PARK FOREST ELEMENTARY CREATIVE SCIENCES & ARTS MAGNET SCHOOL

Parent & Student Handbook
2025-2026

Mrs. Tara Mitchell, Principal

Ms. Cindy C. Grimmer, Assistant Principal

10717 Elain Drive
Baton Rouge, LA 70814
PHONE: (225) 272-0814

ARRIVAL AND DEPARTURE PROCEDURES

Arrival:

1. The Morning Care Before School Program begins at 6:30 a.m. Monday – Friday. Please refer to page 12 for additional information regarding the enrichment program provided by Park Forest Elementary Creative Sciences and Arts Magnet.
2. The carpool line will begin in front of the school. Parents dropping off students are to remain behind the buses at all times. **DO NOT PARK ON THE GRASS IN FRONT OF THE SCHOOL.**
3. The safety of our students is our utmost concern; therefore, please do not drop students off on White Sands Drive or any other location besides the front of the school utilizing the carpool lane.
4. Parents, do not escort your child across the parking lot. It is faster when we utilize a carpool lane and remain in your vehicle.
5. ALL students will walk quietly to the front door of the school with shirts tucked and shoes tied. Remember, no hoodies are allowed in the building.
6. ALL students will enter the building through the main entrance doors starting at 7:55 a.m.
7. Upon entering the building, students will report directly to the lunchroom, eat quickly and quietly, and report to their designated classroom.
8. Teachers will greet students at their classroom door. Students will be directed to place their items in the designated area and begin PIRATE Prep (morning work activities).
9. Students are officially tardy at 8:25 A.M.
10. Late students must be checked in by a parent, guardian, or designee at the main office. Students must receive a tardy slip from the office personnel for admission into class.
11. Students will not be allowed into class without a tardy slip.
12. Students are responsible for providing their teacher with their tardy slip.
13. All doctor excuses, etc., must be turned into the front office when arriving to ensure their excused days are accounted for and documented.
14. All students must arrive at school on time, every day, for the entire day.
15. ***Instruction begins at 8:25 AM. STUDENTS MUST BE SEATED IN THE CLASSROOM AND READY TO LEARN AT 8:25 AM. IT IS ADVISED THAT STUDENTS ARRIVE AT SCHOOL BY 8:15 AM.***

Dismissal:

1. All check-outs must occur before 2:30 PM (a photo ID will be required).
2. When preparing to exit the building, the students' hands should be free from all instructional materials. All belongings must be inside their backpack.
3. Children will walk quietly and in an orderly manner with their hands by their side, facing forward, feet behind feet.
4. Students will report directly to their assigned areas when they are called for dismissal. All student backpacks will be tagged, noting the student's method of getting home.
5. Students will be released in the following order:
    a. Walkers will be released promptly at 3:15 PM
    b. Walkers: Students will be dismissed to the crossing guards on Pioneer/Elain and Whitesands/Elain. Parents should be on time to pick up their child from the crossing guard. Parents will not be allowed on campus to pick up their children.
    c. Buses: Students will be called according to their bus color. Please make sure your student is aware of his/her bus color and number.
    d. Carpoolers: Students will be called by their names in class; however, each parent will have a number to give to the staff member for their child's name to be called.
    e. You must place the hanging tag in your vehicle to expedite the process for gathering students. (Anyone picking up your child must have the assigned number.)
    f. There will be a $10.00 fee for late pick-up after 3:40 PM. Parents must come into the building and sign their student out of aftercare if they arrive after 3:40 PM.
6. Please do not try to pass the buses. Do not walk across the parking lot
7. ***For the safety of our students, parents, and employees, please refrain from walking across the parking lot to pick up students.***

BUS POLICY

In order to ensure the safety of our students and drivers, please remind your child(ren) of the following:

Always:

1. Cooperate with the bus driver because everyone's safety depends on it.
2. Be on time because the bus cannot and will not wait.
3. Cross the road cautiously when loading and unloading. Hold the hand of a younger sibling(s).
4. When loading the bus, wait for the bus driver's signal before crossing the street.
5. Remain silent so that the driver is not distracted.
6. Be courteous and safety-conscious in order to protect and enjoy the privilege of riding the bus.

