Twin Oaks Elementary School

Student/Parent Handbook 2021-2022

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GO for the GOLD!!!

Twin Oaks Elementary School

A High Academic and Character School

"Mighty Oaks from Little Acorns Grow"

Twin Oaks Elementary

Vision

Twin Oaks Elementary students will become productive and respectful citizens who inspire others to greatness and are determined to achieve excellence in everything they do.

Mission Statement

Twin Oaks Elementary School provides a positive and nurturing environment, where every teacher's role is to facilitate learning and empower students to be accountable for their actions. In partnership with our parents and community, Twin Oaks Elementary educates all students to their maximum learning potential.

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Champions do not become champions when they win the event, but in the hours, weeks, months and years they spend preparing for it.
Alan Armstrong

Dear Parents:

Welcome to Twin Oaks Elementary. We are looking forward to working with you to make this an exciting and rewarding year of academic growth for each of our students.

A number of policies have been made to provide an orderly, safe and secure environment in which to learn and grow. **Please read the policies and discuss them with your child.** Although this document should govern the expectations, it does not cover every situation. In the event a situation is not covered, it will be addressed based upon the principal's discretion.

Sign and return page 21, to verify that you have received and reviewed all information. Please let us know if you have any questions or concerns about the handbook. Your feedback is always welcomed and appreciated.

Our Belief in Students

All students who enter Twin Oaks Elementary School have entered a warm, nurturing, and safe environment in which they are supported and cared for by all adults on the campus. Twin Oaks Students will take pride in their learning community by caring for the school and the best interest of the school.

Twin Oaks Elementary School students will be promoted to the next grade with the knowledge and ability to succeed. When students leave Twin Oaks Elementary, they are prepared for entering middle school and have the option to apply at a magnet school.

All students will develop competencies in utilizing resources, exercising rights and responsibilities and decision-making strategies by:

- **learning to engage in appropriate classroom, public, and school behavior.**
- **learning to consider the viewpoints of others.**
- **recognizing that they are important to themselves and others.**

East Baton Rouge Parish School System

Twin Oaks Elementary

Mission Statement

The Mission of Twin Oaks Elementary School is to provide a positive, interactive and nurturing environment where the teacher's role is to facilitate learning, empowering the student to be accountable for his/her own actions. Teachers will differentiate instruction to meet the needs of all learners. Students will be expected to reach their highest potential as they are given the tools and strategies to become good citizens and lifelong learners.

Governing Values

We believe…Everyone deserves to be treated with dignity and respect.

- We must demonstrate, encourage and expect responsible behavior.
- All students are individuals with unique talents and abilities.
- All students should be given the opportunity for an appropriate education to help them reach their potential.
- We are committed to preparing our students for the future.
- Learning should be provided in an inviting and stimulating environment.
- Learning is a lifelong process with responsibility shared by the learner, school, home and community.
- Respecting and showing appreciation for their principal, teachers, staff and other students property, and the educational process.
- Feeling comfortable and become contributing members of society by exposing them to real-life experiences
- Developing and incorporating an understanding of how attributes and values affect decisions and actions
- Participating in Drug Awareness Education
- Acquiring the necessary skills (through the arts), positive attitudes (PBIS), and insights that will help them live effectively and productively while coping in a challenging and changing world.

All **students will develop competencies in the basic cognitive skills that are reflective of continued learning by:**

becoming functional readers by the end of the 2nd grade.

having the ability to comprehend and decipher complex text by the end of 5th grade

becoming knowledgeable of the basic mathematical computations, problem-solving skills and strategies, computer awareness, graphing interpretations, geometry, and the meaning of fractions

effectively communicating through oral and written expression.

developing competencies in Social Studies and Science through research, technology and inquiry.

Student Expectations

At Twin Oaks Elementary, our students will be held to high academic, social, and behavioral expectations. Every day is a valuable learning experience at Twin Oaks. We want our students to enjoy coming to school in a safe and orderly environment.

Students will:

Respect yourself and others at all times.
Follow and obey all district and school rules.

Give your best academically every day. This includes completing all classwork and homework assignments.
Respect school property.
Follow all hallway, classroom, playground, and cafeteria procedures.

