school Dress Code Policy should be referred first to the school principal or assistant principal.**

Individuals who still have questions about a school's Dress Code Policy can contact the Calcasieu Parish School Board's Office at 337-217-4150 ext 1501.

### School Dress Code

Students attending all public Pre-K-12 schools in Calcasieu Parish shall adhere to the following official school dress code:

1. 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. School Administrators have the option to choose a uniform shirt in one of the school's colors.
2. 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.
3. Face coverings are permissible, and mandatory use of face coverings will apply as long as face coverings are mandated by a qualifying state or local authority. Face covering is defined as a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face including nose and mouth. In addition to face coverings, students may wear a plastic face shield that covers eyes, nose and mouth. Face coverings do not have to be designated colors, but should be school appropriate and not derogatory, offensive, political in nature, or distracting to the school environment, as determined by school principal.
4. T-shirts (solid white, hunter green or navy blue) will be allowed under uniform shirt.
5. Spirit shirt/club shirt may be worn on day(s) determined by the school administrator.
6. School administrators have the option to allow students to wear a school issued T-shirt or face covering with the official school logo or school colors.
7. Shirts may or may not be tucked in.
8. Khaki or navy-blue pants (shades may vary), skirts, shorts, skorts, or jumpers must be uniform style and color. Blue jeans, pants only (shades of blue may vary) shall not have any holes, rips or tears. No blue jean shorts, no corduroy or wind-suit materials, no sweatpants, no stretch pants or leggings, no jeggings, no joggers, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets, no capris. Emblems, logos, or decorations are not allowed. Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. Skirts and jumpers must measure no shorter than three inches above the knee.
9. 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.
10. Socks (or stockings/tights for girls) are required and may be of any color with no emblem, logo or decoration and must cover the ankle and be visible. Middle and High School students are not required to wear socks or stockings with sandals.
11. Appropriate shoes must be worn at all times. Flip flops are not allowed. Sandals are not allowed in elementary grades.
12. Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue,

hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.

13. Heavy coats and jackets worn to and from school and/or outdoors are not restricted, recommended colors of navy blue, white, khaki and hunter green, jackets are allowed in the classroom if without a hoodie.

14. No head wear shall be worn on campus with the exception of knit caps that can be worn only to and from school in extremely cold weather. No headwear of any kind is to be worn in school buildings at any time without approval of school administrator.

15. Wearing dress or attire signifying gang affiliations is strictly prohibited on campus and at school-related activities.

16. Body armor (bullet-resistant metal or other material intended to provide protection from weapons or bodily injury) is prohibited.

### **Bullet-Resistant Backpacks**

Students are permitted to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

### **Other Dress Code Expectations**

1. Prohibited items that distract from the learning environment include bandannas, hair rollers, extreme hairstyles, unnatural hair colors, lines, letters, or designs shaved in the head.

2. Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.

3. Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos and stick-on tattoos are prohibited.

4. Clothing worn is not to be suggestive or indecent.

5. Clothing, jewelry, and general appearance shall not be of the type that would cause a disturbance, distract or interfere with the instructional programs.

6. Clothing, jewelry, and general appearance shall not be such as 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) or allow students to wear other uniform attire such as uniforms or special dress for Boy Scouts, Girl Scouts, athletes, cheerleaders, band, chorus, etc (if applicable).

Guidelines for any other dress code attire not addressed by the Dress Code Expectations will be at the discretion of the school's administration. Other questions about dress code should be referred first to the principal or assistant principal, then to the central office staff.

### **Dress Code Violations:**

All Pre-K through 12 schools in Calcasieu Parish shall strive to achieve full compliance of the Dress Code Policy and should resort to disciplinary measures only when positive measures fail.

**Students who violate the dress code shall be disciplined in accordance with the Student Code of Conduct.**

**A student enrolled in grades prekindergarten (Pre-K) through five (5) shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.**

**Staff will direct students to correct inappropriate attire that can be immediately corrected with no further action.**

## General Information

### Lost & 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 P.E. room.

### Parent/Teacher Conferences

A minimum of two parent/teacher conferences are scheduled yearly. If a conference is needed before the teacher contacts you, please contact your child's teacher. 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 teachers' planning times due to grade level teacher collaboration meetings.

