

## **ABSENCES**

Students are expected to be in attendance every day scheduled by the St. Tammany Parish School Board. Louisiana State Law states that students in the elementary school grades will be allowed **ten absences** each school year. Excuses for all absences must be presented in writing to the school within two days of the absence.

PLEASE NOTE: Act 103 of the 1994 State Legislature deals with student truancy and tardiness and requires principals to report absences and tardiness to the child welfare supervisor. The Supervisor of Child Welfare must refer a student who is absent or tardy without an acceptable excuse five or more times in one month to the family or juvenile court. Policy also mandates the automatic retention of a student who has been absent for 10 or more days in a school year (extenuating circumstances are taken into consideration).

Students are responsible for making up all missed assignments in a reasonable amount of time. Parents may request assignments for extended absences by calling the school office. A 24-hour notice must be given prior to picking up missed assignments. These assignments may be picked up in the school office.

## **ARRIVAL AND DISMISSAL POLICY**

School begins at 8:30 a.m. Students may begin arriving after 8:00 a.m. each day. Students may only be dropped off in car line when a faculty member is on duty. **Please do not drop off your children in other areas.**

The tardy bell rings at 8:33 a.m. Late arrivals must report to the office with a parent/guardian. The parent/guardian must sign the child in and the child will be given a tardy slip to report to class. Excessive tardies to school will be reported to the St. Tammany Parish Supervisor of Attendance.

**\*Perfect attendance cannot be earned if a child reports late to school or is checked out early.**

**FOR SECURITY REASONS, TRANSPORTATION CHANGES MAY NOT BE MADE OVER THE PHONE. An email, written note, or fax (along with a copy of a driver's license or photo I.D.) must be sent to the office before 3:00 pm.**

## **BEFORE AND AFTER-SCHOOL CARE**

Before-School Care will be offered on regular school days starting at 7:00 a.m. for a charge of \$4.00 per day. After-School Care will be offered on regular school days until 5:30 p.m. The cost is \$8.00 per day. **\*A late fee of \$1.00 per minute will be charged for late pickups.** After care will NOT be offered on half-days or on the last day of school. All payments should be sent to the school office or made on-line at [www.folsomelementary.stpsb.org](http://www.folsomelementary.stpsb.org). In case of emergency, you may contact Before/After-Care at (985) 796-9409.

## **BUSES**

The bus driver and the St. Tammany Parish School Board's Transportation Department will handle bus transportation arrangements. However, students must remember that the bus driver is responsible for their safety while they are on the bus, and students who violate bus rules will be referred to the principal for disciplinary action. Such referrals may result in the student being suspended from the bus.

Please use bus transportation provided by our district. It is convenient and minimizes the congestion in the car line. Call the **Transportation Department, 898-3373, or visit the website at <http://www.stpsb.org/transportation>** for questions regarding bus routes, stops, and times.

If, for any reason, your child will ride a different bus home, the parent must send a note to the teacher that must be signed by an administrator. **For security purposes, phone calls will not be accepted to make transportation changes.**

For the safety of your child and others on the bus, appropriate bus behavior will be strictly enforced. Students are expected to always:

- remain seated facing the front of the bus.
- keep their hands and feet to themselves and inside the bus.
- talk in a low (normal) tone of voice.
- use only the bus and bus stop assigned.

Consequences for misbehavior on the school bus may include parent conference, detention, or suspension from the bus.

## **CAFETERIA POLICIES**

Our school is a National School Challenge Gold Award Winner. The meals served daily are nutritionally balanced and meet one-third of the daily minimum nutrition requirements. We serve at least ½ cup of fruits or vegetables with meals. We strongly urge you to take advantage of the school lunch program. The cost of the meals are as follows:

- **BREAKFAST:** \$.75 (\$.30 for reduced) – (Breakfast is served from 8:00 – 8:25)
- **LUNCH:** \$1.30 (\$.40 for reduced)

**Payments should be made in advance.** Please make checks payable to Folsom Elementary School. Put in an envelope marked CAFETERIA with the student's name, teacher's name, and amount of money enclosed. Payments may also be made on-line at [www.folsomelementary.stpsb.org](http://www.folsomelementary.stpsb.org).

**PLEASE NOTE: Soft drinks, sports drinks and energy drinks are not allowed at school.**

## **CAR RIDERS**

Students arriving in cars **must** be dropped off or picked up ONLY in the car line. For security reasons, parents are NOT to drop off children in the parking lot, nor should they park and walk to pick up their child.

