Vision: Building Bridges to the Future

Mission: As a community, Ouachita Parish Schools will connect learning to 21st Century skills needed for college and career ready students who will excel in a global society.

Beliefs:

Ouachita Parish students will learn at high levels.
Parents, students, teachers, and community matter.
Safe schools are a top priority.
Bridges connect past and present learning to future dreams.
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<tr>
<th>Date</th>
<th>Event Description</th>
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<td>MARCH 12 (T)</td>
<td>ACT Testing</td>
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George Welch Elementary School Mission and Vision

Mission Statement
It is the mission of George Welch Elementary to work cooperatively with all stakeholders to provide a standards-based education to prepare college and career ready students.

Vision Statement
We strive for academic excellence for ALL students!

Our School History
In paying tribute to one of the community’s great leaders, the Ouachita Parish School Board, with the support of the taxpayers, built a new elementary school in 1989 nestled in the Forty Oaks Farm area. They elected to name it George W. Welch Elementary School. Mr. Welch was a teacher and then the beloved principal at Crosley Elementary School for many years before he became superintendent of the Ouachita Parish School System. In addition to his many accomplishments in the parish school system and local works, Mr. Welch helped pass legislation that joined the Ouachita Junior College with the LSU system, which we know today as University of Louisiana at Monroe. Mr. Welch passed away in 1986, but his dedication to local education lives on today through our school.

The school opened in the fall of 1989 under the administration of Mr. Vance Smith, who served as principal until the summer of 2013. He went on to serve the school system as Director of Elementary Schools until his retirement. Mrs. Sharon Sanders was appointed principal in the summer of 2013 and continues to serve the school in the position today.
Table of Contents

Welcome to George Welch from the Principal........................................Page 2
Office Staff and Office Information ......................................................Page 2
Faculty and Staff.................................................................................Page 3
School Wide Positive Behavior..........................................................Page 4
Student Code of Conduct.................................................................Page 5
Attendance..........................................................................................Page 7
School Drop Off & Pick Up Procedures...............................................Page 8
School Dress Code..............................................................................Page 11
School Safety......................................................................................Page 12
Student Progress................................................................................Page 13
Student Health....................................................................................Page 15
Food Services......................................................................................Page 17
Bookkeeping.......................................................................................Page 18
Parent School Communication..........................................................Page 19
George Welch PTO..............................................................................Page 20
General Information...........................................................................Page 21
Frequently Asked Questions..............................................................Page 23
Appendix..............................................................................................Page 24
Welcome to George Welch  
Home of the Wranglers

Dear Parents and Students,

Welcome to our school! At George Welch Elementary School we service approximately 450 kindergarten through fifth graders. It is our goal to not only provide your student with an excellent academic experience and strong educational background for the future but to also help them grow socially and emotionally. Our faculty and staff believe in going the extra mile to meet the needs of all our students. It is our goal for our students to maximize their academic talents and grow into well-rounded productive citizens.

Please use this book to acquaint yourself with the policies and procedures of our school. Feel free to contact us with your questions or concerns. An open line of communication among stakeholders is key to the academic success of all students!

Sincerely,
Sharon Sanders, Principal

Meet our Office Staff!

