

## Table of Contents - Alphabetical

ABC's-----	13
Address or Telephone Change-----	12
Attendance-----	11, 16-17
Bells and Lunch Schedule-----	9
Bus Safety -----	4
Calendar-----	2
Car Drop-off/Pick-up-----	9
Cell Phone -----	6-7
Checking In and Out During School Hours-----	10
Child Abuse-----	13
Closing of Schools -----	10
Disabilities, 504 ACT-----	19-22
Discipline -----	3-4
Dress Code-----	8
Evacuation Plan -----	2
Expulsions-----	4
Fees-----	12
Ferpa-----	24
Grading Scale & Requirements-----	14
Harassment, Intimidation & Bullying -----	5
Homeless, Migrant-----	23-24
Hours of Operation-----	9
Insurance for Student-----	13
Knife, Firearms, Drugs Offense-----	5
Library-----	11
Lice-----	18
Medication Policy-----	15
Mission Statement-----	1
NSF Checks-----	9
Nurse/Screenings-----	15-16
Nutrition Program-----	13
Parent Teacher Conferences-----	11
Parties-----	12
Playground Rules-----	4
Records-----	23
Reporting to Parents-----	14
Tardy-----	11
Technology Acceptable Usage Policy for Students-----	24
Textbooks-----	11
Transportation Changes & Telephone Use-----	10
Withdrawal from School-----	12

Parent Signature Page-----Return to school!-----Inserted Page

## **ADMINISTRATOR'S MESSAGE**

It is the mission of the Boley Elementary family to strive to provide an atmosphere for positive learning experiences. We work hard to keep our school focused on learning, to engage our students in learning, so our future will be better changed through learning.

With that mission in mind, we have prepared a handbook so that our students and parents can be informed of the policies and procedures of the Ouachita Parish School Board and Boley Elementary School that are pertinent to you. As our partners in the education of our students, we hope you will take this opportunity to read and discuss the following information with your child. With your help, we will continue to provide excellence in education.

Sandy Bates  
Principal

## **OUACHITA PARISH VISION STATEMENT**

*Committed to Academic Excellence for ALL Students*

## **OUACHITA PARISH MISSION STATEMENT**

Through collaboration among all stakeholders, Ouachita Parish School System will ensure that all students attain the knowledge and skills needed to be productive citizens.

## **DISCRIMINATION POLICY**

Boley Elementary does not discriminate on the basis of race, color, sex, age, nationality, handicapping condition or veteran status.

**Boley Elementary School**  
**2213 Cypress Street**  
**West Monroe, LA 71291**  
**(318) 387-7378    (318) 387-7465 (fax)**

# SCHOOL CALENDAR 2017-18

AUGUST 8-11 (Tues-Fri) {No Students}.....MANDATORY EMPLOYEE INSERVICE

AUGUST 14-15 (Mon-Tues).....1<sup>st</sup>-5<sup>th</sup> STUDENTS ½ DAY  
*{K Testing}*

AUGUST 16 (Wed).....1<sup>st</sup>-5<sup>th</sup> STUDENTS FULL DAY  
*{K Testing}*

AUGUST 17 (Thurs).....STUDENTS FULL DAY & K Girls Only FULL DAY

AUGUST 18 (Fri).....STUDENTS FULL DAY & K Boys Only FULL DAY

SEPTEMBER 4 (Mon) {Holiday}.....LABOR DAY

OCTOBER 9 (Mon) {Holiday}.....FALL BREAK

OCTOBER 10 (Mon) {No Students}.....MANDATORY EMPLOYEE INSERVICE

NOVEMBER 10 (Fri) {Holiday}.....VETERANS' DAY

NOVEMBER 16 (Thurs).....GRANDPARENTS' DAY

NOVEMBER 20-24 (Mon-Fri) {Holiday}.....THANKSGIVING  
*{Dismiss 3:00pm Fri., Nov. 17; Return Mon., Nov. 27}*

DECEMBER 8 (Fri) {No Students}.....MANDATORY EMPLOYEE INSERVICE  
*{Half Day}*

DECEMBER 20 – JANUARY 3 (Wed-Wed){Holiday}.....CHRISTMAS/NEW YEARS  
*{Dismiss 11:30 Wed., Dec. 20; Return Wed., Jan. 4}*

JANUARY 15 (Mon) {Holiday}.....MARTIN LUTHER KING, JR. DAY

FEBRUARY 16 (Fri) {No Students}.....MANDATORY EMPLOYEE INSERVICE

FEBRUARY 19 (Mon) {Holiday}.....PRESIDENTS' DAY

MARCH 12 - 16 (Mon - Fri) {Holiday}.....SPRING BREAK  
*{Dismiss 3:00 Fri., March 9; Return Mon., March 19}*

MARCH 30-APRIL 2 (Fri-Mon) {Holiday}.....GOOD FRIDAY/EASTER  
*{Dismiss 3:00 Thurs., March 29; Return Tues., April 3}*

APRIL 9 – MAY 4 .....LEAP TESTING WINDOW  
*{Grades 3-8 Computer Based Testing}*

APRIL 30 – MAY 4 (Mon-Fri).....LEAP TESTING  
*{Grades 3-4 Paper Based Testing}*

MAY 11 (Friday) (Tentative).....FUN DAY

MAY 18-19 (Thursday & Friday)... (Tentative).....AWARDS DAYS

## EVACUATION PLAN

As a part of our school's crisis management plan, an evacuation site has been chosen. If an emergency situation so severe that evacuation of the students is required, our students would be taken to **Student Support Services, 800 Claiborne Street, West Monroe Office – 432-5400.**

## **DISCIPLINE POLICY**

In order to provide a safe, orderly learning environment for each student, procedures and rules of conduct must be established and followed. The following behaviors are unacceptable and will not be tolerated.

