

Fairview Elementary Parent/Student Handbook 2018-2019



FAIRVIEW ELEMENTARY

3955 Gerstner Memorial Drive. Lake Charles, La. 70607
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School Website: <https://www.cpsb.org/Domain/148>

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Lori Bertrand, Principal.....ext. 5232
Nancy Johnson, Assistant Principal.....ext. 5233
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ACCREDITATION

Fairview Elementary School is accredited by the Southern Association of Colleges and Schools and is also approved by the Louisiana Board of Elementary and Secondary Education.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99

PRINCIPAL'S MESSAGE

Welcome! It is an honor and a privilege for the faculty and staff to serve the students of Fairview Elementary School. Our goal is to create a learning environment where all individuals aspire to achieve excellence. At Fairview, we strive to reach every student so that they may become the best that they can be. Our mission statement is to "Empower Leaders Today for a Greater Tomorrow." We are excited about working with you and your child this school year. I have an open door policy and encourage you to stop by with any questions, concerns, or ideas that you have to better support your child and to grow our school.

Sincerely,
Lori Bertrand

PHILOSOPHY OF FAIRVIEW ELEMENTARY

The faculty and staff at Fairview Elementary believe that we are responsible for providing a high quality educational experience for each and every child. We work toward achieving this environment by following the state mandated standards incorporating teaching strategies and methodologies that will meet the varying learning needs of all children.

We believe that developing each child to meet their fullest potential and instilling a life-long love of learning demands a curriculum that is designed for regular education, special education and exceptional learners to thrive.

We believe that our children need to be prepared to contribute and participate in every-changing local and global community. We provide opportunities for group work, leadership roles, independent work and the sharing of responsibilities through a myriad of school based learning opportunities and our discipline plan.

We believe that a commitment to communication between the home, school and community is vital to the success of our students. We have an open door policy with teachers and administration, active Partners in Education, quarterly parent newsletter, school web site and ongoing parent-teacher conferencing.

We believe that in order to focus on continuous improvement for our students, we must develop ourselves as educators staying abreast of best practices in education.

MISSION STATEMENT

Empowering Leaders
Today for a
Greater Tomorrow!



BELIEF STATEMENTS

- All children can learn: not in the same way and not on the same day.
- Strategies used in teaching must incorporate a variety of learning tasks to meet the needs of the individual student.
- Assessing student learning must be conducted in multiple ways.
- A learning environment where children thrive is enhanced by support from school, home and the community.
- A safe and physically comfortable environment promotes student learning.
- Continuous professional development ensures an effective school program.
- Character education promotes good citizenship in all students.

Fairview Elementary School Objectives

Each child will be offered the opportunity to grow intellectually.

- The staff will emphasize basic skills of English language arts and mathematics, focusing on learning styles and individual differences.
- The students will develop critical thinking, problem solving, research, communication and technological skills.

Each child will be offered the opportunity to enhance his/her physical development.

- The students will participate in and appropriate physical education program.
- The students will develop skills that lead to life-long habits and contribute to physical fitness.
- The staff will present information on substance abuse.
- The staff will be aware of the general physical condition of students and encourage habits for good health.

Each child will be offered the opportunity to grow socially.

- The staff will establish and enforce rules for appropriate social behavior and emphasize experiences that contribute to positive patterns of growth.
- The students will develop an understanding of the rights and responsibilities of living in and contributing to a democratic society.

Each child will be offered the opportunity to grow emotionally.

- The staff will provide an atmosphere of respect for and acceptance of students.
- The staff will work with parents and professionals to ensure the emotional well being of the students.

Each child will be offered the opportunity to grow aesthetically.

- The staff will provide a dynamic cross-curricular visual arts program.
- The students will develop an appreciation for and understanding of the arts through a hands-on art curriculum.

School Counselor

Fairview Elementary is fortunate to have the services of a full-time school counselor. Mrs. Ardie is available to meet with parents and students for consultation. Students may visit the counselor when teacher/principal referral or student/parent request. The counselor's office is open from 8:00a.m. until 3:30 p.m. and is located in room 101. Mrs. Ardie can be contacted by email reynauda.ardie@cpsb.org or by phone 337-217-4490, ext. 5236.