Arrive on time to school and attend regularly.

Twin Oaks Elementary will follow the EBRPSS district policy. The school will also implement the Positive Behavior Incentive System. Students will be rewarded for following procedures and rules weekly by teachers and monthly by the school. Students will be disciplined accordingly as per the EBRPSS district handbook. Please review these policies also with your child.

East Baton Rouge Parish School System | 2021-2022 School Year Calendar

Option 1A

5 Independence Day

Certified Employees Return
12 (11 months)
19 (10 months)
Support Employees Return
13 (11 months)
20 (10 months)
19-23 School Leadership Institute (SLI)

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2-10 Teacher In-Service

11 First Day of School for Students

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Labor Day

22 End of 1st Six Weeks

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8-11 Fall Break (No school for Students and Employees)

15 End of 1st Nine Weeks

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22-26 Thanksgiving Holiday (Students, 9, 10, 11-month employees off)

5 End of 2nd Six Weeks

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17 End of 2nd Nine Weeks

17 End of 3rd Six Weeks

20-31 Christmas/Winter Break (End of 1st Semester)

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Employee In-Service

4 Students/ Support Staff Beginning of 2nd Semester

17 M.L. King Day (No School for Students and Employees)

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

15 End of 4th Six Weeks

28 Mardi Gras Holiday (Students, 9, 10, 11,12 Employees off)

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Mardi Gras Holiday (Students, 9, 10, 11,12 Employees off)

2 Professional Development (Students do not attend)

11 End of 3rd Nine Weeks

ACT
March 8-10,15-17,2022

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 End of 5th Six Weeks

12-18 Spring Break (Students, 9, 10, 11 Employees off)

LEAP Assessment
Grade 3 PBT ELA/Math
April 27-29
EBR Focus Testing Window
HS CBT April 25 - May 13

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEAP Assessment
Grade 3 PBT Sci/SS May 2-3
EBR Focus Testing Window
4-8 CBT April 25 – May 13

6 Last day for Seniors

20 Last Day for students (End of 2nd Semester)

23 Last Day for Teachers

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Certified and Support 10-month Employees last day

27 Certified and Support 11-month Employees last day

Revised 4/21/2021
Approved 4/22/2021

Elementary District Dress Code

East Baton Rouge Parish School Board Policy, states that uniforms for elementary school students are:

1. Navy blue bottoms (pants, shorts, skirts, skorts, and jumpers, not more than 5"above the knee), NO jeans, biking shorts, tight fitting/stretch pants, sweatpants, or capri pants. Shirt tails must be tucked in.

2. Burgundy shirts/blouses with a collar are acceptable (turtlenecks are acceptable in winter). NO t-shirts.

3. Navy Blue, Burgundy, and/or black coats, socks, jackets, sweaters, parkas, sweatshirts, etc. are preferred, but existing winter wear may be worn. NO colored shirts are to be worn over uniforms.
4. Hooded jackets may be worn but not in the classroom.

5. No caps of any sort or sports head bands are to be worn inside the school building.
6. Closed-toed shoes/sneakers, NO sandals, high heeled shoes, or flip-flops.

7. Belts will be worn on bottoms with belt loops; shirts/blouses will be tucked in. NO oversized or name plate buckles will be allowed for safety reasons.

8. Approved club uniforms (scout, etc.) may be worn on club meeting days. School t-shirts may be worn on spirit day. Every Friday is Spirit day for students. It is a day to show your school spirit by wearing your school t-shirt. Uniform bottoms must be worn with school t-shirt.

9. NO fake or sculptured nails are allowed and no hoop earrings. Again, safety is an issue.

Student Spirit Shirts

Student spirit shirts will be sold and can be worn on Fridays with uniform bottoms.

SCHOOL HOURS

7:55	Arrival Time for Teachers
8:00	Teachers on Duty and Arrival of Students
8:00 – 8:20	Breakfast in the Classroom
8:30	SCHOOL DAY BEGINS
3:25	School Dismissal
3:40	Teachers Dismissed

Students are not allowed to arrive on campus before 8:00. This ensures that the teachers have arrived and students can be supervised.

Students are not to remain on campus after 3:40 p.m. If your child is a car rider, please ensure that your student is picked up by that time.