1. Tardiness
2. Cell phone policy and corrective action on page 5-6
3. Fighting or participating in a fight (Starting a fight, encouraging a fight, calling names, etc.)
4. Profanity, abusive or obscene language, writing, or gestures
5. Possessing or using tobacco, drugs, alcohol, weapons, matches or cigarette lighters or fireworks
6. Stealing
7. Destroying or defacing school property (marking, tearing or damaging textbooks, chairs, lockers, desks, windows, walls, buses, etc.)
8. Intentionally creating plumbing problems in bathroom.
9. Threatening to do bodily harm to another student, teacher or to the physical plant, etc. (See pg. 4 of this handbook for the OPSB policy on harassment, intimidation and bullying.)
10. Willful disobedience, disrespecting, or defying school personnel (aides, teachers, administrators, bus drivers, custodial staff, cafeteria staff, etc.)
11. Refusing to do assigned work or to bring materials (books, paper, pencil, etc.)
12. Failing to carry home, or return, progress reports, report cards, notes, behavior forms, etc.
13. Dishonesty – Cheating on tests, forging notes, falsifying information.
14. Chewing gum.
15. Eating in class without the teacher's permission.
16. Running, yelling, or throwing objects
17. Leaving class without permission.
18. Bringing toys, magazines, radios, video games, iPods or playground equipment from home unless needed for class work with the teacher's consent. If these objects are taken, parents will have to pick them up in the office.
19. Buying, selling, giving or accepting items to or from other students without teacher's permission.
20. Students should eat their own food at lunch. They should neither give food to, nor accept food from, another student.

**This includes money for concessions.**

The following disciplinary actions will depend on the frequency and severity of the infraction.

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. Loss of recess(es)          | 5. Morning/Afternoon Detention |
| 2. Call home to parent         | 6. Suspension                  |
| 3. In School Recess Suspension | 7. Expulsion                   |
| 4. In School Suspension        |                                |

**\*\*The Principal will have the discretion of interpreting the behavior\*\***

**Ouachita Parish School Board Policy will allow  
up to 75% credit to be earned for student work  
and /or tests missed due to an out of school suspension.**

*Any student suspended cannot return to school until one or both parents have had a conference with the principal.*

## EXPULSIONS

The Principal will recommend to the Superintendent for expulsion of any student found guilty of:

1. Possession of a gun or other dangerous weapon
2. Possession of illegal drugs

## BUS SAFETY

**Bus safety rules will be strictly enforced.** Bus drivers will contact the parents of any student who refuses to follow bus safety rules or is disobedient to the driver. If the behavior continues, the student will be referred to the principal. Bus referral for habitual offenders will result in suspension from the bus.

A student may be referred the principal by a bus driver if the student's behavior:

- Prevents the orderly operation of the bus
- Poses an immediate threat to the safety of others
- Exhibits disrespectful or threatening behavior toward a driver

**1<sup>st</sup> Referral – warning**

**2<sup>nd</sup> Referral – 1-3 days**

**3<sup>rd</sup> Referral – 3-5 days**

**4<sup>th</sup> Referral – Remainder of school year**

**\*Extreme behaviors, such as fighting, will result in suspension from the bus, even on the first offense.**

## PLAYGROUND REMINDERS

1. Go directly to your assigned playground area. Do not play on any other playground
2. Duty teachers are there for the safety of the students. **Disobeying a duty teacher is a serious offense!**
3. You may not go back inside the building without the duty teacher's permission
4. **Walk** to and from the playground
5. Fighting, wrestling, karate, and play fighting are not allowed
6. Tackle football is not permitted
7. Do not throw rocks, sticks, dirt, wood chips, etc
8. Ropes are to be used only for jumping
9. When the bell sounds, line up promptly and enter the building and classroom in a quiet, orderly manner
10. Throw trash in trashcans
11. Gum and candy on a stick (suckers) are **not** permitted at school
12. Follow the rules for playground equipment
  - Slide only in a sitting position
  - Only one person is allowed on the slide at a time

## NEVER

- Go **up** the slide
- Stand on the monkey bars
- Swing too high
- Jump from the swing
- Swing double
- Go near the swings when others are swinging

## **HARASSMENT, INTIMIDATION AND BULLYING POLICY**

The Ouachita Parish School Board directs students, school board employees and school volunteers to report any incidents of harassment, intimidating, or bullying of a student by another student. For purposes of this policy, the terms “harassment”, “intimidation” or “bullying” shall mean any intentional gesture or written, verbal or physical act that:

1. Under these circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his /her person or damaging his/her property; and
2. Is so severe, persistent, or pervasive that it creates an intimidation, threatening or abusive educational environment of a student.