Never:

1. Stand when the bus is in motion.
2. Extend arms, head, or objects out of the windows or doors of the bus.
3. Throw objects inside or out of the bus windows or doors.
4. Use the emergency door except in emergencies.
5. Eat or drink on the bus.
6. Damage the bus in any way.
7. Participate or instigate fights on the bus.
8. Enter or exit the bus at the incorrect stop.
9. Leave the bus without permission.
10. Behave disrespectfully towards the bus driver, aide, or other students.
11. Commit an immoral or vicious act.
12. Refuse to sit in an assigned seat.
13. Use profane language or gestures.
14. Carry firearms, knives, or any other objects or implements that can be used as weapons.
15. Bully another student(s).
16. **Always Remember Not To Have These Items On The Bus**:
    a. Pets (cats, dogs, etc.).
    b. Glass objects (except eyeglasses).
    c. Objects too large to hold in the lap or placed under seats.
    d. Items that are inappropriate at school shall not be allowed on the bus (weapon of any kind, lighter of any kind, & food of any kind).

Per the state laws and parish regulations, discipline problems on the school bus will be addressed by the principal or designee of the school. The principal or designee will investigate and take action necessary to ensure operational safety on the buses.

Procedures for removing students with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion.

Consequences for Minor Bus Offenses:

First Offense

1. The conference will be held with the students.
2. Parents/guardians will be notified.
3. Warning citations will be issued (subject to change based on the incident).

Second Offense

1. A conference with students and parents will be held at Park Forest Elementary Creative Sciences & Arts Magnet School.

Third Offense

1. Parent/guardian will be notified.
2. Written notification was sent home with the student.
3. The student will be denied bus transportation for 3-5 days.

Fourth Offense

1. Permanent suspension for the school year from all bus transportation will be enforced after notifying the parent/guardian.

Major offenses will result in a more severe punishment, such as suspension/expulsion from

school. Any misbehavior that occurs on the bus, while walking to or from the bus and bus stop, during the ride to or from school may result in temporary or permanent loss of the privilege to ride the bus. In this case, transportation to and from school becomes the responsibility of the parent/guardian.

CAR RIDERS

1. Car riders should not arrive before 7:55 a.m.
2. When arriving at school, please adhere to the directions of the duty teacher.
3. The afternoon carpool line will begin on Elain Drive (before entering the driveway).
4. The carpoolers' drop-off point is along the driveway located in front of the building.
5. Duty teachers will watch and assist students as needed from their cars.
6. In the afternoon, cars will line up in front of the school, starting behind the school buses.
7. Parents should not park on side streets near the school and expect students to be allowed to walk to the car. This is an unsafe practice and cannot be supported by school staff. Parents may pick up walkers from the crossing guard.
8. Please place the hang tag received with your child's number on it in your windshield. This will assist the carpool line to move faster.
9. **All students must be picked up before 3:40 p.m.**
10. Please inform all childcare facilities of the pick-up time. If a student is picked up later than 3:40 p.m., a parent, guardian, or designee must sign the student out from the main office/ extended program and pay a late pick-up fee of $10.00.

Parents, please make every effort to ensure your child arrives and stays at school for the full school day. Daily attendance is very important to your child's academic success.

WALKERS

- Students who walk home will be escorted to the crossing guards on Elain Drive by a teacher.
- Please remind your child to go straight home and not to ride with or talk to strangers.
- Please make your child aware of what procedures they are to follow on days when it is raining.
- Notifying the office of your procedure will be appreciated so that we too can confirm your child arrives home safely.

OFF-SITE ~ CHILD CARE

- Please communicate with your child's daycare when an absence or early check-out occurs. This will reduce the number of questions about the child's whereabouts at dismissal.
- The safety of your child is important to us; therefore, communication is necessary for a successful dismissal process.
- All childcare facilities must adhere to all childcare policies for drop-off and pick-up.