Arrival:

1. The school driveway is one-way and one-lane. Students are to be dropped off in the front of school in the morning. A duty person will direct traffic and monitor the exiting of students from cars.

2. Students are not to walk through the parking lot. Do not drop off students in any other area other than the carpool line.
3. Children in grades Pre-K through 5th go directly to the classroom upon arrival. It is not necessary for parents to enter the building to walk students to their classrooms. The school will have duty personnel to escort students to the cafeteria and classrooms.
4. Students arriving after 8:35 A.M. must be signed in by a parent to receive a tardy pass before they can go to class.

5. Handicapped parking is reserved for those authorized only.

6. **Five (5) MPH is the maximum speed in the driveway.**
7. There will be no passing other vehicles (buses included) in the driveway. The unpredictable behavior of children requires that you follow this rule.
8. **Do not walk children through the bus line in the morning.**

Dismissal:

Students will not be allowed to make any change in their usual after- school dismissal procedure unless the weather is severe preventing the walkers/bike riders from getting home safely.
Students will be dismissed as follows:

Busses- 3:05-3:25

Car Riders 3:25

Walkers: 3:30

Buses:

Busses will be dismissed by colors. Each bus will be given a specific color. Please make your student aware of the color of the bus he/she rides. When students are dismissed for the bus, they are to:

1. Report directly to the duty person helping students onto the bus.
2. Walk through the hallway to get to the bus.
3. Form a line to enter the bus.
4. Smaller students will be loaded first, then older students will be allowed to load.
5. Follow all bus rules.
6. Every bus has a camera. All bus incidents are handled by the transportation supervisor and the bus driver. If a student is suspended from the bus, it is the parent's responsibility to provide transportation to and from the school. Students will be expelled from the bus after 3 referrals. All buses are equipped with cameras in the case an investigation is warranted.

Car Riders:

1. No cars will be allowed into the parking lot until 3:25.
2. Parents are not to park in any area of the school (parking lot, street, by trees, etc.) to pick up your child. Students will NOT be allowed to walk through the parking lot during carpool.
3. A duty teacher will direct traffic and load students into the cars.
4. All students must be picked up by 3:45. If you see that you will be late, please call the school.
5. Students who are continually picked up late will have to begin riding the bus home.
6. Parents should remain in the car during dismissal.

Walkers:

Walkers are dismissed last for the safety of the students. This ensures that most vehicles have exited the area preventing the possibility of an accident. When students are dismissed as walkers, they are to:

1. Exit the building in a single line through the side door.
2. Parents can wait off campus (not by the door).
3. Cross the street at crosswalks.
4. Walk the proper path from the school to Trammell to Goodwood and directly to the crossing guard on the corner of Flannery and Goodwood.
5. Students are to stay off of the neighborhood property and respect the homes of the neighbors.
6. Students will not be allowed to walk through the park unless there is an adult to walk with them.
7. Any incidents that occur on the way home can be the subject of discipline at the school.
8. Middle school students ARE NOT allowed on campus at dismissal. If a middle school student is coming to walk a younger sibling home, a note must be kept in the office. Middle school students who cause a disruption on the campus, harass other students, or are disrespectful to adults will be asked not to return, the SRO officer will be contacted, and the student's respective school will be notified.

Attendance Policy

Attendance:

By Louisiana State law, children must attend school 170 days of the 180 day school year in order to be considered for promotion. If a child has more than 10 unexcused absences, he/she will be considered for retention regardless of grades. An absence is considered excused when it is due to; his/her illness, an immediate family members' illness, death in the family (not more than a week) and absences due to observance of faith based holidays. If your child's absence is excusable, a doctor's excuse, obituary, or hand written note must be provided within 5 school days.