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of a student on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred; the student(s) involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the students(s) involved; a conference with parents/guardians, a warning, or in more serious cases, the students(s) may be suspended/expelled from school as follows:

<b>First Offense</b>	1-3 day suspension, counseling required
<b>Second Offense</b>	1-5 day suspension, counseling required
<b>Third or More Offenses</b>	1-5 day suspension or a recommendation of expulsion
<b>Serious Cases</b>	Recommendation for expulsion, and /or alternative school placement for the remainder of the school year

**Legal Reference: Louisiana R.S. 17:416.13**

## **KNIFE, FIREARM AND DRUG OFFENSES**

**Legal reference: Louisiana R.S 17:416** was amended by Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearm, and drug offenses. Governor Blanco signed the bill as of July 10, 2007. The effective date of the new law is August 15, 2007.

This new law requires the following changes:

<b>Kindergarten – Grade 5</b>	A firearm or knife offense requires an expulsion from school for <b>2 complete semesters</b> (six 6 week grading periods). There is no change for drug related offenses in grades K-5.
<b>Grades 6-12</b>	A firearm or knife offense requires an expulsion from school for <b>4 complete semesters</b> .
<b>Students under age 16 (or in grades 6 – 12)</b>	A drug offense requires an expulsion of <b>2 complete semesters</b>

**STUDENT USE OF CELL PHONES OR ANY ELECTRONIC  
TELECOMMUNICATION DEVICE DURING REGULAR SCHOOL  
HOURS:**

As outlined in Louisiana law R.S. 17:239, students are prohibited from **using** cell phones or any electronic telecommunication device in all public school buildings and on school buses used to transport public school students. Cell phone “use” is defined for this policy as the cell phone being in the “on” position or mode. **During regular school hours, student cell phones are required to be kept out of sight and turned off while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession.**

School administrators will use the following procedure as corrective action for any student who violates this policy:

- First offense** – the phone or device will be taken from the student and turned over to a School administrator. A parent will be contacted and the device will be returned to the parent between the hours of 1-3 p.m. on the first Thursday following the passing of **fifteen (15) calendar days from the date of the offense.** The student will also be required to attend two hours of detention. Note: if the student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.
- Second offense** – the confiscated item will be held at school for thirty (30) calendar days and Returned to the parent as stated above **and** the student will be assigned ISS, or, for grades 6-12, Saturday Seminar if the student has previously been assigned ISS, **and** the student will be **prohibited from having possession** of a cell phone or any such device in a school building, on school grounds, or on a school bus **for the remainder of the school year.**
- Third offense** – the student will be **suspended from school for one day** and the confiscated item **will not be returned until the end of the school year.** Both the student and a parent will be **required to meet** with a Child Welfare and Attendance Officer before the student can return to school.
- Fourth offense** – a student found in possession of any such device after being prohibited to have said possession on school grounds or on a school bus **may be recommended for expulsion** and transferred to the Alternative School for the remainder of the school year.

**EXCEPTION:** In the event of an emergency, any person may use any electronic device available. **Emergency is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.**

Modification approved by the OPSB: May 19, 2009

## **ADDENDUM TO STUDENT CELL PHONE POLICY**

Modification to corrective action steps to be used for **Elementary Schools** who do **not have ISS, Saturday Seminar or detention rooms** available at their school.

- First offense – the phone or device will be taken from the student and turned over to a school administrator. A parent will be contacted and the device will be returned to the parent.
- Second offense – first offense action will be repeated **and** the student and the parent will be required to **conference with the Child Welfare/Attendance Office.**
- Third offense – first offense action will be repeated **and** the student will receive a **one day suspension.**
- Fourth offense – first offense action will be repeated; the student will be **suspended** from school for **three days** and will be **prohibited from having a cell phone** or any such device on school grounds or on a school bus. (meeting with the Child Welfare and Attendance Office will not be required – included in second offense action).



## SCHOOL DRESS CODE

Students should be neat, clean, and dressed in clothes suitable for school. Clothing styles change often. For that reason, decisions about the appropriateness of clothing items may be made on an individual basis. Anything that is too short, too tight, too revealing, causes distractions or disruptions in class, promotes controlled substances, sloppy in appearance, or deemed inappropriate for school will result in a phone call to a parent guardian to bring suitable attire for the student. **Principal may determine the appropriateness of clothing, hairstyle, etc.**

### The following things are prohibited:

Chains worn which are attached to clothing or wallets

Trench coats or oversized shirts

Shorts, skorts, and skirts covering less than half the thigh

Bare midriffs, low cut shirts, tube tops, halters, or similar types of clothing. Straps on blouses should be at least 1 ½ inch in width

Pajama pants

Clothing with words written across the seat

Sagging or low riding pants

Visible piercings except for girls' earlobes. Earrings may be no longer than ½ inch.