### Parties

There are two approved class parties: Christmas and Easter. Teachers will let you know what items are needed.

Individual birthday parties are not given at school, and party invitations will not be given out at school unless there is an invitation for every child. Birthday cupcakes can be sent to school sealed or individually wrapped.

## Promotion for Students

The Calcasieu Parish School Board shall require student promotion and retention in the school district schools to be based upon an evaluation of each student's achievement in terms of appropriate instructional goals. District-wide standards for promotion and retention are established in the Pupil Progression Plan and shall govern the placement of students. Students meeting the standards and other criteria established in this plan shall be eligible for promotion and/or credit. Regulations set by the School Board and the Louisiana Board of Elementary and Secondary Education (BESE) shall also be met in order to receive credit.

Please refer to the website below for the 2023–2024 Pupil Progression Plan.

<https://www.cpsb.org/Domain/193>

### **CPSB Individual Academic Improvement Plan Policy:**

The Calcasieu Parish School Board is committed to providing each student in need of academic support with appropriate interventions through a systematic Response to Intervention (RTI) Program. One component of that RTI process will be the identification of fourth grade students who have not met an acceptable level of performance based on a preponderance of evidence in at least two core academic subjects including English Language Arts, Math, Science, and Social Studies. Each fourth-grade student not meeting the criteria for acceptable performance in at least two of these core subjects shall be provided with an Individual Academic Improvement Plan (IAIP) that adheres to the following requirements:

1. The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel as needed to review the student's academic strengths and weaknesses, discuss other relevant challenges to the student's academic success, and then formulate an Individual Academic Improvement Plan. School personnel will review the IAIP with the parent/guardian and identify at least two interventions that will be provided to each student with an IAIP as in-school support.
2. All participants of this meeting shall sign the Parent/Guardian Agreement when completed using the template provided by the Louisiana Department of Education. This agreement will be kept on file at the school in which the student attends. Participants shall meet to review progress of each student at least once more prior to the next administration of the LEAP assessment.
3. Each student with an Individualized Academic Improvement Plan shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency aligned to state academic content standards.
4. Students requiring an Individual Academic Improvement Plan shall be identified as such in the state Student Information System (SIS).
5. Students with an Individual Academic Improvement Plan shall be provided with the opportunity to receive on grade-level instruction through targeted remediation programs.
6. Each student's Individual Academic Improvement Plan shall continue to be in effect until such time the student achieves a score of "Basic" in each of the core academic subjects that initially led to the development of the student's IAIP. Subjects in which a student scores "Basic" or above on subsequent LEAP Exams shall be removed from that student's IAIP.

The Individual Academic Improvement Plan for each student identified in §701 of BESE Bulletin 1566 will outline the responsibilities of each party for students who have failed to achieve acceptable academic performance by the end of fourth grade. Additional school year support will be provided to move students to grade-level proficiency by providing at least two of the following instructional strategies which will be documented in the Individual Academic Improvement Plan:

1. The student is placed in the classroom of a teacher who has been rated "Effective: Proficient" or "Highly Effective" pursuant to his/her most recent evaluation, has achieved a value-added rating of "Effective: Proficient" or "Highly Effective" pursuant to his/her most recent evaluation, or has documented evidence derived from state summative assessments of improving the academic performance of students having Individual Academic Improvement Plans in the past. Information pertaining to the specific ratings of individual teachers will be kept confidential and not shared with parents or guardians.
2. The student participates in a remediation program or summer school offered by the district.
3. Additional instructional time is provided during or outside of the school day to expose the student to high-quality instruction. This additional time shall not result in a student being removed from English Language Arts, Mathematics, Science, or Social Studies courses.

4. The student is provided access to on-grade-level instruction that is aligned to Louisiana State Standards, which may include some below grade-level content and support needed to address the student's identified weaknesses. In the absence of fully aligned curriculum in any given core subject, teachers shall follow the Scope and Sequence provided by the State to meet this requirement.

- Remediation programs used throughout the school day and school year will not account for more than 35 percent of total instructional minutes.