SCHOOL PARKING

- Please refrain from parking in the bus lane between the hours of 7:30 a.m. - 8:30 a.m. 2:30 p.m. – 4:00 p.m.
- Please utilize the "visitors" parking space when visiting the school between 8:00 a.m. and 9:00 a.m. and 2:30 p.m., and 3:00 pm. It will be easier to leave the area and safer for our students.
- Parking on the grass or on the lawn of our neighbors is **not allowed**.

ATTENDANCE

- Elementary students shall be in attendance for a minimum of 167 six-hour days or 60,120 minutes a school year.
- The responsibility for a student attending school lies with the parent(s) or the legal guardian.
- If the student is chronically absent or chronically late (tardy), the parent and/or student may be referred to the Office of Child Welfare and Attendance (CWA), located at 408 E Polk St Street, Baton Rouge, LA 70802.
- Parents will be notified of absence #5.

EXCUSED ABSENCES

- Students may be excused by the principal for a whole or part of a day's absence for two or fewer consecutive school days for the following reasons:
  - Personal illness
  - Serious illness in the student's immediate family
- Death in the student's immediate family, not to exceed one week
- Natural catastrophe and/or disasters
- Written statements from a parent, legal guardian, or physician stating a reason for absences shall be given to proper school personnel within five (5) school days after the student returns to school.
- The number of parental statements for absences is limited to five (5) each semester.
- A parent note will be marked as unexcused/parent note (UNSPN) in the database, which will generate an investigation by Child Welfare and Attendance (CWA) if the parent notes exceed five (5).
  - These parents will not be referred to a Truancy Workshop until the investigation has

determined whether or not the absences are based on extenuating circumstances.

TARDY STUDENTS

- A student who accumulates 4 unexcused tardies, the parent, student(s), and attendance clerk will attend and mandatory meeting with a member of leadership.
  - The Parent/guardian is contacted by the principal or a designee.
  - The appointment time should be given to all parties involved.
  - The CWA designee should also be present.

CHECK-OUT PROCEDURES

- Students must be checked out in the office by a parent, guardian, or designee who is documented in J Campus. Please be prepared to show identification when checking out students. You must be 18 or older to check out a student (no exceptions).
- In the event there is a concern regarding the person checking out a student, notification will be made by the office to the parent or guardian of the student.
- Parents, guardians, or designees will be required to complete the proper paperwork when checking out a student.
- **Check-outs will NOT be allowed after 2:30 p.m.**
- In the event of an emergency, please consult with the Assistant Principal or Principal.

BREAKFAST AND LUNCH

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.
- Visitors may not eat breakfast at school.
- Breakfast will be served from 7:55 a.m. - 8:20 a.m.
- Students will report directly to the lunch room to obtain their breakfast upon entering the building and report directly to class after eating.

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.
- It is our desire that everyone participate in the lunch program.
- In case of allergies, a parent should send a note to the cafeteria manager and to the teacher for special diet request (LDOE Diet prescription) for meals at school. Must be brought in from the doctor's signature. Obtain the form from the cafeteria..
- Parent(s)/Guardian(s) will be allowed to eat with their child and must pay the cost of an adult plate ($6.75).
- Parents may not bring any fast food or take-out food into the cafeteria.

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:
- All lunch items should be securely packaged in a lunchbox or bag.
- Milk can be purchased if desired.
- Fast Food, chips without protein, sandwiches, and soft drinks are not allowed in the cafeteria or on campus.
- All at-home lunches must have all parts of the dietary requirements. Snacks do not count as lunch. The duty person will approve lunch boxes daily.
- Lunch menu will be on the website, announcements, and announced prior to entering the lunch room.
- ***Teachers cannot heat food for students. Parents must pack lunches that do not require heating. This is for safety reasons.***

ILLNESS OR INJURY AT SCHOOL

- Please notify the main office when contact information changes. In case of an emergency.
- In the event that your child becomes ill or injured at school, you will be notified immediately, and an incident report will be filed out.
- We ask that after being notified of an illness or injury that you please make arrangements to pick up your child or send a designee when needed.
- We will do everything we can to make your child as comfortable as possible until you or your designee arrives; however, the welfare of your child is our top priority. `

DRESS CODE

Please carefully read "Dress, Grooming and Uniforms" in the Students' Rights and Responsibilities Handbook for the East Baton Rouge Parish School Board-approved policy for all elementary schools.