Please Note:

The attendance policy mandated by East Baton Rouge Parish School System and the Louisiana Board of Elementary and Secondary Education states:

> Parent notes will be accepted by the school. Parent notes should be submitted to the designated school personnel for recording of excuses.
>
> Parent notes must be submitted within **5 (five) days** or it must be approved by TASC (Truancy Assessment Service Center).
>
> East Baton Rouge will only accept **5 (five) written parent notes per semester** (August-December and January- May).
>
> An **original doctor's excuses** with the doctor's signature must be submitted when applicable of day of the student's return.
>
> **Absences that exceed 10 days** could result in retention unless legitimate extenuating circumstances have been reviewed and approved by TASC and the Supervisor of Child Welfare and Attendance.
>
> **School will make contact with the parent/guardian to verify the student's absence.**

Please keep in mind that state law requires a truancy report be filed with East Baton Rouge Parish Truancy Office after every 5th unexcused absence for all students.

Tardies:

All parts of the school day are important. Students are considered habitually tardy after the 5th unexcused occurrence. Students who are habitually tardy will be reported to the Supervisor of Child Welfare and Attendance.

Tardy shall include being late to school or leaving campus unexcused prior to the regularly scheduled dismissal.

All students arriving after 8:35 must be checked in by a parent or guardian. Students are not allowed to check themselves in on the computer if they are tardy.

Student Check Outs:

You should make every effort to see that your child is in school by 8:30a.m.and stays until 3:25p.m. daily. Early check-outs disrupt the learning process in the classroom and cause the child who is checked out to miss part of his instructional day. Unless your child is ill or you have a real emergency, please do not plan to pick up your child until 3:25pm. If you must check your child out, please report directly to the office and sign the child out. Be prepared to write down the reason for the child leaving early, present a valid I.D, and remain in the office until the child is called.

The following procedure will be followed:

A. Parents must report to the office to check out a student on the computer.

B. No students are allowed to check **after 2:45 P.M.**

C. The clerical staff or administrator will call the student to the office once the parent has arrived.

Parents are not allowed to report to the child's classroom to get the student.

D. Written parental permission and a valid I.D. must be presented if someone other than the parent picks up a student. The office will contact you by phone to verify permission

E. Siblings under the age of 18 are not allowed to check out students.

F. Please make every effort to avoid early checkouts.

Food Service

BREAKFAST

Our school participates in the parish-wide free breakfast program. Breakfast is free to all students and there will be no collection of breakfast money. Breakfast is served as the students come into the building. Our school is one of the school's in EBR who are part of the BIC (Breakfast in the Classroom) Program. This allows all students to enjoy breakfast in the morning with their peers and teachers. Visitors may not eat breakfast at school.

LUNCH

Our school lunch program is excellent and provides many learning opportunities to teach nutrition, etiquette, and manners. The "Type A" lunch that is served meets the dietary requirements for growing boys and girls. Lunch meals are also free for each student. No money will be collected for lunch.

It is our desire that everyone participate in the lunch program. **If there are certain foods that your child cannot eat due to allergies, please provide a Doctor's note to the cafeteria manager. If there are certain foods that your child cannot eat due to religious reasons, please write a note explaining the exact food and the reasons. Notes to the cafeteria have to be updated yearly.**

Parents/Guardians will be allowed to eat with their child on special occasions. The cost of the adult meal may change. As of now it is $4. 55.

LUNCHES THAT ARE BROUGHT TO SCHOOL

Students are permitted to bring their own lunch from home. We ask if you choose this for your child that you adhere to the following:

Bag lunches must be brought consistently.

Bag lunches should be securely packaged in lunch boxes and beverages must be placed in containers. (**NO CAN SODAS AND NO FAST FOOD**).

Milk can be purchased if desired.

Teachers cannot heat food for students; parents must pack lunches that do not require heating. This is for safety reasons

CAFETERIA RULES

After washing hands, throw all debris in trash can provided.

Come in quietly and orderly.

Follow directions the first time given.

Wait your turn in line without talking.

Sit at the table quietly.

After eating, clean your space.

Do not trade or share food.

Get permission to get out of your seat.

No snacks, unless provided by the teacher, are to be brought to school. Students will not be allowed to eat chips, Takis, candy, etc. in the cafeteria.

VISITATION

Parents and guardians are encouraged to visit Twin Oaks Elementary and become a part of our excellent academic program. Please read the following guidelines carefully.