Fairview Title 1 Action Team for Partnership (ATP)

Fairview participates in the ATP Title I program that consists of a team of parents, teachers, staff, and community members. This committee meets to develop, plan and evaluate family activities that will enable communication between home and school that are designed to improve student academic and behavioral performance. If you are interested in working with this team, please call this office and ask to speak with Mrs. Johnson, Assistant Principal.

Partners in Education (PIE)

The Partners in Education Program was developed by the Chamber Southwest and our school board to enhance the quality of education through direct involvement of business and industry. Fairview is fortunate to partner with these businesses: Lake Charles Toyota, Home Furniture, Iberia Bank, Eastridge Baptist Church, and Walmart. Any business that is interested in supporting our work may contact the principal or assistant principal.

Registration Procedures

Students must meet age, immunization and residency requirements for entering school

Age Requirements

- Pre-Kindergarten-must be four on or before Sept. 30 of current school year
- Kindergarten-must be five on or before Sept. 30 of current school year
- First Grade-must be six on or before Sept. 30 of current school year
- Other grades-based on chronological age and records from transfer school

Age Verification

All children, upon entering a Calcasieu Parish school for the first time, are required to present a certified or original copy of their official birth certificate. Children born in Louisiana will be given a fifteen-day grace period to secure a copy. Children born out of the state will be given a thirty-day grace period.

Items Necessary for Registration

In order to register a child, you must obtain a "Permit to Register" through the CPSB Child Welfare and Attendance Office located at 2423 Sixth Street, Lake Charles, LA. 217-4230

- Proof of residence
- Birth certificate
- Immunization records
- Records from transfer school
- Social security number (card)

Immunizations

All students must furnish proof of up-to-date immunizations as required.

Emergency Information

We must have accurate information on file concerning your child. At the beginning of the year each teacher will send home an emergency information card. Please fill it out completely. **Please notify the teacher of any change during the year.**

Legal Custody

When the legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented and kept on file in the school office. **In the absence of legal document, the child will be released to either parent.**

PARENT/VISITOR INFORMATION

Visitor Information

All visitors and volunteers **must sign-in at the office upon arrival** as well as wear a visitor's badge. Parking for visitors is available in the front parking lot.

Student Check In/Out Procedures

Students who are being checked in or out must be accompanied by an adult who is on their emergency card. NO EXCEPTIONS. You will be asked to present an ID that must match the list of adults who have permission to check in/out your child.

Emergency Procedures

Regularly held fire drills and emergency evacuation practices ensure a definite plan of action in case of an emergency. The safety of the children is of utmost concern at all times. In the event of school dismissal due to an emergency, the local media will be informed and parents will be contacted. This underscores the importance of keeping current contact information for your child.

Medication

No medication will be dispensed by school personnel without the proper form (available in the school office). This form must be signed by a doctor and a parent. All medication must be properly labeled with the child's name, physician, and pharmacy, name of medication, dosage, and exact time for administering. Aspirin and other over-the-counter drugs are considered medication and will be handled in the same manner.

Communicable Disease

To ensure the safety and health of all students, any student with a condition that is contagious cannot remain at school.

Illness in School

Any student who runs a fever at school will be sent home in order to protect the health of all children. Students must be free from fever for 24 hours before returning to school. Students will also be sent home for suspicion of pink eye or unidentified rash or skin lesion.

Fairview Elementary Student Handbook 2018-19

ATTENDANCE

Being punctual at the beginning of the day is important. Students arriving at school after 7:50 a.m. must be checked in through the office by a parent or guardian. Tardy minutes add up to missed instructional time. Students receiving 5 tardies are automatically referred to the office of Child Welfare and Attendance.

- Students are tardy if they come in after 7:50 and up until 11:15
- When checking out, a student is counted absent a full day if they leave before 11:15 and stays absent the rest of the day
- Students are counted as absent half a day if they leave between 11:15 and 1:10.

Arrival/Dismissal and Daily Schedule

7:15 a.m.	Doors open and breakfast is served
7:50 a.m.	Tardy Bell Rings-any student who arrives to school after 7:50 must be signed in.
10:30-12:30	Lunch is served
2:55	Bus riders are dismissed
3:00	Walkers, car riders and day care are dismissed

All students must be picked up by 3:30PM. Any students that have not been picked up by 3:30 must be signed out in the front office. At the principal's discretion, your child could be sent to Extended Daycare and a one-time insurance fee and drop-in fee must be paid. The late pick-up steps are as follows:

- 1st & 2nd late pick up- warning
- 3rd late pick-up- CWA Contact
- 4th late pick-up- Warning of TASC Referral
- 5th-7th TASC Referral
- 8th-10th Sherriff's Office Contacted

We highly encourage extended daycare drop-in for days you are unable to pick up your child by 3:30. Extended Daycare packets can be requested in the front office.