Car riders may be dropped off and picked up ONLY on the gym side of the school. **Under no circumstances should students be dropped off or picked up on the library side of the school.**

Please place a card with the student's name in the front window on the passenger side of the car. We feel the safety of your child is worth the wait you may have by following this policy.

## **CHILD SEXUAL ABUSE PREVENTION**

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. Contact the school counselor if you are interested in previewing materials used in the instruction. We encourage parents to talk to their children about this topic as well as other general safety issues.

## **CONFIDENTIALITY**

Confidentiality is the obligation not to willingly disclose any information obtained in confidence. Our staff is trained to keep and protect any confidential information and records concerning the students at Folsom Elementary School.

Confidentiality is based on four basic principles:

- Respect for an individual's right to privacy.
- Respect for human relationships in which personal information is shared.
- Appreciation for the importance of confidentiality to both individuals and society.
- Expectations that those who pledge to safeguard confidential information will do so.

## **COUNSELORS**

Guidance and Counseling services are available to help children become aware of their abilities, aptitudes, interests, and attitudes. The school counselor can assist in the following areas:

- To help children develop to their fullest potential
- To help children set realistic goals consistent with their abilities and interests
- To help children to maximize their self-esteem
- To provide opportunities for democratic problem solving
- To provide experiences which will assist children in making wise choices

## **DISCIPLINE POLICY**

Effective instruction can take place only in a well-disciplined environment. We expect students to display acceptable behavior at all times and expect parents to work with us to reach this goal. Our school-wide expectations are:

- **We are respectful**
- **We are responsible**
- **We are safe at school**

This method of teaching and modeling expected behavior each day is aligned with the Positive Behavior Support (PBS) System of the St. Tammany Parish School Board. The St. Tammany Parish School Board policy on discipline can be found in the *St. Tammany Parish District Handbook for Students and Parents* and on the St. Tammany Parish School Board website at [www.stpsb.org](http://www.stpsb.org).

Procedures for *encouraging* expected behaviors include:

- Students, who exhibit outstanding effort to follow the rules, demonstrate kindness, and show good character will be given Tiger Bucks by a school employee. The students are allowed to spend the bucks in the Tiger Buck Store during recess once a month.
- At the end of each nine weeks, those students who have no more than one detention referral and/or assignment to Second Chance are invited to the *Tiger Pride*. Tiger Pride is a celebration event which includes games, treats, prizes, etc.
- In an effort to encourage students to be in school every day, we will be rewarding students with perfect attendance during the year.

Procedures for *encouraging* expected behaviors in the classrooms:

- Teachers have 4-5 simple rules in their classroom.
- Each teacher has a classroom management plan that may include tangible rewards for positive behavior such as: treasure chest, treats, stickers, happy notes, etc.

V.I.P. (Very Important Person) – Fifth Grade:

- Fifth grade students can earn the privilege of being a V.I.P. and assisting with the younger students around the school. The V.I.P.'s assist in car line, bus line, the lunch room, and the library.

Positive Office Referrals

- Teachers can write a Positive Office Referral form for students who exhibit outstanding behavior. Those students go to the office and meet with an administrator to call their parent/guardian and celebrate. They are then given a ribbon to wear and a candy treat. Those students who receive a Positive Office Referrals are announced on the intercom on Friday afternoon.

### Procedures for discouraging violations of school-wide classroom expectations/rules:

- 1) A classroom teacher, duty teacher, or school administrator may assign students violating classroom or school rules a recess detention.
  - The detention slip must be signed by a parent/guardian and returned to school the following day. If it is not signed the following day, the student will serve additional time in detention.
  - Missing a recess detention may result in being assigned an additional detention.
- 2) After the 4<sup>th</sup> recess detention a day of In-School Support may be assigned.
  - Misconduct in In-School Support may result in additional days of In School Support or an Out of School Suspension.
- 3) After the 8<sup>th</sup> recess detention in a semester, two days of In-School Support may be assigned.
- 4) Serious offenses will result in immediate parent conferences and one of the above administrative actions.

## **ANTI-BULLYING POLICY**

In accordance with the provisions of Act 755 of the 2010 Louisiana Legislative Session, our school documents the details of each reported incident of harassment, intimidation, and bullying that occurs on school property; at a school-sponsored activity; on a school bus or cyberbullying. Bullying happens when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose. Examples of bullying include, but are not limited to: hurting someone physically by hitting, kicking, tripping, pushing; stealing or damaging another person's things; ganging up on someone; teasing someone in a hurtful way; using put-downs or insults; touching or showing private body parts; spreading rumors about someone; or trying to get other students not to play with someone. Students at our school will do the following things to prevent bullying: treat each other respectfully; refuse to bully others; refuse to let others be bullied; refuse to watch, laugh, or join in when someone is being bullied; and report any bullying to the staff.

