

Oberlin Elementary School

Misty Alexander, Principal
Elizabeth Faulk, Assistant Principal

<http://allenparish9.gabbarhost.com/>

MISSION

Oberlin Elementary's mission is to promote success for all students through the highest quality of teaching and learning.

VISION

Oberlin Elementary, in partnership with the community, is committed to creating a safe, positive, and student centered environment. Our faculty and staff act as supportive facilitators that encourage and enable active student engagement in purposeful and meaningful endeavors which create lifelong learners.

APSB CONTACT INFORMATION REGARDING SPECIAL PROGRAMS

Allen Parish School Board
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Title I, REAP, & Homeless Liaison	Jennifer Manuel	337-639-4620, Ext. 31201
Title II, Title IV	Karen Reed	337-639-4311, Ext. 20258
Title III (LEP), Parent Involvement Coordinator	Clarice Papillion	337-639-4311, Ext. 20254
Title IX, Child Welfare & Attendance	Kent Reed	337-639-4311, Ext. 20240
Special Education & 504 Coordinator	Dr. Scott LeJeune	337-639-4311, Ext. 20247

Equal Education Opportunities

It shall be the policy of the Allen Parish School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of economic status, intellectual ability, marital status, race, color, disability, religion, creed, national origin, age, or sex. Programs offered by schools within the school district shall be open to students in compliance with statutory and judicial requirements. The Superintendent or designee shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Grievance procedures to provide for prompt and equitable resolution of student complaints shall be the same as those used for employees.

Rights of Parents and Students

(Section 99.7 of the Family Educational Rights and Privacy Act)

Parents and students currently in attendance have the following rights under FERPA:

1. To inspect and review the student's education records;
2. To seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and section 99.31 authorize disclosure without consent; and
4. To file with the Department a complaint under sections 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the act and this part.

Procedures for Review of Records

1. The educational agency will comply with a verbal or written request, by the parent, or student, to have access to records within a reasonable period of time, but not more than 45 days after receipt of the request.
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the educational agency will provide the parent or student with a copy of the records, requested or make other arrangements for the parent or student to inspect and review the records.
3. No education records shall be destroyed if there is an outstanding request to inspect and review the records.

Procedures for Requesting Amendment of Records

1. The parent or eligible student may request the educational agency to amend the records if they believe the records contain information to be inaccurate, misleading, or is in violation of the student's rights of privacy.
2. The educational agency shall decide whether to amend the record as requested within a reasonable time after receiving the request.
3. If the educational agency decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing under Section 99.21.

The educational agency will comply with the disclosing of educational records according to section 99.31 as outlined in the Allen Parish School Board Policy Manual.

Homelessness (Rights of Children & Youth)

The Federal McKinney-Vento Homeless Assistance Act states that children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless. If, due to a loss of housing, a child must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings, or doubled-up with relatives or friends, then he/she is eligible to receive services provided under the McKinney-Vento Act.

The McKinney-Vento Education for Homeless Children and Youth 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.

Homeless children and youth must have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment.

Homeless & Highly Mobile Students have the Right to:

- Immediate enrollment

- Continue at the same school if transportation is feasible

- Attend special programs and services as all other students
- **LEP – PARENT NOTIFICATION** [Section 1112(G)]
- Upon registering in the Allen Parish Public School System, all students whose parents have indicated on the Home Language Survey that a language other than English is spoken in the home will be assessed using the Language Assessment Scale.
- 1. Based on assessment results, parents will be informed in a manner in which they can understand of their child's eligibility in a language instructional educational program. The methods of informing parents may include a written letter in the parent's native language, a phone conversation through an interpreter, or a home visit. This information will include:
 - •student's assessment information;
 - •status of academic achievement;
 - •methods of instruction to be used in the program;
 - •how the program will help the child learn English;
 - •how the program will meet academic achievement;
 - •standards for a grade promotion and graduation;
 - •specific exit requirements from the program;
 - •expected rate of graduation for LEP high school students; and
 - •parents right to decline such language services.
- 2. At the completion of each school year, parents of LEP students will be notified in one of the methods previously noted of their child's progress in the language educational program.
- 3. Take-home activities will be provided to parents of LEP students as a means of assisting parents in working with their child to attain English proficiency and meet challenging state academic standards.

Family Involvement Policy for the District

Every district that receives Title I funds must have a Title I Plan (Section 1112) including a parent involvement policy (Section 1118). Schools implementing Title I school wide programs (Section 1114) must develop or amend their comprehensive plan for reforming the total instructional program in the school. School implementing targeted assistance programs must develop plans to address the academic achievement needs to identified students (Section 1115).