Absences

Daily student attendance is essential for academic progress. Personal illness and death in the family are considered excused absences.

TRANSPORTATION

School Board Transportation Department 337-217-4330

Bus Students

Transportation is provided for students who reside further than one mile from the school. Students are under school supervision while on the bus and misbehavior may result in the loss of the privilege of riding the bus. Please refer to La. State Department of Education Bulletin 1191, Responsibilities of Parents/Guardians, given to you by your bus driver. Any discipline problems on the bus will follow the school and district PBIS process and expectations.

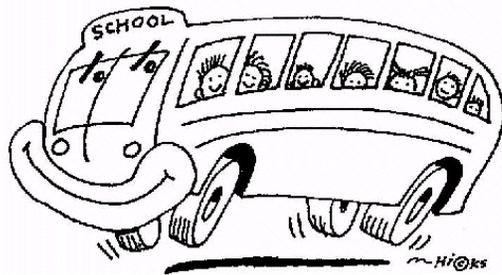
Students who are not eligible to ride the bus daily may not ride the bus to attend parties, scout meeting, etc.

Students are not allowed to ride the bus to a different location or ride a bus that they are not assigned to. Our bus drivers can only drop off and pick up students from their 911 addresses. This is for the safety of all stakeholders (Students, Parents, School Personnel, & Bus Drivers)

Car Rider Students

Car rider students may not arrive on campus before 7:15. A duty teacher will give the signal for the drivers to begin releasing their children. All car riders are dropped off in the back of the school.

Dismissal: Students should be picked up by 3:30pm.



FOOD SERVICES

A hot well-balanced breakfast and lunch is provided for all students at no charge.

Breakfast is served from 7:15 to 7:45. Students arriving after that time will not be served breakfast.

Students may bring their lunch from home. Canned or bottled soft drinks are not allowed. ***CPSB Policy does not allow fast food from local restaurants to be brought in the cafeteria during lunch hours.*

Please contact our Cafeteria Manager, Mrs. Veronica Hughes at 217-4490, ext. 5238, any time with questions you may have regarding meals or the school's food services.

ACADEMIC INFORMATION

Grading

The following grading scale will be used at Fairview Elementary for reading, mathematics, language, spelling, social living, science, and social studies.

A	93-100%	Excellent
B	85-92%	Above average
C	75-84%	Average
D	67-74%	Below Average
F	66-0%	Unsatisfactory

The overall will be determined by the following scale:

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

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

O	Outstanding
S	Satisfactory
N	Not Satisfactory

Any grade followed by "/" indicates that the child is in an altered or modified program such as special education or on a 504 plan.

Banner Roll/Honor Roll

Banner Roll students are those making "A"s in every subject and **"O" in subjects graded with these letters (O, S, N).**

Honor Roll students are those making no grades lower than a "B" and **no lower than satisfactory** in subjects graded with these letters (O, S, N).

Report cards are issued every nine weeks. Additionally, you will receive a report every three weeks about your child's progress.



Supporting Your Child

Home Learning

Home Learning (homework) is an integral part of the learning process to support, enrich, and reinforce those concepts that your child is immersed in daily. It is the student's responsibility to complete their assignments. Your support is crucial. Students who are absent may call the office before 2 p.m. in order to pick up any home learning.

Parent/Teacher Conferences

The Calcasieu Parish School Board requires that teachers meet with parents twice a year to discuss your child's performance and achievement. Please feel free to contact your child's teacher at any time to discuss your child.

On-line Access:

Grades and Attendance:

Student Progress Center: <http://spc.cpsb.org/jpweb/>

Progress towards Accelerated Reader goal:

Accelerated Reader:

<https://hosted203.renlearn.com/703750/HomeConnect/>

EXTENSIONS TO THE CURRICULUM

Special Education

Students who qualify according to state criteria receive help in special education classes. If you feel that your child is in need of these resources, please speak to his/her teacher.