Consequences for violating the anti-bullying policy are in accordance with the school-wide positive behavior plan.

*The St. Tammany Parish School Board policy on bullying can be found in the St. Tammany Parish District Handbook for Students and Parents and on the St. Tammany Parish School Board website at [www.stpsb.org](http://www.stpsb.org).*

## **CLASSROOM RULES**

The teachers will post classroom rules and consequences in the classrooms. Teachers will handle minor infractions with a warning, recess detention, parent conference, etc. Serious infractions, such as defiance towards the teacher or continuous class disruptions will be referred immediately to an administrator for disciplinary action.

Students should not bring toys, valuable jewelry, electronics, cell phones, trading cards or any other valuable items to school, including large amounts of money. Any such items picked up by a staff member and sent to the office will have to be retrieved by the parent. A student violating this rule may be disciplined.

## **PLAYGROUND RULES**

The following rules are PBS playground rules to be followed by all students. Duty persons may establish additional rules and guidelines. Duty persons will handle minor infractions with warnings, recess detentions, etc. Serious infractions, such as fighting, injurious acts, destroying school property, or defiance toward duty personnel will be referred immediately to the Administration for disciplinary action.

#### **We are respectful**

- Stop and listen when the duty teacher speaks or blows the whistle
- Play fairly/share equipment

#### **We are responsible**

- Use all equipment properly
- Use a pass to go to the bathroom or leave the play area
- Help keep our playground area clean

#### **We are safe at school**

- Use only appropriate physical contact

### **LOWER PLAYGROUND RULES**

- 1) Students must play within the boundaries of the playground equipment
- 2) No balls are allowed during recess
- 3) When the bell rings, students must freeze in place, then line up when the whistle blows.

### **UPPER PLAYGROUND RULES**

- 1) No football playing is allowed without the supervision of a teacher
- 2) Other balls are allowed for appropriate play
- 3) Only students in 4<sup>th</sup> and 5<sup>th</sup> grade may use the pavilion area during recess

### **HALLWAY/BREEZEWAY RULES**

#### **We are respectful**

- Talking in hallway disturbs others
- Respect other's space

#### **We are responsible**

- Stay to the right side of the hallway
- Allow others to pass

#### **We are safe at school**

- Keep hands, feet and objects to yourself
- Walk facing forward

### **CAFETERIA RULES**

The following rules are general cafeteria rules to be followed by all students. The classroom teachers will sit with their students and monitor their behavior. The cafeteria stop light may be adjusted by teachers to regulate the noise level.

### **We are respectful**

- Stay in line
- Use inside voices at all times
- Listen to the duty teacher

### **We are responsible**

- Raise your hand if you need something
- Clean your area when finished

### **We are safe at school**

- Stay in your seat until directed to get up
- Keep hands and feet to yourself
- Use walking feet

## **DISMISSAL POLICY**

At dismissal time:

- Bus riders will report to a designated area. Students must remain in their assigned area until a duty teacher calls for their bus.
- Car riders will report to the gym side of the school for pickup.
- After-school care students will report to the gym.

\*Students who are not picked up by 3:50 will be sent to after school care, and will be charged the daily rate of \$8.00.

**FOR SECURITY REASONS, TRANSPORTATION CHANGES MAY NOT BE MADE OVER THE PHONE OR EMAIL. A written note, or fax (with a picture driver's license) must be sent to the office before 3:00 pm.** Students with transportation changes will receive a transportation change form before the end of the day.

Before a student may ride a bus other than his/her own, the parent/guardian must submit this request to the principal in writing for approval. The note should contain the child's name, the date of the request, the number of the bus the student is requesting to ride, and the parent/guardian's signature. The bus driver will not let the child on the bus without a letter signed by the principal. *Some buses may not allow extra riders due to overcrowding.*

The parent/guardian must send written permission to the school when the child is to ride home with another student's parent. The note should contain the child's name, the date of the request, the person picking up the child, and the parent/guardian's signature.