Tattoos

Cuffs, bracelets, or collars with spikes or any other kind of clothing accessory which could possibly be considered a weapon or potentially cause injury

Caps, visors, hats, and head dressing (ex. bandana)

Hair should be clean, well groomed, and worn in an acceptable style. Unnatural, vivid colors or unusual haircuts that cause any distraction will not be allowed. Hair should not come below the eyebrows or interfere with a staff member making eye contact.

Shoes should be appropriate for running games during physical education activities and recess. **Flip-flops are not appropriate.** Sandals are allowed so long as the student is able to do outside activities while wearing them. ***Tennis shoes are recommended.***

## SCHOOL HOURS

The school day begins at 7:53 A.M. and ends at 3:00 P.M. A bell will ring at 7:30 A.M. and duty teachers will be stationed at their designated positions. No student should arrive at school prior to this time. If a student arrives prior to 7:30, a parent must remain with that student until the 7:30 bell. Upon arriving at school, all students should go directly to the gym or the cafeteria for breakfast.

## SCHOOL BELLS AND LUNCH SCHEDULE

7:30 am – 7:53	Breakfast
7:53	Assembly/Classes Begin
10:00 – 10:13	Recess
11:00	Lunch – Grade 1
11:20	Lunch – Grade 3
11:30	Lunch – Grade 2
11:40	Lunch – Kindergarten
12:05	Lunch – Grade 5
12:15	Lunch – Grade 4
12:20	Lunch – Pre K
1:37 – 1:50	Recess
3:00 pm	Dismiss

**Lunch schedule (tentative) may change on school activity days.**

## NSF CHECKS

If your check is returned by your bank, it will be automatically forwarded by the **Ouachita Parish School Board's** bank directly to **Payliance**. **You will be charged a collection fee.** Please make sure the following information is on all checks written:

- Full Name
- Street Address
- Home Phone Number

## CAR DROP-OFF/PICK-UP

Students may not be dropped off before 7:30 AM. A duty teacher will be outside to assist your child at car drop-off and pick-up. For the safety of your child, please remain in a single file line. If you make a second line, you will be asked to make the circle and return to the back of the line. PLEASE make sure your child is ready to exit the vehicle as soon as you pull up to the school. Students taking too much time to exit the vehicle cause cars to back onto Cypress Street.

## **TRANSPORTATION CHANGES & TELEPHONE USE**

It is imperative that you **tell your child how to get home before he/she comes to school every day**. Parents are requested to not make unnecessary calls to school or ask that messages be delivered to students except for **real emergencies**. Classes may be outside for P.E., games, etc., until the dismissal bell rings at **3:00 P.M.** Therefore, we cannot guarantee that the student will get your message. In addition, changing methods of transportation may cause confusion for the students. **No change in transportation can be taken after 2:00 p.m.**

*Students must have a letter from a parent and approved by the principal before riding home with a friend. **The teacher must be notified in writing if there is a change in a child's transportation (buses, cars, walkers, etc.).***

*When messages are called in the classrooms, learning is disrupted. Teachers cannot be called from classrooms for telephone calls. Messages for teachers may be accepted for return calls, however.*

## **CLOSING OF SCHOOLS**

When school is closed due to inclement weather, parents need to listen to local radio and television stations for information. If schools are forced to close during the school day, information will be transmitted over local radio and TV stations. Students will be sent home their normal way. **Please make sure your child knows what to do if school is dismissed early for any reason.**

## **CHECKING IN AND OUT DURING SCHOOL HOURS**

1. Students must be signed in or out of the school office by the parent or other authorized person when arriving late or leaving early.
2. Please avoid checking out your child during school hours if possible.
3. **Students may not be checked out during recess time unless the teacher has a note prior to that time so the student can remain in the classroom.** Hunting students who have been checked out is distracting for the duty teachers and can compromise the safety of our children at play.
4. **Students may not be checked out between 2:45 and 3:00 except for emergencies.** This is a very busy time for the office staff and many groups are outside in physical education classes.

**Check-outs count the same as tardies.**

## TARDY POLICY

Our school day begins at **7:53 A.M.** All parents and students should understand the importance of punctuality. Students arriving after **7:53** will be marked tardy. A “written” excuse from a medical doctor or dentist or the late arrival of a bus are the only “excused” tardies.

1) If a student checks in Late to School at 9:40am or later, he will be marked ½ day absent.	3) If a student checks out early before 11:25am, he will be marked absent a full day.
2) If a student checks in Late to School at 11:15am or later, he will be marked absent a full day.	4) If a student checks out early before 1:20pm, he will be marked a ½ day absent.

*Students will be placed in detention at the 10:00 a.m. recess on the 3<sup>rd</sup> and each subsequent tardy. See p. 17-18 for the Louisiana Legislative Law and Guidelines.*

## ATTENDANCE

Students may have **no more than 10 absences** to be promoted to the next grade. Doctor’s statements, religious holidays, and death of an immediate family member will excuse a student’s absence. The doctor’s statement, funeral announcement, etc. **must be submitted within 2 days** after the student returns to school. Notes from parents will allow students to make up work missed during absences due to illness. Any child who leaves school during the day must be checked out properly through the office. Chronic absences will result in a visit by a truancy officer with the Ouachita Sheriff’s office.