Each local education agency plan shall be developed in consultation with teachers, principals, and administrators (including administrators of programs described in other parts of Title I), and other appropriate school personnel, and with parents of children in schools served under this part. Each LEA shall develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy that is incorporated into the LEA's plan. As a component of the school level parental involvement policy, each Title I school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve.

The Title I Director maintains a copy of this plan at the Title I Office and keeps it on hand for monitoring purposes. The District Family Advisory Committee reviewed and revised the current plan on October 20, 2010. The new plan was issued to each school to disseminate to parents after that date.

Family Involvement Policy for Oberlin Elementary

Standard I: Communicating with Parents / Families: Oberlin Elementary School will communicate regularly with parents about curriculum, instruction, assessment, staff development, school programs and student progress through various school-to-home, home-to-school and school-to-community methods. An emphasis will be made to communicate effectively with those parents who have limited proficiency in English or literacy challenges.

Standard II: Parenting Skills: Oberlin Elementary will provide opportunities for families to enrich their understanding of their parenting and child-rearing skills, so they may strengthen the home conditions that support children at each age and grade level. Our school will host flexible meetings to encourage parents to attend. We will also train our faculty & staff to work effectively with diverse families.

Standard III: Student Learning / Learning at Home: Oberlin Elementary will promote parent involvement in learning activities at home including homework and other curriculum-related activities appropriate to the grade and development of the student.

Standard IV: Volunteering: Oberlin Elementary will recruit, train, and recognize family and community volunteers. We will also afford opportunities for families and community members to participate from home, the workplace, and other community sites.

Standard V: Collaborating with Community: Oberlin Elementary School believes that education is the shared responsibility of students, families, school, and community. We also believe the academic achievement and success of our students is embedded in the partnerships developed among stakeholders in the school community.

Standard VI: School Decision Making and Advocacy: Oberlin Elementary believes in involving parents in all aspects of its school programs. Parent representatives provide valuable input to assist in planning goals and objectives for school improvement, safety, and Title I Programs.

Mandatory Reporting of Suspected Abuse

Oberlin Elementary School and the APSB pursue a vigilant policy against child abuse, whether sexual, physical, or psychological. They not only seek to prevent such abuse from occurring in the school environment, but also encourage school personnel to be vigilant for evidence of abuse against any of the children with whom they come in contact. Therefore, OBES is a mandatory-reporting agency required by law to report to OCS suspected child abuse or neglect.

No Child Left Behind Act of 2001

The Allen Parish School Board is an equal opportunity employer who seeks to employ qualified and certified teachers. In compliance with Public Law 107-110, the No Child Left Behind Act of 2001, local education agencies are required to notify parents of their right to request information regarding the professional qualifications of teachers and paraprofessionals that provide services to their children. Parents of *all* children in *all* Title I schools have the right to request timely information on the professional qualifications of these employees.

Attendance Regulations

1. All students in grades kindergarten through sixth grade are expected to be in attendance a minimum of 167 days (60,120 minutes) a school year in order to be eligible to receive credit for courses taken.
2. To be considered in attendance for a whole day a student must be present for more than 50% of the student's instructional day. To be considered in attendance for ½ day a student must be present for more than 25% of the student's instructional day.
3. Written notification will be sent to a student's parent when the child has 3 unexcused absences or tardies. Further notification will be sent at 10, 15, and 20 days. The District Attorney's office is notified after the 3rd unexcused absence, tardy, or early check out.
4. All excuses, including original doctor/dentist verification, for a student's absence must be presented to the school within **five (5) days** of the student's return to school to be considered for extenuating circumstances.
5. Any student missing more than 12 days during the school year may be retained. **Excused absences with a note from a doctor will be considered for SBLC promotion/retention.**
6. Excuses for illness that are written by the parents will allow the student to make-up work, but the absence will count toward the 12 day absence limit.

Tardy Students

School takes in promptly at 7:45 AM. Many times the opening of a lesson occurs during the first 10 minutes of the day. When a student has missed this part it becomes difficult to comprehend the lesson. Teachers cannot go back and re-teach this part of the lesson for each late arrival. **Excessive tardies will be submitted to the District Attorney's office.**

Absences Due to Suspension

In-School Suspensions: Students in in-school suspension are allowed to do their class work. Students will earn a maximum of 70% of the grade earned on work completed in in-school suspension. If students do not behave or fail to complete assigned work while in ISS, an additional behavioral consequence will be added.

Out of School Suspensions: A pupil who is suspended for ten days or fewer shall be assigned school work missed while he/she is suspended and shall receive 50% credit for such work if it is completed satisfactorily and timely as determined by the principal or his designee, upon the recommendation of the pupil's teacher.