## **DRESS CODE/ UNIFORM POLICY**

Parents and students are to refer to the *St. Tammany Parish District Handbook for Students and Parents* for the district dress code policy. A few key areas to note are:

- A school uniform is required. The uniform consists of:
  - Solid khaki or navy pants, shorts, capris, skirts, skorts, or jumpers
  - Solid red, navy blue, or white polo or crew shirts
  - School t-shirts may be purchased at the front office and worn as uniform shirts
- Shoes should be appropriate for the classroom and playground. Tennis shoes are required for participation in PE. Beach sandals, backless rubber thong sandals, or high heels are not permitted.
- For security purposes, a red, white, or blue coat/jacket is suggested. **It is highly recommended that you mark your child's jackets with a permanent marker for identification in the event they are lost.**
- The minimum length of shorts, dresses, skirts, etc. must be at the fingertip or below when standing erect with arms extended down the sides or be no more than 5" above the knee.
- Tights and/or leggings worn with skirts must be solid red, white or blue.
- Undershirts may not be worn as outerwear and may not be visible under the uniform shirt except at the neckline. Underarmor and other athletic undergarments should not be worn as a uniform shirt. For security purposes, a red, white, or blue coat/jacket is suggested.
- No skin may show between the pants and shirt in any position.
- All pants MUST be secured at the waist with NO undergarments revealed.
- Shirts may not be worn as jackets.
- Caps, hats, and bandanas are not allowed at school.
- The length of hair for boys may not fall below the base of a collared shirt. Any method used to circumvent this hair length rule is not permitted. Hair arranged in a manner detrimental to the performance of normal educational activities (ex: hair covering the eyes) will be prohibited. Extreme hair styles will not be permitted; i.e. unnatural coloring, mohawks, sculpted designs, etc.

Violating the St. Tammany Parish policy on dress code or the school uniform policy could result in disciplinary action. *A student will not be allowed to remain at school if the violation is disruptive.*



## **EARLY CHECKOUT**

A parent/guardian must come to the office before 3:00 to sign a child out for early checkout. No exceptions will be made. Students will be contacted in their classrooms and asked to come to the front office to be signed out. Adults picking up students must present a valid driver's license or state ID card and be listed on the student's emergency card. **Perfect attendance cannot be earned if a student is checked in late or checked out early.**

***PLEASE NOTE:*** We cannot call children out of class until the parent or guardian arrives and signs them out.

## **ELECTRONIC COMMUNICATION WITH STUDENTS**

All electronic communication by an employee with a student enrolled in this school should:

- be relative to the educational services
- be delivered by means provided the STPSB including School System email, school sponsored teacher websites, school websites, school provided phones and other electronic communication that is approved by the Superintendent, such as Twitter or text message sent from a computer with a copy sent to the principal and parent, if possible.

## **EMERGENCY CONTACT INFORMATION**

School emergency closing and re-opening information is available through a number of sources. Parents are asked to stay informed through:

- local television, radio, and newspapers;
- the school system website at [www.stpsb.org](http://www.stpsb.org);
- St. Tammany Parish Schools on Facebook
- St. Tammany Parish Schools on Twitter
- St. Tammany Public School App (in the app store)
- the school system educational television station (Channel 13); and/or
- the School System Emergency Hotline at 1-866-750-7489

During an emergency, parents need to closely monitor information about the situation, including procedures being followed, before going to school or to the scene of an emergency. Timely information will be released to parents through the sources above or personal contact when possible.

## **FIELD TRIPS**

Educational Field Trips are planned by teachers and approved by the Superintendent's office to enrich learning. The information and cost of trips will be sent home prior to any field trip. Students attending field trips must ride the school bus and are not allowed to ride with parents in cars. Siblings will not be allowed to go on field trips. The purpose of the chaperone is to supervise a class group of 4-6 students.

A parent wishing to check his/her child out from a field trip must sign the child out in the school office prior to leaving school the morning of the field trip. The parent will receive a copy of the Sign-Out Permission Slip to give to the child's teacher.

## **GRADED PAPER ENVELOPES**

Graded papers, correspondence, and important information are sent home every Wednesday in the Tiger Roar Envelope. A parent/guardian must sign the envelope and send it back the following day.

## **HONOR ROLL**

Following the end of each quarter we have an Honor Roll Breakfast to recognize those students in 4<sup>th</sup> and 5<sup>th</sup> grades who make the Banner Roll (All As), the A Average Honor Roll, and the B Average Honor Roll.

## **HOURS**

Office Hours:	8:00 a.m. - 4:00 p.m.
School Hours:	8:30 a.m. - 3:31 p.m.
Before Care:	7:00 a.m. - 8:00 a.m.
After Care	3:31 p.m. - 5:30 p.m.