*See p. 17-18 for the Louisiana Legislative Law and Attendance Guidelines.*

## PARENT TEACHER CONFERENCES

Unscheduled visits by parents to discuss a child interrupt the education of all the students in that classroom. Therefore, **teachers cannot conference during class time.** Please call the school to schedule a conference when grades start to slip or if you have any concerns.

## TEXTBOOKS/LIBRARY BOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully.

**Students are required to pay for lost or damaged textbooks and/or library books that have been loaned to them.**

## **SCHOOL FEES**

The school will assess a fee for each student. The fee is due the first week of school or when you register during the year. If you cannot pay in full at the beginning of school, please contact the teacher or principal to set up a payment schedule.

***School Fees are to be paid prior to purchasing concession and before field trips are taken.***

## **PARTIES**

1. Halloween – Teachers will provide small treats. No big parties.
2. Christmas – **Parents and teachers** will give the party and provide snacks
3. Valentine's Day – Teachers will provide small treats. No big parties.
4. Easter – **Parents and teachers** will plan parties / egg hunts / other activities. **Parties may not begin until 12:30.** Students will eat lunch in the cafeteria.
5. Birthdays – A small treat may be brought at the end of the day to celebrate a student's birthday. Please be sure the treat is divided into individual servings and does not require forks, spoons, plates, etc. The teachers will pass out the treats in the classroom. No birthday invitations are to be passed out at school, unless **every child** in the class **is being invited**.

**Birthday parties or showers for teachers are not allowed.**

## **TELEPHONE OR ADDRESS CHANGE**

Emergency numbers should be **local** numbers, and they must be **kept up-to-date**. **Please notify the school immediately if there is a change in your address, telephone (work, home, or cell), babysitter, or person to contact in an emergency.**

## **WITHDRAWAL FROM SCHOOL**

If your child is withdrawing from our school, please give us at least **two days notice** so that we can complete the necessary paperwork.

## **STUDENT ACCIDENT INSURANCE**

A student accident insurance program providing coverage at a nominal cost to parents shall be made available to all students at the beginning of the school year. Payments of medical bills for students injured on school property or when engaged in school sponsored activities shall be the responsibility of the parent or the student's insurance company.

## **CHILD ABUSE**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities

## **Boley Elementary Students will:**

### **ABC**

- A**      **Act Appropriately**
- B**      **Be Respectful**
- C**      **Care and Cooperate**

# GRADE REQUIREMENTS FOR PROMOTION

## Requirements for Promotion

Grade K*	Must pass phonics, reading, & math skills with a <b>C or S</b> average for 3rd through 6th weeks
Grade 1*	Must pass reading & math with a <b>C</b> average in each for 2nd through 6th weeks
Grade 2*	Must pass reading & math with a <b>C</b> average and pass one other major subject
Grade 3 *	Must pass reading & math and pass one other major subject
Grade 4* & 5*	Must pass reading, math and 2 other major subjects

\* Students in grades 4 \* & 8 must demonstrate proficiency on the Louisiana Educational Assessment Test (LEAP)

\* Students in grade K, 1, 2, and 3 who do not meet grade requirements for promotion, but have already been retained at least once, should be reviewed by the School Building Level Committee before retaining again.

\* Note: Holdback of students with passing grades in elementary schools will be an SBLC decision. SBLC must include parent(s) or guardian.

### Major and Minor Subjects

#### Major Subjects

Grade K	Reading, Mathematics, Phonics
Grade 1	Reading, Mathematics, Spelling
Grade 2	Reading, Mathematics, Spelling, English
Grade 3	Reading, Mathematics, Spelling, English, Science/Social Studies
Grade 4-5	Reading, Mathematics, Spelling, English, Science, Social Studies,

#### Minor Subjects

Grades K-2	Science/Social Studies, Handwriting
Grade 3	Handwriting
Grades 4-5	Handwriting, Band (if available)

## Grading Scale

### Grade K – 5

<b>A or S+</b>	93 – 100
<b>B or S</b>	85 – 92
<b>C or S-</b>	75 – 84
<b>D or N</b>	67 – 74
<b>F or U</b>	0 – 66

## Report Cards

<u>Six Weeks</u>	<u>End of Six Weeks</u>	<u>Report Cards to Students</u>
First	September 22	September 29
Second	November 6	November 14
Third	January 9	January 17
Fourth	February 22	March 1
Fifth	April 16	April 23
Sixth	May 24	Mail TBA

### Reporting to Parents

Report cards are sent home every six weeks on the day designated by OPSB. Parents will receive papers weekly.

These **papers will be sent home on Tuesday in a Take HomeFolder**. Papers should be signed by a parent/guardian and returned to the teacher on Wednesday.

Worksheets or **announcements may be sent home on days other than Tuesday**. Please check your child's take-home folder for these papers.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast is served from 7:30 a.m. – 7:53 a.m. **Car riders must be in the cafeteria by 7:45a.m. in order to be served breakfast.**

**Breakfast and lunch is served at no charge.**

Parents are allowed to eat or visit in the cafeteria with students. Lunch fee may be paid in the lunch line.