Dress Code

Students at Oberlin Elementary School shall be required to wear uniforms that are in GOOD SHAPE with **no holes or rips** to class. Parents/guardians shall be responsible for purchasing uniforms. Uniforms shall be worn as follows:

BOYS' DRESS CODE:

Uniform original khaki pants, khaki shorts but **not more than 4 inches** above the knee with uniform t-shirt (**OBES Beta and 4-H t-shirts can be worn as a uniform t-shirt**). (**White crew neck t-shirts ONLY** may be worn under uniform t-shirt). NO cut-off shorts are allowed. Shorts **MUST** have a hem. Shirts must be tucked in!

GIRLS' DRESS CODE:

Uniform original khaki pants, khaki skirts, shorts, jumpers with uniform t-shirt (**OBES Beta and 4-H t-shirts can be worn as a uniform t-shirt**), capri pants, or skorts with uniform t-shirt (with shorts, skorts, jumpers, skirts **not more than 4 inches** above the knee). NO cut-off shorts are allowed. Shorts **MUST** have a hem. Shirts must be tucked in!

Guidelines for Boys and Girls:

- Socks for the girls and boys should be solid colors of white or original khaki. Girls may wear stockings in colors appropriate for school and leggings are not to be worn.
- Belts should be brown or black. Belts will be required for those pants with belt loops. Elastic waistbands are permissible without a belt.
- **NO** oversized clothing will be allowed; pants must fit at the waist. **NO** "low riders", sweatpants, yoga pants, or carpenter/cargo pants will be allowed.
- See-through or revealing garments are not acceptable attire.
- Shirts must be long enough to cover the waist (front, back, and sides while standing).
- White or gray long-sleeved shirts can be worn under the uniform t-shirt. Oberlin Elementary logoed sweatshirts, long-sleeved or hoodies will be allowed during the cooler weather as part of the uniform. **ONLY Oberlin Elementary School hoodies will be allowed to be worn.. Uniform tshirts must be worn under hoodies and jackets. HOODS ARE NOT ALLOWED TO BE WORN IN THE BUILDING.**
- Any jacket worn inside the building must be **unbuttoned or unzipped** completely.
- Appropriate shoes, such as leather or canvas tennis shoes, loafers, sandals, and crocs are acceptable. Flip flops and rubber boots are not allowed. Socks must be worn. **All shoes worn must have a back.**
- Coats already purchased can be used this year, but please consider solid navy, brown, or tan in the future. Jackets must be unzipped in the building.
- **Prohibited items** include bandannas, hair rollers, hair feathers, psychedelic hair color, and earrings for boys, lines, letters or designs shaved in the head, and non-prescription contact lenses. Sunglasses, nose rings, visible body piercing, hair beads, excessive hair clips, and excessive jewelry. Excessive makeup, painted faces, and inappropriate tattoos. Fake or sculptured nails are discouraged.
- Male students are not allowed to wear earrings covered or uncovered. An object in any body piercing is prohibited.
- **Girls:** Hair should be neat, combed, and uncovered. **Boys:** Hair should be neat, combed, and uncovered. It is also to be styled so that the hair is kept above the eyes, the ear lobes are left uncovered, and cut with hair no longer than chin length in back (not pinned up). **No mohawks and/or designs will be allowed.** An afro cut is not to exceed three inches from the scalp and, with such a haircut the ears should be visible from the rear.
- When the principal has authorized a student to wear something other than the approved school uniform, he or she may do so. This information will be communicated to the parent in writing. **Friday will also be considered jean (or jean shorts) day with an Oberlin Elementary or High School spirit shirt or purple/gold/tigers shirt for those students in PreK-2 who have 2 or less infractions for the entire week (Friday-Thursday) and ZERO notes for the entire week (Friday-Thursday) in grades 3-6.**

Student Progress Center

The Parent Command Center is an online web site that allows parents and guardians of students in our public school system to view their child's attendance, grades, progress reports, discipline records, and transcripts (high school only). The PSN number required to register is the last 5 digits of your child's social security number. Contact the school with questions or if assistance is needed. **Website:** <https://pcc.allen.k12.la.us>

Progress Reports

Progress reports will be sent the 3rd week of every six-weeks. Progress reports will be signed by the parents/guardians and returned the following day. Please refer to the Pupil Progression Plan sent home with your child's first report card for the specific points your child must attain in order to pass for the year.

Report Cards

Report cards will be issued every six-weeks for grades 1-6 and every nine weeks for Pre-K and K. Report cards are to be signed by a parent/guardian and returned promptly to the homeroom teacher. A copy of the report card will be given to your child after the original has been returned for you to keep. ***Report cards are held for unpaid textbooks, library or school fee.***

Pre-Kindergarten Program

Pre-K classes are offered to those who are four years of age on or before September 30th. The focus of the Pre-K program is to prepare the children for the more formal education they will begin receiving in kindergarten. Pre-K allows the student to learn valuable social skills as well as to begin establishing early foundations for future learning. Students are screened to determine eligibility for the program and must live in the OBES school district; no exceptions.