Uniform:

- **Tops:** Burgundy shirts/blouses with collars, turtlenecks are acceptable in winter. No logo is allowed except for Park Forest Elementary School. NOT-SHIRTS**:** If undershirts are worn, they must be solid white. SHIRTS AND UNIFORM SHIRTS MUST BE TUCKED IN!
- **Bottoms:** Navy blue pants, shorts, skirts, and jumpers that are not more than five inches above the knee. **Jeans, biking shorts, stretch pants, sweatpants, wind pants, or other athletic apparel are not allowed.**
- **Belts:** Navy or black belts will be worn on the bottom with belt loops.
- **Socks:** All socks must be navy, burgundy, black, or white.
- **Shoes:** Closed-toe shoes/tennis shoes without wedges at ALL times, including free dress day. Flip-flops, Crocs, boots, or slippers are not allowed. Unless it is a free day.
- **Jackets:** Only solid navy, black, or burgundy jackets may be worn in the building. No hoodies.
- **No scarves or bandanas.**
- **Jewelry:** A student will be required to remove any jewelry that becomes a distraction. Large hoop/hanging earrings, necklaces, and bracelets are not a part of the student uniform.
- **Other:** Face painting, stickers, decals, glitter, etc., should not be worn to school. Students CANNOT wear shoes or boots with heels to prevent injury during physical activity, such as recess and PE.

Uniform Disciplinary Policy:

- Uniforms are mandatory at Park Forest Elementary Creative Sciences & Arts Magnet School. Please see the appropriate uniform directions above.
  - **First Offense:** A Letter of reminder sent to the parent/guardian.
  - **Second Offense:** Telephone call to parent/guardian.
  - **Third Offense:** Parent/guardian will be required to attend a conference.
  - **Fourth Offense:** Disciplinary action as deemed necessary by the principal.

LABEL PERSONAL ITEMS

- Please place your child's name on ALL personal items such as sweaters, coats, hats, gloves, raincoats, book sacks, etc. Regardless of grade level.
- School supplies should be labeled.

SCHOOL PARTIES

- Two parties per school year may be held in your child's classroom towards the end of 1st and 2nd semesters at the discretion of the teacher.
- Refreshments are allowed at school-arranged parties ONLY (winter parties and spring parties).
- All refreshments must be store-bought.
- **Pre-K students are allowed to have parties.**

BIRTHDAY PARTIES

- Birthday parties for students are not allowed during the school day.
- Birthday party invitations are not allowed to be distributed at school unless the ENTIRE CLASS IS RECEIVING ONE.
- Balloons or flowers should not be delivered to students at school.
- Valentine's extravagant gifts cannot be exchanged between children.
- "Boyfriend and girlfriend" relationships are ***NOT allowed. Please DO NOT ENCOURAGE THIS BEHAVIOR. GIFTS ARE NOT ALLOWED.***

MEDICATION POLICY

The East Baton Rouge Parish School Board Medication Policy is below. Please read this policy carefully, as it will be strictly enforced at Park Forest Elementary Creative Sciences & Arts Magnet School.

- As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medication cannot be administered before or after school hours.
- The nurse is responsible for giving the medication only if it is planned with dr orders and a prescription bottle.

This includes:

- Medication for asthmatic conditions.
- Extenuating circumstances -- These will be assessed on an individual basis, e.g. field trips, chronic disorders, migraine headaches, arthritis, Sickle Cell Anemia, etc.
- Antibiotics and other short-term medication, including non-prescription medication, shall not be given at school.
- ***Children are not 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.