All visitors must sign the Visitor's Roster Sheet or computer in the front office and be issued a Visitor's Pass before going to a classroom for any reason. If a parent wishes to observe in a classroom, he/she must adhere to the following rules:

A. Parents should stop by the front office first to see if it is convenient for the teacher and children to have a visitor. In most cases, it will be. Sometimes tests are being administered and the class must not be disturbed.

B. Small children will not be allowed to go into the classroom during a visit.

C. Please do not come late in the day when the teacher is getting children ready for dismissal.

D. Parents, who are not dressed properly, will be asked to reschedule the visit and will not be allowed in the classroom or on the school campus.

E. Students will not be allowed to bring younger brothers, sisters, cousins, other relatives, or friends to school at any time during school hours.

F. Parents should enter the classroom quietly and be seated quietly and quickly in the rear of the room. The teacher will continue instruction.

G. Parents should not talk to their child or the teacher while the class is in session.

H. Classroom visits are limited to 15 minutes.

PLEASE NOTE: Parents are not allowed to use cell phones for any reason while visiting the school. Parents are prohibited from taking pictures, video recording, or audio recording of your child or any other person on campus.

Twin Oaks Elementary reserves the right to refuse access to students and teachers based on our perception of safety and well being. Twin Oaks Elementary will follow all district guidelines in times of crisis or pandemic.

Class Parties:

Each class will be allowed two parties. These are held at Winter Holidays and at the end of the year. Student or teacher birthday parties, etc. cannot be held at school. Younger brothers and sisters may not be involved in school parties.

A. NO HOMEMADE REFRESHMENTS CAN BE SERVED TO ANY STUDENT AT ANY SCHOOL ACTIVITY OR PARTY. This is a parish policy.
B. "Surprise" parties for the teacher are not allowed.

C. Pre-packaged treat bags may be passed out at the end of the school day for Easter, Halloween, and Valentine's Day.

D. Please do not bring cupcakes, cakes, etc. to celebrate a student's birthday to school. No birthday celebrations will occur at school as it disrupts the learning environment.

Field Trip Policy

A. Students must have written permission from a parent or guardian to participate in a field trip.
B. Students MUST ride the bus to and from all field trips.

C. Children other than those students with permission to attend are not allowed on school field trips.

D. Parents will be required to attend a field trip with any students who cause severe behavior disruption or prior to trip. If a student's behavior is considered a distraction to the learning environment, the student may not be allowed to attend the field trip.
E. Any student not attending a field trip may attend school at Twin Oaks Elementary for that day.

Parents and guardians must provide their own mode of transportation. Only students and school personnel will be allowed to ride the bus.

Parent/ Teacher/ School Communication

We believe that communication between parents, students, teachers, the administration, and the community is vital if we are to truly meet the needs of the students we teach. Therefore, we will use a variety of means to communicate with parents on a regular basis. These include, but are not limited to, the following:

Parent/Teacher Conferences

School Calendar and Principal Reminders–sent home at the beginning of each month

Grade Level Weekly Memos

School Website

Student WorkPackets (Sent home every other week)

Report Cards

Progress Reports

Phone Calls

Notes Home

Parent Workshops

Open House

Please inform the office if your phone number changes at any time in the school year. If you have any questions, please do not hesitate to communicate with the school.

The teachers will not call for each poor grade. This communication is uploaded in the parent access center and can be viewed daily at https://parentaccess.ebrpss.k12.la.us.

Parent Teacher/Administrator Conference

Parent/Teacher

1. The office is happy to arrange Parent-Teacher conferences. Guidelines for Parent Conferences:

Arrangements for conferences can be made by calling the school between 8:00 A.M. and 2:30 P.M. at 275-6620.

All conferences will be held during the teachers' scheduled planning time.

Please do not bring small children into conferences

Please respect instructional time for students. Unscheduled conferences are not allowed.

Parent/Administrator

Prior to scheduling an administrative conference please ensure that you have done the following:

Submitted a request to meet with the teacher and/or TOR Moderator

Met with the student's teacher and/or TOR Moderator

The teacher will provide documentation of the conference prior to the administrative meeting.

If the concern is not resolved using the above steps, then please call the front office to schedule a conference with an administrator.

All administrative conferences with the principal or assistant principal will be held between the hours of 9:00 A.M. – 10:00 A.M. and 1:00 P.M. - 2:00 P.M. This enables the principal and assistant principal to spend more time in the classrooms.