Mrs. Amanda Prudhomme,  
Secretary 
aprudhomme@opsb.net

Mrs. Peggy Nipper, Bookkeeper  
nipper@opsb.net

Mrs. Nikki Flowers, School Nurse  
flowers@opsb.net

Ms. Veronica Wood, Assistant Principal  
vwood@opsb.net

Mrs. Sharon Sanders, Principal  
sanders@opsb.net

Important Numbers!
Phone: (318) 397-1100
Fax: (318) 397-1383
**George Welch Faculty and Staff**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Name</th>
<th>Email</th>
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<tr>
<td>Kindergarten:</td>
<td>Mrs. Stacy Frost</td>
<td><a href="mailto:sfrost@opsb.net">sfrost@opsb.net</a></td>
</tr>
<tr>
<td></td>
<td>Mrs. Jennifer Guerriero</td>
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<tr>
<td></td>
<td>Mrs. Laura Olvey</td>
<td><a href="mailto:olvey@opsb.net">olvey@opsb.net</a></td>
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<tr>
<td></td>
<td>Mrs. Nicole Waldrop</td>
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<tr>
<td>First Grade:</td>
<td>Mrs. Rita Collins</td>
<td><a href="mailto:rpcollins@opsb.net">rpcollins@opsb.net</a></td>
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<tr>
<td></td>
<td>Mrs. Amy Kirkland</td>
<td><a href="mailto:akirkland@opsb.net">akirkland@opsb.net</a></td>
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<tr>
<td></td>
<td>Miss Jennifer Loveridge</td>
<td><a href="mailto:loveridge@opsb.net">loveridge@opsb.net</a></td>
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<tr>
<td></td>
<td>Mrs. Sarah Moore</td>
<td><a href="mailto:sarahmoore@opsb.net">sarahmoore@opsb.net</a></td>
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<td>Second Grade:</td>
<td>Mrs. Melissa Mayfield</td>
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<td></td>
<td>Ms. Selby Mott</td>
<td><a href="mailto:mott@opsb.net">mott@opsb.net</a></td>
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<td></td>
<td>Mrs. Kim Roach</td>
<td><a href="mailto:kimberllyroach@opsb.net">kimberllyroach@opsb.net</a></td>
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<tr>
<td>Third Grade:</td>
<td>Mrs. Susan Aulds</td>
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<tr>
<td></td>
<td>Mrs. Cherrie Dickerson</td>
<td><a href="mailto:dickerson@opsb.net">dickerson@opsb.net</a></td>
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<td>Mrs. Kim Glover</td>
<td><a href="mailto:kglover@opsb.net">kglover@opsb.net</a></td>
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<td>Fourth Grade:</td>
<td>Mrs. Jennifer Callender</td>
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<td></td>
<td>Mrs. Richelle Davis</td>
<td><a href="mailto:drdavis@opsb.net">drdavis@opsb.net</a></td>
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<td></td>
<td>Mrs. Anna Redding</td>
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<tr>
<td>Fifth Grade:</td>
<td>Mrs. Tiffany Hobson</td>
<td><a href="mailto:thobson@opsb.net">thobson@opsb.net</a></td>
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<td></td>
<td>Mrs. Sylvillis Labbe’</td>
<td><a href="mailto:sylvillislabbe@opsb.net">sylvillislabbe@opsb.net</a></td>
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<td></td>
<td>Mrs. Julie Norris</td>
<td><a href="mailto:jnorris@opsb.net">jnorris@opsb.net</a></td>
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<tr>
<td>Gifted Education:</td>
<td>Mrs. Kathy Gresham</td>
<td><a href="mailto:gresham@opsb.net">gresham@opsb.net</a></td>
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<tr>
<td>Special Education:</td>
<td>Mr. Chad Beach</td>
<td><a href="mailto:cbeach@opsb.net">cbeach@opsb.net</a></td>
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<td></td>
<td>Mrs. Kelly Fleming</td>
<td><a href="mailto:kellyfleming@opsb.net">kellyfleming@opsb.net</a></td>
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<tr>
<td>Reading Interventionist:</td>
<td>Mrs. Cindy Teel</td>
<td><a href="mailto:teel@opsb.net">teel@opsb.net</a></td>
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<tr>
<td>Speech/Language:</td>
<td>Mrs. Suzanne Lay</td>
<td><a href="mailto:lay@opsb.net">lay@opsb.net</a></td>
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<tr>
<td>Librarian:</td>
<td>Mrs. Jennifer Green</td>
<td><a href="mailto:jgreen@opsb.net">jgreen@opsb.net</a></td>
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<tr>
<td>School Counselor:</td>
<td>Mrs. Amanda LaBorde</td>
<td><a href="mailto:alaborde@opsb.net">alaborde@opsb.net</a></td>
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<tr>
<td>Music:</td>
<td>Mrs. Mindy LeBlanc</td>
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<tr>
<td>Computer Para:</td>
<td>Mrs. Jessica Hill</td>
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<td>Library Para:</td>
<td>Mrs. Lindsey Long</td>
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<td>Paraprofessionals:</td>
<td>Mrs. Linsey Sivils</td>
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<td>Mrs. Kathy Ramsey</td>
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<td>Mrs. Rhonda LaBorde</td>
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<td>Maintenance Department:</td>
<td>Mr. Tim Shapley (Head) and Mr. Mitch Hill</td>
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<td>Cafeteria Manager:</td>
<td>Mrs. Kathy Stevens</td>
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<td>Bus Drivers:</td>
<td>Mrs. Janis Byrd</td>
<td>Mr. Jeff Barton</td>
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<td>Mrs. Kathy Keene</td>
<td>Mrs. Carmen Brodnax</td>
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<td>Mrs. Lynn Roy</td>
<td>Mr. Jody Kelly</td>
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<td>Mrs. Jan Giger</td>
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Students Taking Academic Responsibility

Strive for success
Think before you act
Act responsibly
Respect others

Be a Wrangler STAR!

George Welch Elementary works to recognize and promote positive behavior in all areas of our students’ lives. Through character education and teaching students how to prevent/stop bullying, we hope to reinforce empathy toward others and a positive self-outlook. At the elementary level, we are also teaching and reinforcing expected, appropriate behavior in the educational and social setting.

We make great efforts to recognize academic success and positive behavior through not only a system of rewards but also through praise and support! Some of the programs in place:

Caught Being Good
Block Challenge Parties
Super Star Day
Individual Classroom Programming
STUDENT CODE OF CONDUCT

The Ouachita Parish School Board and George Welch Elementary School believes in the philosophy that education is the foundation for building an improving a better way of life and enables each individual student to face the challenges of the global society. Student’s conduct plays a vital role in being a successful contributor to society.