The Individual Academic Improvement Plan (IAIP) and the Individual Educational Plan (IEP) for students with disabilities shall be aligned. The development of the academic plan within the IEP components will follow the timelines set forth in the pupil progression plan for all students and address the same considerations as for all students.

## Student Services

### Bus

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 students 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 before involving administration unless the infraction is severe. It is the school administration's responsibility to determine next steps for students violating regulations in accordance to the district code of conduct. **If found necessary, the principal or assistant principal may suspend bus privileges.** A student damaging a school bus shall be subject to suspension from school. Any student 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.

### Cafeteria

Breakfast is served from 7:15 A.M.-7:40 A.M.

Lunch is served from 10:30 A.M.-12:30 P.M.

Breakfast and lunch are served in the cafeteria.

All students of College Oaks Elementary qualify for free breakfast and lunch due to the school's qualification status.

### Family Connection

Please anticipate more information at Open House regarding the school's ATP committee. We would love to have your participation.

### 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.

### Library

The library supports and enriches the curriculum at College Oaks Elementary. Each class has a scheduled time to visit the school's library.

## Registration

Kindergarten children must attain their fifth birthday on or before September 30<sup>th</sup>. First graders must attain their sixth birthday on or before September 30<sup>th</sup>. 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, 337-217-4230.

All in-zone students enrolled in College Oaks Elementary are automatically re-enrolled the following year except for Pre-K 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 students. A child may be suspended for failure to provide a birth certificate, as well as possible charges filed by Child Welfare and Attendance.

## Telephone

A student telephone 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. Family members visiting the school are asked to use the telephone in the front office.

## **Student Welfare**

### **Accidents & Illnesses**

The school nurse, principal, assistant 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 or assistant principal may make arrangements for immediate ambulance services of injured or ill students, contacting the parent or guardian in advance if at all possible.

### **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

### **Immunizations**

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



## **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. Family members may obtain proper forms for "Request to Give Medication at School" from the office. Medication will be given only when all the proper paper-work 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.

## **School Volunteers**

We welcome family members that wish to volunteer on our campus. Classroom teachers or school administrators will reach out when opportunities arise.

## **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.

## **Textbooks/Library Books/Student-Issued Technology**

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.

## **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.

## **Toys**

All toys, such as electronics, dolls, robots, games, fidget spinners, trading cards, etc., will not be allowed at school unless authorized by the classroom teacher as part of instruction or if there is a medical reason for its use. All such items will be taken from the child and will be returned to a family member.

## **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 and payment of all outstanding fees are due at this time.

## **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. We are working on securing and updating partners. We will update our school's website and Facebook page with partners as they come aboard.

## **Electronic Telecommunication Devices (Students)**

No student, unless authorized by the school principal or assistant principal, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in the school building or on the grounds during the instructional day 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.

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 will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the principal or assistant principal.

## **Unwritten Regulation**

From time to time situations arise that are not covered by written policies. The principal or assistant principal reserve the right to establish and enforce policies/procedures that may not be listed or outlined in this handbook. We also adhere to this policy: Anything that detracts from the spirit or the dignity of College Oaks Elementary will be handled in a very professional manner, with the major consideration being the safety and well being of the students and team members of College Oaks Elementary.

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.

Family members 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 (rec) 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/guardian 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 calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are 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 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 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.

### Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities which receive Federal financial assistance. It is the policy of the Calcasieu Parish School Board, in compliance with the requirements of Title IX, to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. CPSB does not discriminate on the basis of sex in its educational programs or activities. Title IX additionally prohibits such discrimination in admission and employment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to-student, or any person to another person or any combination of these relationships are prohibited. Inquiries about or complaints of violation of this policy or of Title IX of the Education Amendments of 1972 may be directed to the Title IX Coordinator, Dr. Felicia Coleman, 1015 6th Avenue, Lake Charles, LA 70601, Ph: 337-217-4300, Ext 3618 email: felicia.coleman@cpsb.org or the Assistant Secretary for Civil Rights of the U.S. Department of Education, Office for Civil Rights, Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481.