Awards Program

The Academic Pep Rally will be our awards program. The purpose of the program is to celebrate the success of our students and showcase their talents. We hope that your child will strive for excellence throughout the school year to earn awards given at the academic pep rally.

Parent-Teacher Conferences

You are encouraged to keep in contact with your child's teacher in order to monitor your child's progress during the school term. You may schedule a conference with a teacher by calling the school to have a time set for the conference. Each teacher has a block of time set aside each day in which they can have conferences. All conferences should be scheduled during this time period. Teachers can not miss instructional time for conferences. Note: **A conference will be required for students who receive D's or F's at the 3 and 6 weeks period.**

Pupil Progression

Each grade level has set criteria that must be met before a student can be promoted to the next grade. This is called the Pupil Progression Plan. This plan is written by the parish and approved by the state. Pupil progression plans are sent home with the student's first six weeks report card. Parents, it is very important that you carefully study and understand these plans. The plans give you the exact information as to what your child must do in order for promotion to occur. Pupil progression plans must be signed and returned to the school.

Discipline Plan

Oberlin Elementary School will continue to implement school-wide positive behavior intervention support (PBIS). Our purpose is to increase instructional time through the development of effective, proactive interventions that will result in a reduction of inappropriate behaviors by students and staff. Students in grades PreK-2 receiving a total of three (4) minor behavior infractions in a period of one day, or an accumulation of eight (8) in a week, or accumulation of twelve (12) during a six weeks will be referred to the office. Students in grades 3-6, during the six weeks, upon accumulating (3) minor infractions will receive a phone call home and will be referred to the office upon accumulating 6, 9, 12 or more minor infraction notes. Note: Students will be immediately sent to the office for a major behavior infraction.

PreK-6th grade students with an office referral during the six weeks of a field trip will not be allowed to attend. PreK – 6th grade students with an office referral and/or met said expectations per 6 weeks on minor infraction charts will not be allowed to attend end of the six weeks PBIS celebrations.

At the beginning of each six weeks, each student in grades K-2 will be assigned a 100 point behavior grade. During the six weeks, 1 point will be deducted for each infraction that is assigned to the student. There will be an automatic ten point deduction for any student in K-2 who receives a major office referral. **The behavior grade will be used to determine honor/banner roll for grades K-2.**

Minor Infractions

Minor behavior infractions will be posted in the WEBPAMS (K-4 will also post in calendar or planner) and should be signed by the parent/guardian daily. Minor Behaviors are defined as brief or low intensity failure to respond to adult requests:

1. Keep, hands, feet, and object to self
2. Enter and leave building quietly (enter the building silently and walking)
3. Leaving assigned areas or not reporting to area
4. Uniform violation
5. Not having class materials
6. Bringing unnecessary objects to class (straws, food, gum, sunflower seeds, cell phones, and all other electronic devices, etc. }
7. Disrespect (non-verbal gestures, inappropriate comments toward staff member or student)
8. Willful disobedience (refusal or failure to follow directions)
9. Disrupting (causing continued interruptions to instruction or any school activity)
10. Writing notes (containing low intensity content)
11. Fighting (horseplay, pushing, and shoving)

Major Infractions

Major Behaviors are defined as a discipline incident of such severity that it warrants administrative intervention. Major behavior infractions may result in corporal punishment, in-school or out of school suspension, and/or expulsion according to the policy guidelines established by the Allen Parish School Board.

1. Drawing obscene pictures
2. Use of profane language directed toward an employee & students
3. Sexual harassment (written, verbal, or gestures)
4. Stealing
5. Possessing drugs, alcohol, tobacco or weapons
6. Fighting (slapping, punching with fist, kicking, scratching, body slamming & pulling hair)
7. Bullying
8. Property/Vandalism (student participates in an activity that results in substantial destruction or disfigurement of property, pupil/parents are to pay cost of repairs/replacement)
9. Forgery
10. False Alarms (fire, bomb)
11. Inappropriate displays of affection
12. Disrespect (Verbal aggression towards staff member or student; talking back, lying, use of scornful or mocking voice and/or gestures toward staff member or student)

Consequences

Pre-K—2nd

White - Great behavior day!

Yellow - 1 to 2 infractions and written parent contact

Purple - 3 or more infractions or office visit and parent phone call

4 infractions in one day or a major infraction = office visit

Parents are required to sign the planner/calendar/folder daily. When students earn all WHITES (K-2) in one month and have a parent signature daily, the student will earn a free dress down on the first Monday of each month.