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

- Medication shall not be administered to any student without an order from a physician or dentist licensed in the state of Louisiana and written parental consent.
- Medication must be brought to the school by the parent or guardian in a container that meets acceptable pharmaceutical standards.
- Both the consent letter from the parent or guardian and the medication container shall contain clear instructions i***dentifying the student's name, prescription number, if any, date, frequency, name of the medication, dosage, and physician's or dentist's name.***
- No more than one month's supply (25 days) of the medication shall be kept at school; the empty bottle will be sent home with the student.
- If a student is to receive a fraction of a tablet, the parent is responsible for breaking the tablet(s).. Fractional doses are not exact; therefore, unlicensed personnel are not allowed to break tablets.
- At the beginning of each school year and anytime there is a change in medication, a new form from the physician must accompany the new prescription.
- All medication must be recorded daily in the Medication Log. The Parental Consent and the Physician's Order Form will be kept with the Medication Log, and a copy of each form will be placed in the cumulative folder.
- Because of potential danger, medication must be kept under lock and key in a secure, central location.
- The nurse shall assess the health status of the specific child in his/her specific educational setting.
- The nurse shall determine that, according to the legal standards of the respective licensed health professional, when performing such procedure, the administration of medication can be safely performed by and delegated to someone who has received documented training with the documented competence of a licensed health professional.

HOMEWORK POLICY

READING FLUENCY IS A PARK FOREST ELEM REQUIREMENT.

- PRE-K-2 GRADE- 20 minutes nightly for a read with and aloud story with a parent or guardian.

- 3rd-5th grade -30 minutes nightly to build stamina for reading. Daily practice is needed for stamina and endurance.
- We recommend Homework Louisiana for homework assistance (www.homework.la.org)

- Homework will be given Monday-Thursday (Upper grades occasionally on Friday). The amount of time spent on homework should be reasonable.
- We recommend the following time; however, this is subject to change by 30 minutes:
- K – 1 ~ 10 – 30 Minutes 2 – 3 ~ 30 – 45 Minutes 4 – 5 ~ 30 – 60 Minutes
- Homework will be checked daily and graded for work habits & for accuracy
- **Homework Louisiana** offers **FREE** online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a **live tutor**. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.
    -

EXTENDED DAY PROGRAM ~ BEFORE AND AFTER ENRICHMENT PROGRAM

The Extended Day Program is a before/after school enrichment program designed to enhance children's lives educationally, socially, culturally, emotionally, and physically in a safe and familiar environment. The program is operated by Park Forest Elementary Creative Sciences & Arts Magnet for both morning and aftercare.

OVERVIEW

- All students enrolled at Park Forest Elementary Creative Sciences & Arts Magnet in PK - 5th grades are eligible to attend
- The Before and After School Enrichment Program will begin on the first day of school, which is August 7, 2025
- Before School Enrichment Program hours 6:30 a.m. – 8:00 a.m.
- After School Enrichment Program hours 3:25 p.m. – 5:30 p.m.
- Snacks will be provided during aftercare only
- Extended Day students are limited to 50 and are accepted on a first-come, first-served basis.
- Students who exhibit excessively disruptive behavior will be excluded from the extended day program.
- Students who are picked up after 5:30 PM will also run the risk of being exited from the program.
- Late pick-up is a dollar per minute after 5:30 PM.

CHECKS

- Park Forest Elementary Creative Sciences & Arts Magnet will have a "**No Checks"** policy for the **2025-2026** school year. All money must be submitted by cash, cashier's check, or money order.
- Online payments can be accessed on the website homepage.

DISCIPLINE POLICY

Students are expected to behave in an acceptable manner at all times. A copy of the school-wide rules will be posted on the Park Forest Elementary Creative Sciences & Arts Magnet School website. The classroom rules will be posted on your child's teacher's website.