# School Programs

## Title 1

College Oaks Elementary qualifies for Title 1 funds as a Title 1 identified school. A School-Wide Team will be established to make decisions regarding Title 1. Through the use of Title 1 funds we are able to have two Master Teachers, one Mentor Teacher, and a Computer Lab Manager.

## School Counselor

College Oaks Elementary is fortunate to have the services of a full-time elementary school counselor. 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/assistant 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, 337-217-4560 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

SPARK stands for Seeking Purposeful Analytical Realistic Knowledge. It is the program for academically gifted students in Calcasieu Parish. SPARK students attend classes one day a week on another CPSB campus provided by a district SPARK teacher.

REACH stands for Reaching Excellence and Climbing Higher. REACH students attend classes one day a week on another CPSB campus provided by a district REACH teacher. REACH is open to 1<sup>st</sup> grade students identified and tested at the end of the Kindergarten school year. The purpose of REACH is to provide a learning environment for first graders which will inspire, motivate, and challenge children of high potential to achieve the highest degree of success. Calcasieu is currently working on our disproportionally problem of low numbers of minorities in the gifted program and the REACH program is one initiative to address those low numbers.

## Speech

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

## D.A.R.E.

All fifth grade students participate in D.A.R.E. (Drug Abuse Resistance Education). An officer from 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 concludes with a special graduation ceremony for the students and their family members. Participation in D.A.R.E. helps to fulfill a state mandate requiring a certain number of hours of drug education.

## **Physical Education**

The State of Louisiana requires physical education for all elementary students. Our full time coach provides a well-structured program. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation, and effort.

## **Art**

Art instruction helps students with the development of motor skills, language skills, social skills, decision-making, risk-taking, and inventiveness. Art teaches students about color, layout, perspective, and balance: all techniques that are necessary in presentations (visual, digital) of academic work.

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

## **French**

Academically able 4<sup>th</sup> and 5<sup>th</sup> graders will receive instruction in conversational French from a certified French teacher.

## College Oaks Elementary Expectations for All Students

Setting	Be Ready to Learn/Be Prepared	Use Safety	Care for Others	Show Respect & Responsibility
<b>Arrival</b>	Breakfast: enter quietly, place backpack on table, get plate, and sit in the next available seat. Sit - Eat - Go Assigned area: sit quietly	Remain in assigned location until picked up by teacher	Follow rules that are expected at each assigned location	Help others when they need it
<b>Hallway</b>	Face the front; listen for directions	Always walk; keep hands to yourself	Remember your manners	Hallways are <i>Quiet Zones</i>
<b>Playground</b>	Follow directions	Keep hands, feet, and objects to yourself; no horseplaying; stay within playground boundaries	Report all accidents to an adult	Remember to share; no bullying
<b>Cafeteria</b>	Get everything before you need before you leave the line	Sit on your bottoms; keep all food on your plate	Keep voices low; remember your manners	Pick up all trash; keep area clean; remind your classmates of the rules by modeling your awesome behavior
<b>Restrooms</b>	Remember to tuck your shirts; walk to and from restrooms	No horseplaying; wash your hands	Work together to keep the restrooms neat and clean	Be mindful of those waiting in line; respect the privacy of others; remember to flush
<b>School Activities / Assemblies</b>	Listen attentively to presentation; arrive on time for all special events; show attentive posture	Wait for seating and dismissal by an adult	Remain quiet while someone is speaking	Ask appropriate questions of the speakers and of your teacher
<b>Computer Lab</b>	Follow directions; use computers correctly; always use headphones	Keep area free from food and drinks	Remain quiet; raise your hand for assistance	Do your best; always push in your chairs
<b>Dismissal</b>	Remain in a line when walking to assigned area; listen for directions	Walk quietly to your assigned area; stay on your bottom or seated	Remain quiet and listen for names or bus numbers	Help others when they need it

All students are required to adhere to all policies, mandates, and rules set by the Calcasieu Parish School Board and College Oaks Elementary. Most classroom disruptions will be handled by the classroom teacher in accordance with our PBIS guidelines and behavior ladder. In the event that a student's behavior warrant further action, the principal or assistant principal will intervene. All decisions regarding student behavior will be directly aligned with the 2023-2024 CPSB Student Code of Conduct. It is imperative that you refer to your copy of this document.