Consequences

3rd-6th Grade

- 1 Minor infraction note - Loss of privilege
- 2 Minor infraction notes (in a day) --- Loss of privilege
- 3 Minor infraction notes (in a day) --- Phone call home
- 6 Minor infraction notes (per 6 weeks) --- Conference and Detention
- 9 Minor infraction notes (per 6 weeks) --- 1 day ISS
- 12 Minor infraction notes (per 6 weeks) --- 2 days of ISS or 1 day of OSS

Possession of Electronic Telecommunication Devices and other Prohibited articles including **Cell Phones;**

1st offense - \$5.00 fine or 5 days held

2nd offense - \$5.00 fine or 5 days held

3rd offense - \$5.00 fine or 5 days held

4th offense - \$5.00 fine and 1 day ISS

***Violations involving another person's cell phone may be 3 days of ISS.**

All cell phone violations include being visible, on their person, and/or in use during the school day from 7:00am-3:10pm. All students will leave their cell phones/electronic devices at home or in their backpack TURNED OFF.

Safe & Drug- Free Schools and Communities

The Allen Parish School Board is dedicated to providing a drug-free learning environment for the students attending schools in the district. Each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substances as defined by state statutes, unless dispensed by a licensed physician as allowed by law. Any student found in violation of the above shall be suspended and/or recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. Any student who distributes sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law and Allen Parish School Board policy.

The Allen Parish School Board has designated an area within 1,000 feet of any property used for school purposes by any school or on a school bus as DRUG-FREE and FIREARM-FREE ZONES. It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances or possess a firearm as defined by statute within these zones.

Articles Prohibited At School

State law prohibits all types of weapons, firearms, alcohol, drugs, tobacco, cigarette lighters, matches, and fireworks on school property. No cell phones or pagers are permitted. Toys, unless approved by the teacher, are also prohibited. Radios, cell phones, IPODS, iPADS, CD players, headphones, and video games are not to be brought to school unless special permission has been granted in writing. These items if brought to school will be confiscated and held in the office for the parent.

Transportation

All changes made to the student's usual transportation home must be made in writing by the parent/guardian and approved by the office. **NO transportation changes will be done after 2PM or by telephone requests.**

Parents may fax or deliver notes for emergency changes.

Buses

Buses are considered to be a moveable classroom. The same rules of behavior that are applicable at school are also applicable to the school bus. Students misbehaving on a school bus and endangering the lives of others may result in the student being suspended from riding the bus. Students must be prompt in reporting to their designated pick-up points. **No students will be allowed to ride a different bus without a written /signed note from a parent/guardian.**

These bus changes are highly discouraged due to overcrowding on some of the buses. Only in emergency situations will such changes be allowed. Changes for social reasons are not permitted. Any change of bus notice must be initialed by teacher.

School Bus Rules

1. Remain quiet so that the driver is not distracted. Use inside voices only; **NO YELLING OR SCREAMING.**
2. Do not talk to the bus driver while the bus is in motion, unless it is absolutely necessary. Do not talk while bus is being loaded or unloaded. Students must wait until it is safe to talk.
3. Show due consideration for the bus driver and his/her problems.
4. Students must remain seated at all times while bus is in motion and until bus comes to a complete stop at drop off point or at school.
5. Do not damage the bus in any way. If damage is done, you will be responsible for repair cost.
6. Be orderly in the bus at all times.
7. Keep your feet off the seats.
8. No sharp objects allowed on the bus.
9. Do not extend arms or other parts of your body out through windows.
10. Do not extend any objects through windows.
11. Leave windows alone unless instructed otherwise by the bus driver.
12. Do not throw objects while on the bus, nor out the windows.
13. The aisle entrance and exit must be clear at all times. No feet, legs, or any other objects out in the aisle at all times. The driver must be able to see out of the bottom back glass of the emergency door.
14. Do not eat, drink, chew gum, use tobacco in any form, use alcohol or other drugs.
15. Do not use profanity.
16. Respect pedestrians and other motorists at all times.
17. Report to the bus driver as you leave anything that is unsafe, harmful, obscene, offensive, or in need of repairs.
18. **Do not talk at all** when the bus is near or crossing a railroad crossing.
19. Be courteous, polite and considerate of other people at all times.
20. Avoid touching any mechanical controls, including entrance and emergency doors, except in cases of emergency, and then only in accordance with emergency procedures as explained by the driver.
21. Cooperate with the bus driver when he/she asks you to do something.
22. Act on the school bus, as you should in the classroom.
23. Do not ask the driver to permit you to get off the bus at any place other than your designated stop unless properly authorized to do so.
24. No glass containers, white-out, or balloons of any kind.
25. All pencils, pens, staples, glue, colors, and markers should be kept in the backpack.
26. No eating or drinking allowed on bus.
27. No use of cell phones on bus.
28. Books and bags must be kept in lap. Pens, pencils, markers, and any other objects must be kept in book bag.
29. Students must sit in assigned seat. Seating assignments can only be changed by bus driver.
30. **NO TALKING** WHEN BUS IS AT INTERSECTIONS OR HIGHWAY or RAILROAD CROSSINGS.