- We encourage parents to support our students and the faculty in our efforts to establish a culture of academic success and character development in a non-threatening environment.
- C**ell phones** and other electronic devices should not be on campus unless in the "off" position and turned in to the **teacher for safekeeping until the end of the day**. (See cellphone policy)
- **Basketballs, footballs, and/or toys of any kind should not be brought to school.**
- We discourage accessories and purses unless it is deemed necessary for personal reasons.
- **Lip gloss, lip stick, and large earrings are distractions in the classroom setting. Please do not encourage students to wear these items.**
- There is a zero-tolerance for DRUGS AND WEAPONS of any kind (all toy guns, water guns, BB guns, and real guns will be reported to the School Resource Officer-SRO). All drug paraphernalia will be reported to the DRUG TASK FORCE. This includes edibles, vapes of all kinds, cigarettes, or any household items being represented as drugs.

What is the official EBRPSS discipline policy?

- **Please see Section 14 – "Elementary School Regulations" of the East Baton Rouge Students Rights and Responsibility Handbook.**

Increasing student achievement is our goal; therefore, please speak with your child(ren) about bringing inappropriate items to school. If your student's items are lost or taken, the administration will do the best we can to locate the item; however, please note we will not take time away from instruction to investigate items that should not be on campus.

CELL PHONE POLICY

The following policy and procedure is for all students at Park Forest Elementary Creative Sciences & Arts Magnet School:

- Students must keep their cell phone and any accessories in their book bag from the moment they enter campus until they are turned into the homeroom teacher.
- Cellphones should not be visible, used in any way, including for recording, taking photos, or testing dishonesty, at any time during the school day. (see "Discipline Policy")
- All cell phones should be checked into the homeroom teacher each day and checked out at the end of the day.
- Cellphones cannot be kept useless sent to the office, and leadership is aware of the event.

If the above policy is not followed, disciplinary actions will be applied:

First Offense:

- The cellphone will be confiscated, parents will be notified, and the cellphone will be returned to students at the end of the day.

Second Offense:

- The cellphone will be confiscated, and parents will be notified and asked to pick up the cell phone from the administration.

Third Offense:

- The phone will be returned at the end of the school year.

FIELD TRIPS

- Educational field trips will occur throughout the school year to enhance the learning experience taking place in the classroom.
- Students may not leave the school campus to participate in a school-sponsored field trip without signed consent from their parent or guardian using the official East Baton Rouge Parish field trip form.
- Parents are not allowed to ride the school bus for insurance purposes.
- Free Dress is not allowed on Field Trips unless in

GRADING & REPORT CARDS

- Open House will be held at the beginning of the school year for the purpose of introducing you to each teacher and explaining what will be expected of your child. Please be advised of the following:
  - Student work packets – samples of students' work will be sent home every 10 days.
  - Report Cards will be given out at the end of each 9 weeks. Grades and instructional levels are marked on this report.
  - Mid-Nine Week Progress Reports –The progress reports inform parents of the students' progress during the nine weeks.
- In order to keep you informed of your child's progress, we ask that you participate in Parent/Teacher Conferences starting the 1st nine weeks of school.
- Parents are encouraged to visit the Parent Access Center website at any time to view their child's progress.
- You will need to contact the office at 272-0814 to receive your child's PSN number to sign up for the JCamus parent portal for online access to your child's information.
- This information cannot be given over the phone.

PARENT-TEACHER COMMUNICATION POLICY

Throughout the school year, the following documents will either be sent home, available on our

website, on JCampus, or conducted on campus. Please see the following:

- Monthly calendar of events
- Parent / Teacher Conferences
- Parent/ Administrative Conferences
- Student Work Packets (Sent home every 10 days)
- Report Cards (Every 9 Weeks)
- Progress Reports (Every 4 ½ Weeks)
- Phone Conferences
- Parent Workshops (literacy night, math night, etc.)
- Monthly Parent Meetings/ Open House

CONFERENCES

- Arrangements for conferences can be made by emailing your child's teacher or sending a note to request a time.
- Please check your child's yellow take-home Parent Communication folder for messages from the teacher, office, or administration.
- Please do not interrupt students during instructional time between 8:00 a.m. - 3:35 p.m. for an unscheduled conference with the teacher as you may be asked to schedule a conference at another time.
- All other conferences can be scheduled as necessary by either the parent, teacher or administration, including the school counselor.