## **OUACHITA PARISH SCHOOL NURSES PROGRAM** **School Medication Policy**

In the event that medication must be administered during school hours, the following guidelines must be adhered to:

1. **Medication** must have a **proper order form** completed **by the MD**, detailing the name of the drug, dosage, and exact time to be given.
2. **Parent/guardian must meet with the school nurse** to sign appropriate forms before any medicine can be administered at school.
3. **Medication must be brought to the school by a parent/guardian** in a current container, appropriately labeled by the pharmacy. **No medicine will be accepted in plastic bags or mislabeled bottles.**
4. No more than **25 doses** in a tablet form can be kept at school.
5. No expired medication will be accepted.
6. A written order from the MD must be received, if there are any dosage changes. A new container must be given with the correct information.
7. **No over-the-counter medication can be brought to school.** No over-the-counter medication can be given by the staff unless prescribed by an MD and the appropriate procedures have been completed. (Examples are Tylenol, Ibuprofen, Aspirin, Cough Syrup, Cough Drops, Antacids, etc.) No eye or ear drops will be administered at school.

If a child becomes seriously ill or is seriously injured at school, the school will seek emergency treatment at Glenwood Regional Medical Center. If a child becomes ill during the day, a parent will be contacted to pick them up. These students must be picked up immediately as to expose others.



## SCREENING PROGRAMS

1. **Mandated vision and hearing screenings** conducted in Kindergarten and odd grades.
2. **Head lice** checks per parish protocol. Parents will be notified immediately to come get the student if lice/nits are noted. Student may not return until he/she has been treated and is free of lice/nits. The school nurse or designated personnel will check the student upon return to verify that the lice/nits have been treated and removed.
3. **Personal hygiene classes** taught to 5th grade students.
4. **General overall assessment** which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.

## LEGISLATIVE LAW RELATING TO SCHOOL ATTENDANCE

In order to be eligible to receive grades, students in **grades K-8** cannot accumulate more than ten **(10)** unexcused absences in a **school year**. Students in **grades 9-12**, cannot accumulate more than five **(5)** unexcused absences in a **semester**. Absences exceeding these numbers **MUST BE APPROVED BY A Child/Welfare and Attendance (CWA) OFFICIER** in order for the student to remain eligible to receive credit for grades earned.

**Excused absences:** Students shall be considered temporarily excused from school and shall be allowed to make up work missed for the following reasons if proper documentation is provided for the absence:

- |   |   |
|---|---|
| 1. Personal illness   | 6. Doctor/dental appointments           |
| 2. Death in the family, not to exceed one week              | 7. Approved school sponsored activities |
| 3. Serious illness in the family                            | 8. Natural disasters                    |
| 4. Recognized religious holidays of the student's own faith | 9. Legal appointments                   |
| 5. Unusual circumstances approved by a CWA officer          |   |

**Documentation for excused absences:** Students should submit upon their return to school following an absence, any documentation they may have to verify that the absence should be excused. Exception: absences that have to be approved by the CWA office

**Unexcused Absences** – any absence from school by a student for reasons other than those listed as acceptable for being temporarily excused from school. A student shall be given failing grades on all school assignments missed due to an unexcused absence.

**Note: If a student, at any grade level, accumulates the number of allowed UNEXCUSED ABSENCES, every absence after that must be approved by a CWA officer.**

**Truant students (RS 17:233)** – A student shall be considered habitually absent or tardy when the student accumulates five unexcused tardies to school, or , five unexcused absences from school within a school semester, and all reasonable efforts by the principal and the teacher have failed to correct the situation with the student and parent. **These students shall be reported by the school to the appropriate authority as being truant.**

**Tardiness to school:** Being punctual to school is the responsibility of the student and the parent. Unexcused tardiness to school should be dealt with as shown below.

- Step 1 – Teachers will conference with the student and /or parent.
- Step 2 – Administrators conference with the student and parent
- Step 3 – Punitive action taken by an administrator (no suspension from school).
- Step 4 – Grades K-8 – more punitive actions taken.
- Step 5 – Student is reported by the school to the Truancy Program coordinator as being Truant.

**Note: a student /parent conference with CWA can be required after Step 3. No student should be suspended from school for excessive tardies unless a conference with CWA has taken place.**

**Out of school suspension/Make up work:** Louisiana Legislative Act 240 (2010) requires student suspended from school be allowed to receive partial credit up to a maximum of 75% for work missed during the suspension. The make-up work must be completed in a timely manner and to the teacher's satisfaction.