1. **Speech**-Speech classes are available for children who have been diagnosed with a speech, language, voice or fluency problem.
2. **Resource/Self Contained**-Students who have been identified by a Pupil Appraisal Team as disabled according to Bulletin 1508 and are eligible to receive individualized educational programming from our special education teachers in cooperation with the classroom teacher and parent.
3. **SPARK (Seeking Purposeful Analytical Realistic Knowledge)**
The SPARK program is for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher or parent with approval of the School Building Level Committee (SBLC). Students will be given an initial screening to determine if further evaluation for placement is needed.
4. **REACH**
The REACH program (Reaching Excellence and Climbing Higher) is housed at the Lake Charles Boston Academy. 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.

Accelerated Reader

Accelerated Reader is a computer based program which affords students an opportunity to foster and grow a love of reading but test each student's comprehension of a book read. Our librarian provides incentives and celebrations throughout the school year to encourage excellence in reading. AR Home Connect is available online and allows you to receive an email alert when your child has taken a test. Please contact our librarian about details for signing up for this program at 217-4140, ext. 5241.

Art

Fairview is staffed with a full time and very talented art instructor. She has created a discipline-based program designed to enhance education across the curriculum.

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 for twelve weeks immersing your child in anti-drug discussions. Students will "graduate" from the program with a special culminating event.

Dancing Classrooms

This program is offered to fifth grade students during their scheduled PE enrichment. Dancing Classrooms uses a curriculum-based teaching approach to achieve social awareness and build self-esteem. Students are taught the vocabulary of various contemporary social dances in a classroom setting. Each class in the series introduces new steps, reinforcing what has been previously learned through practice and repetition.



Enrichment to Our Curriculum

Library

The school library is home to a rich collection of the best of children's literature. These books are available for check out on a regularly scheduled basis for entire classes and also during open check out times throughout the day. Students receive instruction by our full time librarian on subject specific content as per assigned grade level during their library time.

Physical Education

Each child in grades K-5 will receive instruction from our full time PE coach who addresses Louisiana content standards embedded within rich physical activity designed to promote healthy living choices while fostering an attitude of good sportsmanship.

Response to Intervention (RTI)

At the beginning and middle of the school year, students are screened for academic proficiency. If it is determined that your child needs additional support in any academic area, they will be placed in a flexible RTI group to address academic concerns.

Spanish Enrichment

Students who are academically able will participate in Spanish enrichment this school year. We are fortunate to have a bilingual educator, Mrs. Lacassin on our staff. Students will learn the foundations in speaking Spanish.

SuccessMaker Lab/Waterford Lab

SuccessMaker® and Waterford provide a digitally driven reading and math learning experience that is singularly focused on the needs of each individual student for instruction that is truly and automatically differentiated. We are fortunate to have 2 full time lab managers who monitor

Extra-Curricular Offerings:

4-H

The goal of 4-H is to develop citizenship, leadership, responsibility and life skill of youth through experiential learning programs and a positive youth development approach. The name represents four personal development areas of focus for the organization: head, heart, hands, and health. This club is open to 3rd through 5th grade students.

Kids for Christ

A club that meets once every two weeks. Parents must give permission for participation.

Additional Clubs Coming in the 2018-2019 School Year!!

Community, Parent and School Communication

The mission of Calcasieu Parish Schools and Fairview Elementary is *"to work in partnership with students, families, and the community to ensure that each student acquires the knowledge, skills and core values necessary to achieve personal success and to enrich the community."* The staff at Fairview Elementary provides a quality education for all students and quality community and parental involvement "Empowering Leaders Today for a Greater Tomorrow" with such activities as:

- PreK-5 Meet and Greet before School Starts
- Parent/Teacher conferences
- Take Home Tuesday
- Scrolling Marquee in front of school
- School website: <https://www.cpsb.org/Domain/148>
- School Twitter Account: @FveDolphins
- School messenger
- Parent/Student Handbook
- PBIS incentives
- Family Math and Reading events
- Book Fair
- Pre-K Boo Hoo Breakfast
- Grandparent's Day
- DARE Program for fifth graders
- Dancing Classrooms for fifth graders
- Field Trips

Spanish Instruction for students in Grades 3-5

Community, Parent and School Communication, cont.