## **INTERIM REPORTS**

Interim reports on class progress are issued at midpoint during each grading period if a student is not performing at a satisfactory level. During Open House, your child's teacher will explain plans for reporting student progress.

## **LOST AND FOUND**

All clothing found on the campus is placed on a hook outside the cafeteria. Please write your child's name on everything worn or brought to school. Students should not bring extra money, toys, or valuable items to school.

Periodically, we will donate those items left for a period of time to charity.

## **MAKE-UP WORK**

A student is expected to make up work after an excused absence. If a student is assigned an out of school suspension, the student can make up the work missed for partial credit earning a grade no higher than C. The student is required to turn in the work the following day after receiving the make-up work. If an absence is unexcused, the student will not be allowed to make up work.

## **MEDIA RELEASES**

Media release forms are sent home the first week of school. Students may only be photographed, videotaped, etc. for publication **if this form is signed and on file in the school office**. If for any reason you do not want your child photographed, we would appreciate you calling this to our attention and noting this on the release form

## **MEDICATION POLICY**

Children are NOT allowed to have medication with them at any time while on school grounds or while in route to school. This includes prescription and over-the-counter medications.

According to St. Tammany Parish School Board policy, designated personnel are not allowed to dispense medication of any kind unless the appropriate forms have been completed by the parent/guardian AND doctor. Any change in medication will require a new form. All medicine must be brought in by a parent/guardian and must be kept in a prescription bottle that matches the information on the form. All medications must be picked up at the end of the school year or they will be disposed of. **A new form must be completed each school year.**

Do not send cough syrup, cough drops, aspirin, or any other over-the-counter medication to school with any child. Parents may come to school, sign in, and administer medicine if necessary.

## **ON-LINE PAYMENTS**

Payments for school fees may be made on-line through [www.folsomelementary.stpsb.org](http://www.folsomelementary.stpsb.org).

## **PARENT/GUARDIAN INVOLVEMENT**

We encourage parents and guardians to choose to become involved in the life of Folsom Elementary School. You are crucial to the success of our school and will find a warm welcome within. To ensure effective involvement of parents and to support this partnership, we shall provide activities that encourage participation and involvement of all members of the school community.

Parental involvement activities are planned at various dates and times in order to accommodate all parents. The activities encourage parent to be actively involved in their children's education and to assist in their learning process.

Parents are given the opportunity to participate in the decision-making through participation in opinion surveys as well as through membership in committees such as the School Improvement Planning Committee, PTA Committees, and the Title I Parental Involvement Committees.

## **PARENT/TEACHER CONFERENCES**

Only when a child feels that there is understanding, appreciation, and active cooperation between home and school, can he do his best in his school work. Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular difficulties he may have.

**Please conference with the teacher first before contacting the school principal or assistant principal.**

This allows you to establish a working relationship with your child's teacher and is in the best interest of your child.

## **PTA**

Folsom Elementary has a very active PTA who is highly involved in improving our school. PTA encourages parental involvement, assists parents in developing skills to raise, educate, and protect their children, and speaks on behalf of children in our school. For more information on the PTA, please contact the school office.

## **PROMOTION AND RETENTION**

According to the St. Tammany Parish policy for promotion and retention, a child will be promoted if all criteria have been satisfied. This detailed information may be found in the St. Tammany Parish Pupil Progression Plan at <http://stpsb.org/files/pupilprogressionplan.pdf>.

## **REPORT CARDS**

Report cards are sent home after each of the four grading periods. Students will receive their final report card in the mail.

## **RESTROOM POLICY (concerning adults)**

For the safety of all students, adults (including parents/ guardians) should use the restrooms designated for Faculty and are not allowed in the children's restrooms.

## **SAFETY AND SECURITY**

Security cameras are currently installed throughout our campus. The cameras have been installed in strategic areas and monitor our school campus 7 days per week/24 hours per day. All classroom doors, as well as the exterior gates, will remain locked during the school day for safety reasons.

## **SAT - STUDENT ASSISTANCE TEAM**

The Student Assistance Team (SAT) is comprised of various school staff members and may include an Administrator, Counselor, Technology Resource Teacher, referring teacher, and other appropriate personnel.

When a student is having learning, behavior, or speech concerns, a conference is held between the teacher and the parent and specific concerns are documented. Then, the SAT will meet with the parent, review all information, implement appropriate interventions, and makes additional recommendations for interventions and/or screenings as needed.