## **GUIDELINES FOR SCHOOL ATTENDANCE**

*Keeping students healthy can be a major effort for both school a personnel and parents. Here are some guidelines to consider when deciding whether your child should attend school.*

**FEVER** – is a sign of infection or illness. If your child has a temperature of 100 degrees or above, he/she should remain at home. **Children should be free of fever for 24 hours without medication before returning to school.**

**VOMITING & DIARRHEA** – are often contagious. Your child should be watched closely for dehydration and/or bloody stools. **Children must be free of diarrhea & vomiting for 24 hours without medication before returning to school.**

**RUNNY NOSE/COUGH** – Children often have runny nose/coughs during the cold and allergy seasons. These should be watched carefully. **Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or thick or discolored drainage OR is accompanied with a fever.**

**RINGWORM** – is a fungal infection of the skin and may be spread from one child to the other. There are 2 types: 1) Ringworm of the scalp, 2) Ringworm of the skin. This can be treated with an over the counter anti-fungal medication. The student **must be on medication for 24 hours before returning to school**, and the area must be **covered with a bandaid if in an exposed area.** The parent/guardian should speak with the school nurse to discuss the treatment regimen before the student is re-admitted to class. Proper treatment is required to prevent spread to others.

**SORES** – May be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of minor injury and then spread to normal skin nearby. They usually develop yellow crusty scabs. This type of infection is contagious and must be treated with **medication that is only prescribed by a doctor.** If left untreated it may cause serious problems and scarring for the infected child. The student may return to school after being on medication for at least 24 hours and with a note from the doctor stating they may return to class.

**RASHES** – Vary widely, both in appearance and severity. A small, isolated area may not warrant keeping your child home from school, whereas a rash covering a large portion of the body would. **A doctor should be consulted if the rash: accompanies an illness/fever, covers a large portion of the body, is spreading, or the child is too uncomfortable.** If a doctor is consulted, a doctor's excuse is required when returning to school.

**PINK-EYE** – is another common condition in schools. It is **contagious** and must be treated with **medication that is only prescribed by a doctor.** Symptoms include: redness, itching, swelling, drainage and excessive matter upon wakening in the morning. (Eyelids may be “stuck” together) **Do not send student to school with these symptoms!** Student may return to school after being on **medication for at least 24 hours and with an excuse from the doctor** stating they may return to class.

**HEAD-LICE** – Any child may get head lice, but it is treatable with time and patience. Our school system follows a “NO NIT” policy. **This means a child must be clear of lice and /or eggs before returning to school.** About 30% of eggs (nits) can survive treatment and require removal (by hand) before returning to class. **Parents must bring student to school to be checked in their presence, by school personnel, before being re-admitted to class.**

## **OUACHITA PARISH SCHOOL NURSES PROGRAM** **POLICY ON HEAD LICE IN SCHOOLS**

Principals will dismiss from school and refer for treatment any student with known infestation of head lice. This problem is particularly difficult, since other family members are frequently infested and the student could become re-infested.

**All members of the family should be examined** for infestation by another family member. Individual with visible nits or live bugs should be treated immediately with medicated lice shampoo. It is recommended to use one of the over-the-counter **pesticide free shampoos**. If this is not successful after several attempts, a physician prescribed medication may be necessary. It is very important to carefully follow directions and to **retreat in 7-10 days**. After shampooing, **remove all nits with finger nails or a fine tooth lice comb**. Carefully wash all **combs and brushes** and soak them for ten minutes in **extremely hot water and medicated shampoo**.

It is very important to be thorough in cleaning the home. Home control measures include **washing in hot, soapy water and drying in the dryer**.

1. Clothing
2. Bed linens
3. Curtains
4. Towels

Anything that **cannot be washed** should be **dry-cleaned**.

**Vacuum all:**

1. Floors
2. Mattresses
3. Upholstered fabrics
4. **Vehicle** - seats and carpet
5. **Dispose of the vacuum cleaner bag immediately.** A lice control insecticide spray may also be used.

Articles such as **stuffed animals** should be sealed in a **plastic bag** and stored away from the house for **thirty (30) days**. Lice can live on surfaces other than humans for up to thirty (30) days.

School board policy states that **ALL LIVE BUGS AND NITS MUST BE REMOVED FROM THE HAIR BEFORE THE STUDENT MAY RETURN TO SCHOOL.**

**A parent or guardian must accompany the student upon their return to school. The school nurse, principal, secretary, teacher or principal’s designee determines by examination that the student’s head is free of lice and nits before the student will be allowed to remain at school.**



**TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT  
(ADA),  
AND SECTION 504 COMPLIANCE**

The Title VI, Title IX, ADA, and Section 504 federal laws ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. To resolve problems which students, employees, or applicants for employment may believe are the result of discrimination practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Todd Guice  
Personnel Director/Title VI Coordinator  
Ouachita Parish School Board  
100 Bry Street  
Monroe, LA 71210  
(318) 432-5000

Brenda Adams  
Director of Special Education  
Student Support Services  
800 Claiborne Street  
West Monroe, LA 71291  
(318) 432-5400

Mickey Merritt  
Director of Secondary Education/Title IX  
Coordinator  
Ouachita Parish School Board  
100 Bry Street  
Monroe, LA 71210  
(318) 432-5000

Myrrah Thompson  
Section 504 Facilitator  
Student Support Services  
800 Claiborne Street  
West Monroe, LA 71291  
(318) 432-5400

## **Information Regarding Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of a disability in any program receiving federal funds. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied, the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Act defines a person with a handicap as anyone who:

- has a mental or physical impairment that substantially limits one or more major life activities
  - Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Major life activities also include other general activities such as eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. In addition, major life activities include major bodily functions such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The above list of major life activities is not exhaustive.