GRADING & REPORT CARDS

Communication about grades will be sent every 2 weeks. Your child will receive a work packet envelope. Please look over your student's work every 2 weeks and sign the outside of the envelope. Please return the signed work packet envelope back to your child's teacher. This will indicate that you have reviewed the work.

Students will receive progress reports every 4 ½ weeks and report cards will be given at end of each 9 week grading period. These dates will be communicated on the school calendar that will be sent home at the beginning of each month.

The school follows the district approved grading scale. Please see the scale below.

Grading Scale for Kindergarten	
Grade	Percentage
E (Excellent Performance)	100-93
S (Satisfactory Work)	92-80
NI (Needs Improvement)	79-67
U (Unsatisfactory Work)	66-0

The Grading Scale for Achievement in Grades 1-5 is as follows:

Grading Scale for Regular Courses		
Grade	Percentage	Quality Points
A	100-93	4
B	92-85	3
C	84-75	2
D	74-67	1
F	66-0	0

*As per Bulletin 741 §2302 Uniform Grading Policy, all LEAs shall use the above uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

Parents and guardians can view grades using the Parent Access Center.

E.B.R.P.S.S. Promotion Policies For Kindergarten – Grade 5:

To be promoted in grades K through 5, a student must meet the following criteria:

A minimum of four quality points earned or an annual average of 1 quality point in both reading and mathematics. In grades 1-5 students must pass two other subjects with the same quality point requirements.

A student may not be promoted if an "F" is earned in both 3rd and 4th nine weeks in the same subject.

A performance level of on or above grade level in reading and math: the term grade level refers to the grade placement with respect to skills as indicated according to adopted textbooks and the comprehensive curriculum.

If applicable, fourth graders must meet state performance requirement/ promotion standards for High Stakes Testing in Language Arts and Mathematics in addition to EBR Pupil Progression Plan Policies to be promoted to 5th grade. Due to transition policy changes and delayed test scores during the current school year, those who do not meet the performance requirement/ promotion standard (if applicable) may be eligible for an SBLC waiver according to local EBR Pupil Progression Plan Policy as outlined in the K-8 Promotion section of this document.

A performance level of on or above grade level in reading and math. The term grade level refers to the grade placement with respect to skills as indicated according to adopted textbooks, district approved curriculum aligned to state standards as grade appropriate for each grade level.

Any student not meeting these criteria may be required to attend the extended year or summer remediation program, if available, to be considered for promotion via SBLC waiver process.

· Parents must be given a review of their child's progress at each conference period and be encouraged to be a part of the team to plan interventions to accelerate progress when needed.

***As per Bulletin 741 §2302 Uniform Grading Policy, all LEAs shall use the above uniform grading system for students enrolled in all grades K-12 for which letter grades are used.**

Homework Policy

Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject and instructional needs of the student. Homework assignments are an extension of skills that are taught in the classroom. Encourage your child set up a structured homework schedule. All students, parents, and teachers must sign a homework compact. Assignments can be given to individuals, small groups, or the whole class.

Lost/Damaged Textbooks

All textbooks, equipment, library books, and materials are on loan to students. Students are expected to return these items in good condition. They will be expected to pay for damages and losses. Notices will be sent home for library books that are not returned.

Electronic Telecommunication Devices, Games, and Toys
According to the EBR parish policy:

Except as may be allowed by the School Board policy, no person, unless authorized by the school principal or designee, shall use, possess, or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telecommunication device including facsimile system, radio paging service, mobile telephone service, intercom, or electromechanical paging system in any elementary or secondary school building while school is in session or in any school bus. Appropriate law enforcement agencies shall be notified of any person, other than a pupil or school employee, who violates this policy while on school property without authority.

If any student is found to be using any of the above devices, including electronic games, iPods, tablets, cell phones, etc., the student will receive a referral and the device will be confiscated. A parent or guardian will be contacted to pick up the device. The device WILL NOT be given back to the child until the end of the school year if a parent or guardian does not come to collect the item.