****Any student not in compliance of these rules will be removed from the bus. Remember it is a privilege to ride the bus to and from school.**

Cafeteria

The cafeteria is the same as a classroom. **Cafeteria expectations** include eat in a timely manner, chew with your mouth closed, keep hands to self, wash hands, leave your area clean, push in chairs when done, eat a balanced meal, stay seated, use good table manners, and talk softly to neighbors.

Please note that students, who are on a restricted diet and may not have milk, must have a note from a physician stating the nature of the problem and the fact that juice must be substituted. ***The student must be evaluated yearly. Previous doctor's notes will not apply.***

Oberlin Elementary is eligible for the Community Eligibility Provision (CEP) therefore all students in grades Pre-K – 6th grade will receive FREE breakfast and lunch during the 2018-19 school year.

Parent/Guardian Custody

If for some reason your child is not to leave school with certain family members, you must provide the school with a copy of a **legal document** showing that this person has been denied custody of the child. Anytime a child is to leave school with anyone other than an immediate family member we must have a signed note from a parent/guardian granting permission for this person to pick up the child.

Early Dismissal

There are occasions that school must dismiss early without prior knowledge on the part of parents. This could be due to severe weather or any of several other reasons. Please have a plan established with your child as to what they should

do in this type of situation. **Also make sure that you supply the school with a working phone number where you or a family member can be contacted. Please notify us immediately of any changes in telephone numbers including cell numbers.**

State Mandated Testing

In an attempt to improve the quality of public education throughout the state, Louisiana has implemented a high stakes testing policy. This policy centers on a new and more challenging curriculum and testing program. Grades 3-6 will take the Louisiana statewide assessment in the spring semester. These tests are very challenging and require a yearlong effort to prepare for good scores. The results of these tests are used to compute a school score.

Accelerated Reader Program

Accelerated Reader is a computerized reading program that encourages students to read by awarding them points for passing a comprehension test on the books they have read. Students check out AR Books from the library and after reading them they take a test on the book from their classroom computer. Students will be able to earn points toward prizes and incentives that will be given periodically during the year. The top AR point earners will be recognized at the academic pep rally. Other incentives and rewards may be offered by the librarian.

Title I

Title I, Part A - Improving Basic Programs Operated by Local Education Agencies (LEA) is a non-discriminatory, federally funded program that provides supplemental funding to state and LEAs for resources to help schools with high concentrations of students from low-income families provide a high-quality education that will enable all children to meet the state's student performance standards. This program provides services for millions of our nation's children. Title I, Part A supports schools in implementing either a school-wide program or a targeted assistance program. These programs must use effective methods and instructional strategies that are grounded in scientifically based research. More recent changes in the law request added parent participation in the planning and evaluation of Title I, as well as the development of the District plans.

Special Education

Special Education services are provided to students who qualify for the services. Students in special education receive individualized instruction. Depending on the student's classification they may receive other related services such as Speech, Adaptive PE, physical therapy or occupational therapy. Both parents and teachers can refer students for screening if they suspect special services are needed. Once a child is referred and parental consent is given the child is tested by the parish Pupil Appraisal Team. The results of this testing procedure determine the child's eligibility for special services. Special Education students will participate in the general curriculum as each individual case allows. Speech therapy is also available to those students with needs in this area. A certified Speech Therapist is housed at our school. Students must be screened to qualify for these services as well. There is also a Pre-K program available for special needs three and four-year olds. Qualifying for this program requires a screening process similar to the other special education program.

Students that are highly advanced in their intellectual abilities may qualify for the gifted program. These students go through the same referral and screening process as special needs students.

Section 504

Section 504 is part of a federal law passed to ensure that all students receive an appropriate education. Students that are classified as 504 receive certain accommodations and modifications within the regular classroom. These students do not go to special classes or receive special services. 504 students go through a local school level screening process to determine eligibility. Parental permission is required for the screening process. Students are usually referred for 504 screening because they are having some type of academic difficulty within the classroom. These difficulties are often the result of some medical or physical condition. 504 is not a part of special education.