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Appropriate services are those designed to "level the playing field" and meet the needs of students with disabilities to the same extent that the needs of students without disabilities have been met so that students with disabilities may enjoy full participation in educational opportunities. This law is intended to provide individuals with disabilities equal opportunity to pursue employment, educational, and recreational goals without discrimination.

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. (Note: A physical or mental disability only constitutes a disability for purposes of Section 504 if it results in substantial limitation of the life activity in question. A student's general weakness in a given area would not typically constitute a disability under Section 504.) If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.

If the student is determined to be disabled under Section 504, the school must develop an Individual Accommodation Plan (IAP) and implement the delivery of all needed accommodations as determined by a group of persons knowledgeable about the student, evaluation data, and placement options. Periodic re-evaluations are required for qualified students who receive services. Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children.

# PARENT AND STUDENT RIGHTS

IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY AS DEFINED IN SECTION 504 OF THE REHABILITATION ACT OF 1973



---

The following is a description of the rights granted by federal law (Section 504 of the Rehabilitation Act of 1973) to students with disabilities. The law states that “qualified disabled persons will not be discriminated against on the basis of disability in any program, activity or employment practice. A disabled person is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.” The intent of the law is to keep students and parents fully informed concerning decisions about the student and their right to agree or disagree with any of these decisions.

---

## YOU HAVE A RIGHT TO:

1. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
2. Have the school system advise you of your rights under federal law (Section 504).
3. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled child. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
4. Receive notice with respect to identification, evaluation, or placement of your child.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions made regarding your child’s identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
12. Receive a response from the school system to reasonable requests for explanations and interpretations of your child’s records.
13. Request amendment of your child’s educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. A hearing request must be made in writing to Myrrah Thompson, Section 504 Facilitator, Ouachita Parish School System.
15. Request payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish’s Section 504 Facilitator: Myrrah Thompson, 800 Claiborne Street, West Monroe, LA 71292, (318) 432-5400.



**POLICY STATEMENT**  
**Section 504 Compliance**

The policy of the Ouachita Parish School System is to provide a free and appropriate public education to each student within its jurisdiction, including students with disabilities, regardless of the nature or severity of the disability.

It is the responsibility of the Ouachita Parish School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Due process rights of disabled students and their parents under Section 504 will be enforced.

## **Parental/Students and Former Students (Age of Majority) Notification Regarding the Destruction of Educational Records**

This notification is intended to inform all parents, legal guardians, students, and former students of the school system policy regarding the destruction of educational records. All records of students served under the Individual's With Disabilities Education ACT (IDEA) in the Ouachita Parish School System will be destroyed in accordance with one of the following conditions. This policy is in addition to the Ouachita Parish School District policy regarding student records.

1. Students who reach the age of 25 and who have completed their education in some form in the Ouachita Parish School System.
2. When students transfer to a school district outside of Louisiana their records will be kept for an additional 3 years.
3. All records of students will be scanned in accordance with copyright law and therefore the district will retain a digital copy of IDEA evaluations and Individual Education Plans (IEP).

### **OUACHITA PARISH SCHOOL SYSTEM Technology Acceptable Use and Internet Safety Policy**

The policy is located at [www.opsb.net](http://www.opsb.net) under Favorites on the right side of the page. Click on the Acceptable Use Policy link. Internet and network resources access is available to students, employees and in the Ouachita Parish School System. Our goal in providing this service to students and employees is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

### **Bridges of Ouachita Homeless Education Program**

The policy is located at [www.opsb.net](http://www.opsb.net) under Favorites on the right side of the page. Click on the Federal Programs link, select Homeless. The Stewart B McKinney homeless Assistance Act defines the term "homeless" person as one who lacks a fixed, regular and adequate nighttime residence and who has a primary nighttime residence that is:

1. Displaced due to a natural disaster
2. A shelter/transitional housing
3. Streets, cars abandoned buildings, campgrounds
4. Substandard living conditions
5. Two or more families living together in crowded living conditions

Contact: Anthony Killian-Ouachita Parish Media Center -701 St. John Street Monroe, LA 71201  
Phone (318)-432-5263 - Fax (318) 432-5297

Edna Roberson, Parent Resource Linker – 701 St. John Street, Monroe, LA 71201  
Phone (318) 432-5290 - Fax (318) 432-5297



## **Migrant Education Program**

The policy is located at [www.opsb.net](http://www.opsb.net) under Favorites on the right side of the page. Click on the Federal Programs link, select Migrant. This program is designed to support high quality and comprehensive educational programs for migrant children. A child is considered “migrant” if the parent is a migratory worker in the **agricultural, dairy or fishing industries** and whose family has moved during the past 3 years while working in these areas.

Contact: Benita Mayfield or Henrietta Moorhead – OPSB Migrant Office – 701 St. John Street  
Monroe, LA 71201 - Phone (318) 432-5330 - Fax (318) 432-5313

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred and “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31);
  - School officials with legitimate educational interests;
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes,
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.