- Accelerated Reader
- Partners in Education
- On –site support for Spanish speaking families
- Mardi Gras Parade
- Black History Presentations

Box Tops and Community Coffee Coupons

*We collect box tops and community coffee coupons. Please support FES by sending your box tops and coupons to school. We earn money for these for our school!

Dress Code

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.

Uniforms

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

- **Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeve with collar).** No emblem, logo, decoration or decorative trim is allowed. This is also true for turtlenecks selected to wear in cooler weather.
- **T-shirts (solid white, hunter green, or navy blue may be worn under the uniform shirt.**
- Spirit shirt/club shirt may be worn on day/s determined by administration
- **Shirts must be tucked in at all times.**
- **Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind suit materials, no sweat pants, not stretch pants or leggings or spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip huggers, no side knee pockets, no joggers).** Emblems, logos, or decorations on uniform bottoms are 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 must be worn at all times (2nd-5th graders only). Belt colors include black, brown, navy blue, hunter green or khaki with no emblem, logo or decoration and must be worn with uniform bottoms that have belt loops.**
- **Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki or white with no emblem, logo or decoration. They must cover the ankle and be visible.**

Dress Code, continued.

- Appropriate shoes must be worn. No sandals, flip flops, high heeled shoes, edges, cowboy boots, or boots allowed.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. Colors for classroom outerwear include khaki, navy, white and hunter green. No emblem, logo, or decoration is allowed on the outerwear. **Hoodies are not permitted.**
- Heavy coats wearing during extreme cold weather are not restricted.
- No headwear shall be worn on campus with the exception of knit caps in extreme cold weather.
- **Earrings for boys are unacceptable and deemed unsafe for an elementary learning setting.**

All PreK-12 schools in Calcasieu Parish will strive to achieve full compliance of the Dress Code Policy and should resort to disciplinary measure only when positive measures fail. The intent of this policy is not to prevent any student who is not in uniform from attending school.

Dangerous Weapons update play gun policy

The Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

Failure to report the detention of the student or seizure of a firearm or concealed weapon by a principal or school official to a law enforcement agency within seventy-two (72) hours may result in a misdemeanor offense with a fine of up to \$500 or a sentence of up to 40 hours of community service, or both.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

It is unlawful for a student or non-student to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones which surround all schools and school property.

PBIS-Positive Behavior Intervention Support

School Wide Discipline Plan

The Fairview Elementary Positive Behavior (PBS) discipline plan lists the following five components: (It is expected that all parents will sign their students' behavior contract each night.)

1. List of student's rights and responsibilities
2. Expectations for student behavior
3. Positive reinforcement for student behavior
4. Consequences for inappropriate behavior
5. Conduct grade on progress reports

Component 1: Students' Rights and Responsibilities

- 1) I have the right to be a unique individual and the responsibility to respect the uniqueness of others. This means that not everyone thinks, acts, feels, dresses, looks, or learns the same way.
- 2) I have the right to be treated with compassion and fairness and the responsibility to treat others in the same way. This means that I treat others the way I would like to be treated.
- 3) I have the right to feel safe and the responsibility to help create a hazard free environment. This means that I must know and follow the school rules. These rules will keep me safe and allow me to learn.
- 4) I have the right to express my thoughts and feelings and the responsibility to give other people the opportunity to do the same. This means that I must speak in an appropriate tone and manner and must listen to others speak.
- 5) I have the right to learn and study and the responsibility to respect the rights of others to learn and study. This means that no one has the right to keep me from learning and I am responsible for not keeping my fellow students from learning.

Component 2

School Wide Student Expectations for Behavior (posted throughout the school);

Whole Brain Classroom Rules:

1. Follow Directions Quickly
2. Raise Your Hand for Permission to Speak
3. Raise Your Hand for Permission to Leave Your Seat
4. Make Smart Choices
5. Keep Your Dear Teacher Happy

Cafeteria Expectation

Lather and Rinse
Eat first
Always clean your area

Hallway Expectations

Line up on the dolphins
Everyone face forward
Arms flipped and lips zipped

Recess Expectations

Line up quickly at whistle
Everyone plays
Attention to safety

Dismissal Expectations

Listen for your ride
Everyone is quiet
Assigned area

Restroom Expectations

Listen to monitor
Every toilet flushed
Always wash hands



Component 3

Positive Reinforcement for Behavior

Positive Behavior is reinforced at Fairview Elementary is the driving force to shaping and nurturing Fairview's future leaders. Reinforcement of the positive behavior by children is rewarded both in the classroom by the teacher and at the school level by the PBIS team at quarterly intervals.