Toys and Games:

Students are not allowed to bring toys to schools. This includes toy guns, knives, baby dolls, toy cell phones, etc. Any student who brings a replica of any weapon will receive a referral and appropriate consequence up to and including suspension or expulsion. Please see the EBR district policy on replicas of weapons.

MEDICATION

As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medications cannot be administered before or after school hours.

Only certified personnel can administer medication at school. Possible exceptions to the general policy:

Medication for behavior modification.

1. Insect sting allergy – must have a note from the physician with specific instructions.
2. Anticonvulsive medication.
3. Medication of asthmatic conditions.
4. Extenuating circumstances.

Antibiotics and other short-term medication, including non-prescription

Medications such as Tylenol, Cough Syrup, Benadryl, etc., SHALL NOT BE GIVEN BY SCHOOL PERSONNEL. Children shall not be allowed to have medication in their possession on the school grounds. Teachers and principals have the right to take the medication from the child and contact the parents for appropriate information.

Prior to the administering of medication during school hours, the following will be required:

The Parental Consent/Physician's Order Form must be completed by the physician and signed by the parent or guardian.

The medication shall be taken to school by the parent or guardian in a container labeled by a pharmacist. **Unlabeled medications will not be administered in school.**

No more than a month's supply of medication will be kept at school. The empty bottle will be sent home with the child.

At the beginning of each school year and anytime there is a change in medication, a new form from the physician shall accompany the new prescription.

Bullying and Hazing

The East Baton Rouge Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:

A pattern of any one or more of the following:

Gestures, including but not limited to obscene gestures and making faces.

Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.

Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing or similar behavior, shall be considered an official means of reporting such act(s). Complaints, reports and investigative reports of bullying, hazing or similar behavior shall remain confidential with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential*.

School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall INVESTIGATION PROCEDURE result in appropriate disciplinary measures as determined by the School Board.

Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

1. Timing
   The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation
   An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies of photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and the alleged victim be interviewed together.

   The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. Parental Notification

   Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or

legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.

B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.

B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.

C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.

D. Maintain reports/complaints and investigative reports for three (3) years.

E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

APPEAL

If the school principal or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.

2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or the director of another governing authority to secure a placement and provide for the transfer of the student to a school serving a grade level of the student in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

MEDIA RELEASE

Parental/Legal Guardian Media Consent Form

I hereby consent to the use of any photographs/video tape taken of my child by the East Baton Rouge Parish School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the East Baton Rouge Parish School System in newspapers, newsletters, website, other publications, television, radio and other communications and advertising media.

By law, the East Baton Rouge Parish School System protects the privacy of the students and is prohibited from releasing students' personal information.

From time to time representatives of the news media are invited to campus to cover events at our schools. When this happens there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark one of the choices below and return to school.

_____ Yes, I allow my child/children to be identified in any good news district or school publication.

_____ No, I do not want my child/children identified in any good news district or school publication.

PLEASE PRINT

Student's Name:_____

Address:_____

City:_____

State/Zip:_____

Signature:_____

Parent or Guardian if above person is under 18:

Parent/Guardian's Name:_____

Address:_____

City:_____

State/Zip:_____

Signature:_____

Twin Oaks Elementary School

Parent & Family Engagement Policy

2020-2021

Twin Oaks Elementary School recognizes that parents* are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research shows that student academic success and high self-esteem are closely related to parent and family engagement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades, higher test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty and staff of Twin Oaks Elementary School is committed to establishing programs and practices** that create a climate of mutual trust and respect. The East Baton Rouge Parish School System supports having a PTA (Parent Teacher Association) committees and organizations such as the School Improvement Team (SIT) in every school.

At Twin Oaks Elementary School we also believe that the education of our children is a shared responsibility. Engagement of the school, the family, and the community creates a stronger educational system and improves the quality of life for students, their families, and the entire Twin Oaks Elementary School community.

In order to build an effective home-school partnership, Twin Oaks Elementary School will provide the following:

******Communication***–Establish various forms of communication that encourage regular discussions about school programs, students' academic progress, and behavioral management.

******Parenting***–Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.

******Student Learning at Home***–Share information with families about how to provide learning activities at home, help students with homework, and plan for success in school.