Title IX Compliance, Gender Equity Policy

Title IX of the Educational Amendments of 1972 is the landmark legislation that bans sex discrimination in schools, whether it be in academics or athletics. Title IX states:

"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

** Most people who know about Title IX think it applies only to sports, but athletics is only one of 10 key areas addressed by the law. These areas are: Access to Higher Education, Career Education, Education for Pregnant and Parenting Students, Employment, Learning Environment, Math and Science, Sexual Harassment, Standardized Testing and Technology.*

Medical Information

Immunizations:

By the time your child enters Kindergarten, he must have the following immunizations:

DTP At least 4 injections with the last on/after 4th birthday

HBV Series of 3 injections

MMR Series of 2 doses with the first dose at 12 months

Polio Series of 3 doses with the last dose on/after 4th birthday

Varicella 2 doses, at least 30 days apart

The school must have a valid record, dated, and stamped with the stamp of the health unit or with a doctor's signature.

Illnesses

Teachers refer students to the school nurse when they note a physical condition or symptom that needs assessment, or when the student has a physical complaint. When the school nurse determines that this student needs to go home, she will contact a parent or relative. It is extremely important that the school have a minimum of two names and current phone numbers to contact in case of an emergency. **Parents must notify the school immediately if those phone numbers change during the year.**

Students who have symptoms resembling contagious conditions such as chicken pox, scabies, impetigo (Indian fire), ringworm, or strep throat will be sent home and referred to their physician for evaluation and treatment. The school nurse needs to know about any medical condition that could affect a student's performance in school. This includes chronic illnesses such as asthma, diabetes, epilepsy, or heart conditions.

Medications in School

School personnel do not give medications (including antibiotics and over-the-counter drugs) at school. Parents are responsible for administering these medications during school hours. Acutely ill students should be sent home. Students convalescing from acute illnesses should remain at home until the need for medication no longer exists. **Students are not allowed to have any drugs in their possession on school grounds or on school buses.** Sometimes special circumstances exist for a health problem that can be expected to be of long duration. When such a condition exists, the student must comply with the following regulations to have medications administered at school:

1. An "Administration of Medication" form must be completed and signed by the student's physician and the student's parent/guardian. (This form can be picked up at the front office.)
2. The medication must be brought to school in a container appropriately labeled by the pharmacist and transported to the school by a responsible adult.
3. Medications shall be stored in a locked drawer or compartment in the front office, or in an alternate locked location at the principal's discretion.
4. Each dose of medication given must be recorded on a medication log. Parents are reminded that the school nurse cannot be present at each school to administer medication. The principal will designate persons responsible for the administration of medication.

Lice Control Policy

1. **Any student found to have positive evidence of head lice, either live lice or lice eggs (nits), shall be excluded from school. Siblings are also excluded when no evidence is present for shampoo and change of clothing.**
2. The student shall be excluded from school until he/she has been treated with a medicated shampoo that kills lice and until all nits have been removed from the hair.
3. **His/her parent or responsible adult must accompany any student who has been excluded from school because of lice infestation when he/she returns to school.**
4. School personnel shall be responsible for checking the student to be sure that he/she is free of nits before a child may return to the classroom. If the student is not free of nits, he/she shall be returned home by the adult who brought him/her back to school.
5. Detailed instructions are available at the school for eradication of head lice. All steps must be completed to break the re-infestation cycle. Cooperation in reporting cases is recommended to prevent full-blown infestation.
6. **A student infested with lice will be granted a maximum of three days of excused absences. All absences over three days will be marked as unexcused.**

Vision and Hearing Screening Programs

The school nurse will check for vision and hearing problems for students in Kindergarten and odd grades each year. Those who fail are referred for further evaluation to a doctor of his/her choice. The expense of this doctor's visit must be borne privately.

Sexual Harassment Policy

The School Board recognizes that harassment on the basis of sex is a violation of state and federal law. The Board, therefore, will not tolerate any sexual harassment on the part of any employee towards another employee or a student within the workplace. Conduct in violation of this prohibition shall result in disciplinary measures, up to and including dismissal.

Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of any individual's employment/education.
2. Submission to or rejection of such conduct by an individual if used as a basis for employment/education decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/education or creating an intimidating, hostile, or offensive working/educational environment.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them.

It is recognized that instances occur within the school system involving individuals and personalities and these matters are best handled informally. In the event that an individual believes such instances require a remedy or that there is a basis for a complaint, the individual shall first discuss the issue with the individual's PRINCIPAL or IMMEDIATE SUPERVISOR. Should no resolution occur to the satisfaction of the individual after five (5) days, a formal complaint may be filed with the APSB.

Guidelines for Use of Metal Detectors

Allen Parish Schools

Pursuant to R.S. 17:416.1, RS 17:81(L)

POLICY:

The Allen Parish School Board, to help ensure the safety of its students and employees, has approved the use of metal detectors in schools. Strict guidelines will be followed to ensure that searches conducted with metal detectors are lawful, unbiased, and respectful of the right of privacy.