Component 4

Consequences for inappropriate behavior

All consequences are compliant with Calcasieu Parish School Board guidelines and protocol. We follow the Code of Conduct for major and minor infractions provided by the Calcasieu Parish School Board.

Component 5

Conduct grades will be given on each student's interim progress report and on the report card. Conduct grades will be recorded as O, S and N and will be calculated by numerical value assignment to color reached each day on student's behavior chart. The accumulation of daily behavior color marking will constitute the grade given.

Policy for Internet and District Network Resources

Introduction

Internet access is available to students, employees and guests in the Calcasieu Parish School System. We are very pleased to bring this access, and we believe that the Internet offers vast, diverse, and unique educational resources to all participants. The Internet is an "electronic highway" connecting billions of computers and individual subscribers all over the world. Our goal in providing this service to students is to enhance innovative education for students. Furthermore, employees and guests will improve learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods and materials.

Terms and Conditions are provided so that Internet users are aware of the responsibilities they will assume when using the CPSB resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. The user's signature on the attached contract is legally binding and indicates that he/she has read the *Terms and Conditions* carefully and agrees to abide by them.

Terms and Conditions

1. Personal Safety and Privacy

- a. Users will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any CPSB webpage. Calcasieu Parish School Board home pages will use district phone numbers and cpsb.org email addresses. Personal photos and work can be published if a signed district release form is on file.
- b. Users will not agree to meet with someone they have met online without appropriate approval. Inappropriate contact should be reported to school authorities immediately.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the network, any computer system or another person's account or files.
- b. Users will not intentionally attempt to disrupt or intentionally disrupt the computer system or alter/destroy data by spreading computer viruses or by any other means.
- c. Users will not engage in any illegal activity, such as, but not limited to, illegal drug activity, fraud, engaging in criminal gang activity or threatening the safety of a person or persons, etc.
- d. Users will not attempt to impersonate another individual or organization using CPSB network or other technology resources for any reason (i.e. "phishing").

3. Security

- a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should users give their password to another person or post the password in written form where it can be easily seen by others.
- b. Users will log off or lock their personal accounts when away from the computer for more than a few moments to prevent unauthorized access.
- c. Users will immediately notify school authorities if they have identified a possible security problem. However, testing or purposely looking for possible security problems may be considered as an illegal attempt to gain access. Any security concerns should be addressed to the CPSB Tech Support Center.

- d. Users will avoid the spread of computer viruses by ensuring that their district computer has up-to-date antivirus software provided by the district. The user may not remove, disable or replace the district antivirus software solution for any reason.
- e. Users will not download and install unnecessary programs from the Internet since most of this installs “spyware” on the computer and hinders the performance of the computer.
- f. Users should be aware that the CPSB network, Internet use and system email is maintained and regularly monitored for inappropriate use. If any misuse is detected by the staff, appropriate disciplinary action will be taken against the person or persons' involved.
- g. Users are not allowed to install software to capture or monitor the computer activity of other users on the network or network traffic. Only authorized CPSB tech support staff is permitted to do this in the course of administering the network.

4. Network

- a. All computers are to be setup and maintained with connection to the CPSB domain for network administration and security. Removing a computer from the CPSB domain without the permission of a CPSB tech support staff member will be considered an act to circumvent district network security and is strictly prohibited.
- b. All wireless devices on the CPSB network will be setup using official CPSB wireless policies. All wireless devices purchased must be equipment approved by the network department. No unauthorized wireless devices will be attached to the CPSB network and doing so will be considered a network security breach and dealt with accordingly.
- c. Non-CPSB devices (i.e. Personal devices) are not eligible to be set up on or use CPSB wireless or wired network resources.
- d. Network bandwidth is a limited resource of which must be conserved to serve all the network needs of the district. Users must understand that the use of rich Internet content (listening to streaming audio, viewing streaming video, etc.) should not be abused where it impacts network use by others/
- e. Important information regarding the CPSB network will be sent out to all employees from time to time during the year addressed from the email account tech.help@cpsb.org. It is the responsibility of all employees to open and read all emails from this account and then act accordingly. Excuses such as not reading or deleting the messages from this account is not acceptable.