******Volunteering***–Encourage parental participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.

School Decision & Making and Advocacy–Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

Collaborating with the Community – Identify, enlist and welcome community resources of all types to strengthen schools, families, and student learning.

Twin Oaks Elementary School is committed to reaching out to all parents including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks to develop relationships with community organizations that provide services to children to foster community collaboration.

Title I Parental and Family Engagement Policy

The East Baton Rouge Parish School System recognizes that schools that receive funds through the Title I federal program have specific criteria for parental and family engagement.

Provision for substantive parental and family engagement in these schools is established under ESSA. This provision mandates the following components:

Communication

Clear and consistent communication is the foundation of effective parental and family engagement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

Program Development

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parental and family engagement. A written copy will be distributed to parents.

Partners in Learning Compact

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

School Choice

Parents, whose children attend a school that does not meet adequate yearly progress (as measured by the Louisiana Department of Education) within a specified time period, have the option of transferring their children to another designated school, under guidelines set by the East Baton Rouge Parish School System.

Teacher Certification

In keeping with the requirements of the ESSA Education Act, upon request, schools shall provide parents of children in Title I schools information about the certification status of their children's teachers.

Volunteering

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success. During the COVID pandemic, we must adhere to state and local guidelines. Volunteering and outside visitors may be excluded during state identified phases of restrictions.

Coordination and Support

Program coordination and technical assistance for Title I schools in planning and implementing effective parental and family engagement activities will be provided through the efforts of the office of Federal Programs.

Working with school-based personnel, the office of Federal Programs will coordinate the use of annual Partners in Learning compacts and other on-going parent and family engagement activities. Additional school-based outreach activities will also be developed and implemented with a focus on increasing active parental and family engagement and building on current activities that have been successful.

Building Capacity for Parental Engagement

Activities designed to build the capacity for strong and meaningful parental and family engagement in Title I schools shall include the use of Home-School Liaisons to foster communication, parent participation on School Improvement Teams, school level Parent Advisory Councils, and opportunities to volunteer.

Parents of Title I students will be provided with timely information about the Title I program and parental and family engagement requirements for schools under ESSA, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

Parent and Family Engagement Activities

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary depending upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

Integration with Other Programs

The East Baton Rouge Parish School System's Title I Program will coordinate and integrate its parental and family engagement strategies with those of other local, state and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

Evaluation

Assessing the effectiveness of the parental and family engagement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the engagement of parents. Measures will include:

- Family Night parent evaluations
- Attendance at Family Night and other parent engagement activities
- Annual program evaluation completed during the spring semester of each school year.
- Results of school-based survey "Measure of School, Family, and Community Partnerships" by J.L. Epstein et al., ©2002 Corwin Press, Inc.

Notes:

*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental engagement policy underscores the importance of the participation of adult family and community members in students' lives.

**This policy complies with the requirements of the ESSA. ESSA mandates involving parents in developing a parental engagement policy, asking that parents share responsibility for student progress in academic achievement and community engagement. ESSA charges schools with the responsibility of creating programs and resources for effective parental engagement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools. Specific policy implementation action steps are identified in Addendum II (Parent Engagement Policy Guidance Document).

***These six categories are based on the six types of parent and family engagement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action.*

Revised / Approved: 8/7/2021

Dear Parent or Guardian,

Please remove this page and return to your child's school, so that we may have a record that you have received and reviewed this policy.

Thank you,

Terrie Junda

Principal

Twin Oaks Elementary

819 Trammell Dr.

225-275-6620

8/7/2021

This is to certify that I have received and reviewed a copy of "Twin Oaks Elementary School's Parent and Family Engagement Policy."

Parent's Signature Date

Acknowledgement of Handbook

As a Twin Oaks Elementary Parent/Guardian, I have reviewed this handbook with my student and will uphold the high academic, social, and behavioral standards of the school. I will work with the school as a committed partnership to ensure that all students have a safe, caring, and supportive environment.

Parent/ Guardian Printed
Name_____

Signature_____

Student Printed
Name_____

Student
Signature_____

Date_____

Homeroom
Teacher_____

Thank you for your dedication to our school. Let's have a great year!

Twin Oaks Administration, Teachers and Staff

Terrie Junda
Principal