PURPOSE:

School systems in Louisiana are faced with ever-increasing violence and the use of weapons on or adjacent to school campuses and at after-school social functions. In this connection, it is generally believed that a so-called "wand" metal detector could prove useful as a deterrent when utilized in a publicized random search program. The purpose of these guidelines is to deter students from bringing weapons onto school property, thus reducing the potential for violent incidents.

NOTIFICATION:

1. Signs shall be posed outside entrances to School Board facilities in order to provide notice to all persons that they are subject to search as a condition of entry.
2. The parent or guardian of every student shall be notified that random searches will be conducted.
3. Attempt to notify parents after a personal search of a student is conducted due to reasonable suspicion that the student had a weapon, illegal drugs, or other contraband in their possession. This does not apply to random searches.

USE OF METAL DETECTORS:

Only those administrators or their designees who have been trained and certified in the use of metal detectors are allowed to make searches.

The search plan will be as follows:

RANDOM SEARCHES

1. Search students at random as they enter school, enter the cafeteria, and leave school, search all or every third, fourth, or fifth student.
2. Select at random an entire class to search upon entering and/or leaving the classroom.

INDIVIDUAL SEARCHES

A principal or his/her designee may search the person of a student or individual with or without a metal detector when the administrator has reasonable suspicion that the student or individual has in possession a weapon, illegal drugs, or other contraband.

DETECTOR SEARCH PROCEDURE

When conducting a detector search of a student or individual, the administrator shall request that all metal objects be removed from pockets and placed on a tray, along with any bags or parcels being carried. If the detector activates on the individual, the administrator conducting the

search shall request that any remaining metal objects be removed. If the detector activates again, the individual should be taken to a private area and personally searched by a search team member of the same sex. A witness of the same sex should be present during this portion of the procedure. Full strip searches are to be avoided. Once the object causing the metal detector to activate has been removed, the individual shall be searched again with the metal detector, and the search will continue only if the detector activates again. A physical exam will be made of all bags and parcels belonging to the individual.

DISCOVERY OF CONTRABAND:

Should an individual be found in possession of contraband (such as weapons, illegal drugs, or other prohibited objects), the search team member shall notify the appropriate school official and/or law enforcement officer. The law enforcement officer shall take custody of all weapons and illegal drugs. The administrator should attempt to notify parents of a student when a discovery of contraband has been made. At this time, the Allen Parish School Board is notified and the child will be suspended indefinitely pending a possible expulsion.

RETURN OF PROPERTY:

All property removed from an individual that is not prohibited by School Board policy shall be returned to the individual upon completion of the search.

SCHOOL GROUNDS:

Following completion of a search of students, the search team should conduct a perimeter search of the school grounds for weapons or other contraband.

STUDENT ACCESS OF AUTOMOBILES:

During the school day students shall not enter automobiles on or near campus without permission from teacher or principal. This will reduce student access to weapons or contraband.

Acceptable Use Policy for the INTERNET

The Internet and the Allen Parish Network are a vast source of information for teachers and students. Some of the information on the Internet may not be of educational value and may be considered controversial. Some of the material may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Allen Parish will take precautions to restrict access to those materials, but because of the nature of the Internet and the phenomenal increase of information on it, it is virtually impossible to know of all controversial materials let alone control all access to them. However, we believe the tremendous educational potential for our students and teachers far exceed the disadvantages.

It shall be the policy of the Allen Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision. Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

Use of Internet Regulations

The School Board provides access to the Internet to students, teachers, staff, and administrators. The Internet is a very exciting educational tool that can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient, and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet. Furthermore, students may not agree to meet with anyone they have communicated with via the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. Resource information taken from electronic sources must be cited as a reference. Parish equipment is not to be used to make illegal copies of software.
5. The Internet may not be used for financial or commercial gain.
6. Threatening, profane, or abusive messages shall be forbidden.
7. No activities shall be allowed which may damage or interrupt equipment or any networking system. Users may not post chain letters or sending annoying or unnecessary messages to a large number of people.
8. Any attempt to alter, harm, or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
9. No user is permitted to upload, download, or create a computer virus on the Internet or any networking system.
10. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
11. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
12. Invading the privacy of another user, or using their account, shall not be tolerated.
13. Posting personal messages without the author's consent shall be forbidden.
14. Sending or posting anonymous messages shall be forbidden.
15. Accessing information of manufacturing bombs, illegal drugs, or other illegal devices or substances shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
18. Appropriate discipline shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.
19. Users are not permitted to visit chat rooms or any similar sites.