5. Inappropriate Content

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory threatening, unprofessional, or disrespectful language in any electronic form using the CPSB network. This includes personal attacks or harassment of another person.
- b. Users will not use the CPSB network to access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional or disrespectful content in any electronic form including audio, images, video and text.
- c. Users will not circumvent district content filters using any means in order to access inappropriate content as listed above.

6. Resource Limits

- a. Users will use the system email, Internet and network resources only for educational and professional development activities. Personal use of these resources is prohibited. This includes using district resources for personal monetary gain such as operating a personal business.
- b. Users will not post or forward email “chain letters”, jokes, or send annoying or unnecessary messages to others.
- c. Users will not use district email to mass email and “spam” any users (internal and external) with unauthorized communications or solicitations.
- d. Users will subscribe to high-quality discussion groups and information feeds that are relevant to educational or professional development activities. Users will not subscribe others to such services without their consent.

7. Access and Use of Materials

- a. Users will not take the ideas or writings of others and present them as if they were their own.
- b. Users will respect copyrighted materials and other intellectual property. Users may not duplicate, copy or distribute electronic resources without the appropriate permissions, documentations or citations.
- c. Users will immediately report to school authorities any website they access with inappropriate content.

8. Consequence of Misuse

- a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges and/or other disciplinary action as deemed appropriate by administration, faculty, and staff.
- b. Users should expect no privacy of the contents of personal files and information on district computers and email on the district system. Message relating to, or in the support of, illegal activities must and will be reported to the authorities.
- c. The Calcasieu Parish School Board allows for the suspension of network services and email for the inappropriate or illegal use of the Internet by students and employees. Other disciplinary action may also be warranted.
- d. Misuse of the system can result in possible legal action and/or prosecution, and will require restitution for the costs associated with system restoration, hardware, or software costs.
- e. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that their system will be uninterrupted or error-free, nor information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Districts' computer systems and networks.



Bulletin 1191

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. A student's behavior on the bus should be no different than in a classroom. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

- 1. Cooperate with the driver; your safety depends on it.**
- 2. Be on time; the bus will NOT wait.**
- 3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.**
- 4. Follow the driver's instruction when loading and unloading.**
- 5. Remain quiet enough not to distract the driver.**
- 6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop. (Written permission requires parent's signature, principal's signature, and permission slip given to the bus driver to be filed on the bus).**
- 7. Remain seated at all times when the bus is in motion.**
- 8. Keep arms, head or other objects inside the bus at all times.**
- 9. Refrain from throwing objects in the bus or out the windows and doors.**
- 10. Use emergency exits only for emergencies, and when instructed to do so.**
- 11. Refrain from eating or drinking on the bus.**
- 12. The following items are not allowed the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus. For additional items see your child's school policy handbook.**
- 13. No glass objects or other objects allowed on the bus if prohibited by state or federal law or local school board policies.**
- 14. No band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat will be permitted on the bus.**
- 15. Refrain from damaging the bus in any way.**
- 16. Remove or secure any drawstrings on clothing or book bags to prevent injury to yourself or others.**
- 17. Be courteous, and safety-conscious. Protect your personal riding privilege, and enjoy the ride.**

STATE OF LOUISIANA DEPARTMENT OF EDUCATION ROLE OF PARENT / GUARDIANS
Bulletin 1191

Parents should be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children.

Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

The Responsibilities of Parents/Guardians are:

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. **Have children ready and at their designated pickup points along the route 5 to 10 minutes before the bus is due to arrive.**
3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Avoid detaining the driver on the route.
6. If a problem arises contact your child's school principal or the Transportation Department. Avoid contacting drivers to change schedules, route assignments, bus stops, etc.
7. Assist the school district in monitoring safe access to passengers by keeping the bus loading and unloading zones free of parked vehicles, trash or debris, and keeping vegetation trimmed, etc.

FEDERAL PROGRAMS

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

NCLB PARENT NOTIFICATION

Parents are to be given timely information about Title I programs and their children's progress, and be involved in their children's education. There are numerous opportunities for family involvement provided through the Title I program through structured activities, volunteering or serving on committees, or just receiving information, resources, or assistance with a specific problem.