OBSERVATIONS

We encourage parents to become actively involved in their child's education. We welcome and encourage you to observe in the classrooms. Please follow the rules listed below when you come to observe:

- Classroom observations must be scheduled by the administration through the use of the classroom shadowing form.
- Call or visit the office at least 24 hours before the day you wish to observe to complete a Classroom Shadowing Request Form.
- On the day of your observation, you must report to the office to sign in and receive a visitor's pass.
- Enter the classroom quietly. Please do not stop the teacher's lesson. (Parents can go into the classroom or observe at the door, depending on the reasoning of parent.
- Observe quietly. Please do not talk with your child or the teacher.

- We ask that you DO NOT bring small children or additional visitors with you during an in-class shadow; however, you may include 1 additional person for an "at the door" shadow..
- For in-class shadows or at the door shadows, parents are not allowed to video, record, or talk to students, including
- Visitors or parents will NOT be allowed to interrupt teaching and learning.
- All parent conferences should be scheduled before/after school, and during designated teacher planning time.
- If necessary, please contact the office to schedule a conference with your child's teacher during non-instructional, designated times of the day.
- If you would like to observe your child's classroom, arrangements must be made prior to the day of the observation with the school counselor by contacting the school at (225) 272-0814.

LOST AND DAMAGED BOOKS or TECHNOLOGY

- All textbooks, equipment, library books, and materials are loaned out to students.
- Students are expected to return these items in good condition.
- Payment will be requested to cover damages and losses.
- All technology equipment, such as Chromebooks, iPads, computers and/or laptops must be used with care.
- Equipment fees will apply for lost or damaged technology. Unpaid fees will follow the student until graduation.

PROCEDURES FOR EMERGENCY SITUATIONS

Specific procedures are outlined for use when it becomes necessary to send students home at a time other than the scheduled dismissal time, such as: a natural disaster, civil defense alert, extended bomb search, emergency shutdown of essential facilities, or fire emergency. The decision to close a school comes from the Superintendent's office. The following rules apply:

- Parents are notified of dismissals in advance through the media so that they may make plans for a responsible adult to take care of their children if they cannot be at home.
- Students will be released to parents who arrive at school to pick them up.
- Parents must follow the school check-out procedure during emergencies.
- Each child must be told how he/she is to get home if there is a chance of an emergency concerning unstable weather conditions or any other unforeseen emergency.
- Students who ride buses will be kept in a safe place until the buses arrive.

NO CHILD WILL BE RELEASED TO ANY PERSON OTHER THAN HIS/HER PARENT(S) DURING AN

EMERGENCY WITHOUT WRITTEN PERMISSION FROM THE PARENT.

WHAT HAPPENS IF THERE IS A DISASTER IN BATON ROUGE WHILE MY CHILD IS AT SCHOOL?

Parents Should:

- Talk with their child about what he/she should do during an emergency early dismissal.
- Tune in to a local radio or TV station for information during an emergency.

PFECSAM Will:

- Do the best we can to make contact with parents in the event of an emergency; therefore, it is critical that we have updated contact information.
- JCampus callout system will be utilized to notify parents/ guardians of emergencies.

PARENT AND FAMILY ENGAGEMENT POLICY

Park Forest Elementary 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 show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. 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 Park Forest Elementary Creative Sciences & Arts Magnet School is committed to establishing programs and practices that create a climate of mutual trust and respect that supports substantive parent involvement. The East Baton Rouge Parish School System supports having a PTA (Parent Teacher Association) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

At Park Forest Elementary Creative Sciences & Arts Magnet School, we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community creates a stronger educational system and improves the quality of life for the students, their families, and the entire Park Forest Elementary Creative Sciences & Arts Magnet School community.

In order to build an effective, home-school partnership, Park Forest Elementary Creative Sciences & Arts Magnet will provide the following:

******Communication***–Establish various forms of communication (school to home, home to school, central office to home, and vice versa) that encourage regular discussion about school programs and children's 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 parents about how to provide learning activities at home, help students with homework, and plan for success in school.