## **SCHOOL FEES**

We are requesting a \$10.00 fee per student to purchase instructional materials. These materials support and enrich our basic textbooks and curricular activities. Specifically, these extras include items such as science materials, art supplies, technology supplies and copy paper.

## **SMOKE FREE ENVIRONMENT**

All public school campuses in our parish are smoke free environments.

## **STUDENT ILLNESSES/CONDITIONS**

Students will be sent home for the following conditions:

- Temperature above 100 degrees
- Vomiting
- Diarrhea
- Suspected communicable disease
- Rash
- Lice – if a child is found to have lice, parish policy requires that they be excluded from school. Upon returning to school, the child must be checked by the school nurse.

## **TECHNOLOGY**

Each student and a parent/guardian must sign the St. Tammany Parish Instructional Use Agreement in order for the student to use the St. Tammany Parish School Board instructional technology and internet services. This form will be kept on file in the student's permanent folder and maintained as long as he/she is a student in the St. Tammany Parish School System. Students who do not have a signed form on file in the school office will be issued one to complete and return to school. To revoke permission once it has been granted, a letter must be submitted to the school office. The letter should contain the following:

- Date
- Child's full name
- Statement of refusal for instructional technology and Internet use

- Parent/guardian signature

## **TEXTBOOKS/LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. Any lost or damaged books must be paid for. The replacement value of most textbooks is in excess of \$30.00. Extra care should be taken in keeping up with textbooks and library books. If a lost book is found, the money will be refunded.

## **VISITORS**

Visitors are welcome at Folsom Elementary, but we foremost want to ensure safety for your child. The St. Tammany Parish School Board has implemented a system to confirm the identification of anyone checking into the office. On your visit to the school, please be prepared to present your driver's license to be scanned, which will produce a visitor's pass.

- All visitors must report to the school office immediately upon arrival.
- No person shall go on school grounds or in any building without authority of the school office.
- All visitors must sign in on our "Visitor Log Sheet."
- Visitors are not allowed on the playground during recess.
- Visitors must receive an "Official" visitor's pass that must be worn the entire time while on campus.
- Upon departing, visitors must report back to the school office to turn in the visitor's pass and to complete the "time out" section on the "Visitor Log Sheet."

All classroom visits for observational purposes must be scheduled through the principal. Advance notice is required so that the visit will not disrupt instruction. Parents should not visit the classroom unannounced for any reason.

## **WEAPONS POLICY**

Students found using, possessing and/or concealing a knife, firearm, weapon capable of discharging a projectile, or other dangerous instruments capable of causing bodily harm shall be immediately suspended and recommended for expulsion. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument may be suspended from school or recommended for expulsion.

Please refer to the District Handbook for Students and Parents for further clarification of the parish-wide discipline policy.

## **WEBSITE**

The school website (<http://folsomelementary.stpsb.org/>) is updated regularly. Classroom teachers also have webpages that can be accessed through the school's website (click on "faculty and staff"). Parents and family members are encouraged to check the websites for information on events, volunteer opportunities, announcements, etc.

## St. Tammany Parish Public Schools Title I Parents' Right to Know Parent and Family Engagement Best Practices

### PARENTS' RIGHT TO KNOW

The **Every Student Succeeds Act (ESSA)** requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children's teachers.

**Parents and families have the right to know:**

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

**Teacher Certification/Degree Information can be verified at [www.teachlouisiana.net](http://www.teachlouisiana.net)**

### PARENT AND FAMILY ENGAGEMENT BEST PRACTICES

St. Tammany Parish Public School System believes that **Parent and Family Engagement (PFE)** is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

District Responsibilities	School Responsibilities
<ul style="list-style-type: none"> <li>• Involve families in developing and reviewing the district's PFE Plan</li> <li>• Hold yearly Federal Programs, PFE Stakeholders', and PFE activity planning meetings</li> <li>• Support STPPS Title I schools in planning and carrying out their PFE activities</li> <li>• Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans</li> <li>• Provide a Title I PFE resource page and presentations for school personnel use</li> <li>• Develop Title I PFE survey to evaluate</li> </ul>	<ul style="list-style-type: none"> <li>• Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities</li> <li>• Offer PFE activities at various times which support learning goals at home</li> <li>• Involve parents in the planning, review, and implementation of PFE programs</li> <li>• Provide parents with timely information about the school PFE policy</li> <li>• Provide families with opportunities to volunteer, participate, and observe in the school and classroom</li> </ul>

PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures

- Maintain 2-way communication with families
- Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process
- Support all students in their effort to achieve success.