Parents may find additional information about the U.S. Department of Education Parent Involvement Resource Centers (PIRC), and information regarding Federal Programs and the State Accountability Program on the Louisiana State Department website at <http://www.louisianaschools.net>

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

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

Louisiana Department of Education Complaint Procedures for the Elementary and Secondary Education Act of 1965

If the Calcasieu Parish School System Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with the *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 349, which is available online at the following website address: <http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc> Parents may also request a copy of this bulletin by calling the Department's toll-free number 1.877.453.2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq.(ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A statement of the violation of requirement of pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

TITLE I

DISTRICT PARENT/FAMILY INVOLVEMENT POLICY CALCASIEU PARISH SCHOOL BOARD (CPSB) 2009/2010

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

The School Board recognizes the importance of the school and home working together as partners in the education of each child as stated in the mission. A district Parent Handbook is printed and distributed to all families in the fall of each year. The Calcasieu Parish Title I Parent/Family Policy encourages the involvement of all families. The district Title I Parent/Family Policy as well as each school's Parent/Family Policy are jointly developed, written and annually reviewed by school staff and parent/family members in order to improve and promote student academic success. These policies incorporate the requirements under the *No Child Left Behind Act of 2001, section 1118 of the Elementary and Secondary Act*. Title I is a major provision of the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *No Child*
Fairview Elementary Student Handbook 2018-19

Left Behind Act of 2001 (NCLB). Title I, Part A –Improving the Academic Achievement of the Disadvantaged provides assistance for students in high-poverty schools. In order to accomplish our mission, the following policies have been developed to ensure parental/family involvement in the CPSB Title I Schools.

PART 1. Division Practices and Expectations

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

CPSB will provide full opportunities, to the extent practicable, for the participation of family members with limited English proficiency, family members with disabilities, and family members

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

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

- *that families play an integral role in assisting their child's learning;*
- *that families are encouraged to be actively involved in their child's education at school;*
- *that families are full partners in their child's education and are included, as appropriate, in decision- making and on advisory committees to assist in the education of their child.*

PART 2. Implementation of CPSB Title I Family Involvement Components

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

PART 3. ADOPTION

This District-wide Family Involvement Policy has been developed jointly with, and agreed on with, family members of children participating in the Title I, Part A programs, as evidenced by meeting agendas at the district and school level. This policy was adopted by Calcasieu Parish Public Schools on April 28, 2009 and will be in effect for the period of one year. CPSB will distribute this policy to all families of participating Title I, Part A, children upon adoption.

Loree L. Smith, Federal Programs Coordinator

Date Title I Family Involvement

2423 6th Street Lake Charles, LA 70601

Phone: 337.217.4170 Ext. 2406 Fax: 337.217.4173

Title IV Safe and Drug Free School & Communities

NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH

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

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

NOTICE OF PROHIBITION OF UNLAWFUL DISCRIMINATION BASED ON SEX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive Federal financial assistance. It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee- to-employee, employee-to-student, student-to- student, and any person to another person or any combination of these relationships are prohibited. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and verbal harassment of a sexual nature are some examples of prohibited conduct. The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student toward another student. Inquiries about or complaints of violation of this policy or of Title IX of the Education Amendments of 1972 may be submitted to:

Title IX Coordinator Calcasieu Parish School Board 3310 Broad
Street

Lake Charles, LA 70615 (337) 217-4170 (Ext. 2409)

or as provided in the Calcasieu Parish School Board complaint and grievance procedures (*Formal Procedure for Sexual Harassment Complaints* and *Formal Procedure for Student-to-Student Sexual Harassment Complaints*), copies of which may be obtained from the Calcasieu Parish School Board's main office at:

3310 Broad Street Lake Charles, LA 70615

(337) 217-4000

Title X McKinney-Vento Homeless

Education of Children and Youth in Homeless Situations

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and/or adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations. Your child will receive a sample of the ***Louisiana Student Residency Questionnaire Form*** in their school's student handbook. If you think you may qualify for the Title X program, please contact your school counselor or the school's Title X contact person.

[Carolyn Toups](#), District Liaison, Title X McKinney-Vento Homeless

2423 6th Street Lake Charles, LA

Phone: 337.217.4170 Ext. 2408 Fax: 337.217.7173