***Volunteering**–Encourage and recruit parents' 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.

Park Forest Elementary Creative Sciences & Arts Magnet 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, encourages, and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in their investment in the lives of children.

Notes:

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

**This policy complies with the requirements of the No Child Left Behind Act. NCLB mandates involve parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB charges schools with the responsibility of creating programs and resources for effective parental involvement. 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 Involvement Policy Guidance Document).

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

Title I Parent & 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 parent & family engagement.
Provision for substantive parental involvement in these schools is established in Section 1118 of No Child Left Behind. This provision mandates the following components:

Communication
Clear and consistent communication is the foundation of effective parental involvement. 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 that 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 parent involvement. 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 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 2002 Federal No Child Left Behind Education Act, upon request, schools shall provide parents of children in Title I schools with 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.

Coordination and Support
Program coordination and technical assistance for Title I schools in planning and implementing effective parent involvement activities will be provided through the efforts of the Title I Parental Involvement Coordinator and the EBRPSS Office of Federal Programs.
Working with school-based personnel, the Community Relations Coordinator will coordinate the use of annual Partners in Learning compacts and other ongoing family involvement activities. Additional school-based outreach activities will also be developed and implemented with a focus on increasing active parental involvement in and building on current activities that have been successful.

Building Capacity for Parent & Family Engagement
Activities designed to build the capacity for strong and meaningful parent & 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 parent involvement requirements for schools under the No Child Left Behind Act of 2001, 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 Involvement 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 & family engagement 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 parent & 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 parent & family engagement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents. Measures will include:
- Family Night parent evaluations
- Attendance at Family Night and other parent engagement activities
- Annual program evaluation is 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.

EXTRA-CURRICULAR ACTIVITIES GUIDELINES

- All after-school activities are contingent upon good behavior, grades, and testing scores.
- Before participation, teachers must sign off.
- Students must maintain a 2.5 GPA (Grade Point Average).
- Conduct must be "B" or above.
- Coaches and Sponsors will communicate with teachers and parents regularly.
- The students must attend tutoring for remediation and grading support.

Whole Brain Teaching Rules
Classroom

1. Follow directions quickly!
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Keep your dear teacher happy!

Rules for Every Area of the School						
	Cafeteria	**Restrooms**	**Hallways**	**Buses**	**Ancillary**	**Office**
Respect	Clean your area after eating	Always flush the toilet Wash hands and throw paper towels in the trash	Keep hands and feet to yourself	Follow directions Wait in line and share seats as directed Listen to the bus driver and	Ask permission before printing Speak softly and respect the ideas of others	Speak softly Wait for your turn to be helped

				use appropriate language		
Prepared	Get all items before being seated	Always have a restroom pass	Carry a hall pass	Stay seated while the bus is moving Keep your body and belongings inside the bus	Know your login and password Open library books to the back for quick check out Bring library folders and books each week	Have all necessary items available Always have a hall pass
Cooperative	Wash & dry your hands Throw paper towels in the trash can Place all lunch trays in the trash (do not toss them)	Return to class directly and promptly	Walk to the right	Enter and exit in an orderly fashion Report any incidents	Enter and exit in an orderly fashion Stay in your seat Report any incidents Return all books when due	Show patience and courtesy to the office staff

Park Forest Elementary
Creative Sciences & Arts Magnet School
Student & Parent Handbook Acknowledgement
2025 – 2026

Our signatures indicate that we have received, read, and understand the following documents as included in this handbook.

- ❖ Title I Compact for Student Success ~ A Parent/Student/School/Teacher Agreement
- ❖ Park Forest Elementary Creative Sciences & Arts Magnet School Parent & Family Engagement Policy
- ❖ Student and Parent Handbook
- ❖ Discipline Policy

_____	_____	_____
Student Name	Grade	Date
_____	_____	_____
Parent/Guardian Name	Contact Number	Date
_____	_____	
School Administrator	Date	

Please return this form to your child's teacher by Friday, August 12, 2026.