George Welch Elementary expects students to be able to perform at his/her fullest potential. In order to develop competent, responsible, motivated individuals, the school must provide a safe environment that is conducive to learning. Therefore students shall be expected to know and understand the following general rules of conduct and apply these rules on a daily basis. Students shall be expected to:

1. Attend school whenever classes are in session,
2. Respect all school personnel and other students at all times,
3. Be on time for school and all classes,
4. Refrain from harassing, intimidating, or bullying anyone at school,
5. Knows the rules, policies, and procedures of the school they attend and follow them at all times, and in general, conduct themselves at all times in a manner that is educationally and socially acceptable at school.

The George Welch School Handbook is available online. This handbook identifies and explains rules, policies, and procedures that are either school system wide or specific to our school. Also, this handbook outlines the procedures to be followed by teachers and principals when called upon to discipline students in violation of any rule, policy, or procedure at school.
All school rules must be observed by students at all times. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained. Your cooperation in helping us carry out these policies is necessary.

We can not anticipate every type of misconduct that could possibly occur; however the following list identifies common misconduct that would require disciplinary action:

- Harassment or Bullying
- Disrespect to administrators, faculty, staff, visitors, and other students
- Use of profanity
- Fighting
- Disobedience
- Inappropriate conduct in the cafeteria
- Disruption of the instructional process
- Possession of weapons, drugs, alcohol, and/or tobacco products
- Stealing
- Destroying or defacing school property
- Dress code violations
- Leaving school or skipping class without permission
- Playing or loitering in the bathrooms
- Running or disruptive behavior in the hallways
- Rough play at recess/PE
- Misbehavior on the bus

The principal or designee will be the final interpreter. Disciplinary action will be administered by a teacher or an administrator. The type of discipline will be determined based on the seriousness of the offense, the student’s typical behavior, the number of prior offenses, and any other mitigating factors.

**Possible Disciplinary Options**

Some possible actions are: oral or written reprimand, counseling, in-school or out-of-school suspension, parental contact, corporal punishment, loss of privileges, recess detention, expulsion in extreme cases, or any other action to address inappropriate behaviors.
ATTENDANCE

Elementary Attendance Policy

Regular attendance is necessary for maximum progress in school. State and parish regulations require that elementary school students must not miss more than ten (10) days per school year (excused or unexcused) to be eligible to receive grades earned. Any student who misses eleven (11) or more days, excused or unexcused, will be referred to the School Building Level Committee (SBLC) at the end of the school year to determine if they will be eligible to be promoted to the next grade.

Truancy

The OPSB’s online attendance program requires the school to enter students into the system who have been checked in late after 7:55 AM or checked out early before the regularly scheduled dismissal time at the end of the day at 3:00 PM.

When a student reaches the third (3rd) unexcused absence, George Welch may send a notice to the parent/legal guardian defining the truancy law.

When a student reaches the fourth (4th) unexcused absence, a referral will be sent by the school to the Ouachita Parish Sheriff’s Office and the parent/legal guardian may be visited by our Truancy Officer, who will give the parent/legal guardian a copy of the law regarding truancy.

When a student reaches the fifth (5th) unexcused absence, a referral will be sent to the Ouachita Parish Sheriff’s Office and a citation may be given.

George Welch will allow up to three (3) days per school year of parent letter excuses. Any other parent letters exceeding this amount will be UNEXCUSED.

Tardiness

Our school day begins at 7:45 AM. Please see that your child is on time. Students who arrive to school after the 7:55 AM bell are considered tardy. Parents must walk the student(s) into the office to check the student(s) into school. This applies to the drop off site also. If the red flag is out prior to passing through the gate, the student(s) is tardy and must be checked in through the office.

Having your children to school on time allows the teacher to maximize Instructional minutes. Students may begin entering the classrooms at 7:30 AM.

Tardiness is also defined as an early check out during the day.
STUDENT DROP OFF & PICK UP PROCEDURES

School Hours
7:30 AM - 3:15 PM

Students MAY NOT be dropped off at school before the 7:30 AM bell. Duty teachers are on post at bell time. For students who do not ride a bus, he/she must be dropped at the designated drop off area at the west side of the building or escorted into the front foyer. Parents must park in the visiting area. No vehicles should be driven or parked in the bus lane in front of the school.

Parents are not allowed beyond the front foyer. Any snacks for the student that are too heavy for him/her to carry must be left in the office.

At 7:55 AM the car drop off area closes and students must be walked into the office to be signed in as tardy. All visitors should be out of the building by the 7:45 AM bell.

Afternoon Dismissal Schedule

3:00 PM First Bus Load and Day Cares
Buses and Day Care vans load in front of the building. They are the first priority for dismissal.

3:05 PM Car Pick Up
Car pick up students are walked to the CPU area by the teachers. There is no student pick up in the front foyer or front of the building.

3:15 PM Walk Up Gate
The walk up gate is opened and students are dismissed to their parents through the gate. This allows our staff to better monitor who is picking up the students.

- NOTE THAT THERE ARE NO CHECK OUTS OR CHANGES TO THE WAY A STUDENT IS GOING HOME AFTER 2:45 PM. This is a very busy time in the front office and classroom and it is vital that we are all available to monitor the student safety. According to OPSB's truancy policy, late arrivals and early check outs prior to regularly scheduled dismissal are considered tardy.
Procedures for Changes in Regular Dismissal

ALL OF THE FOLLOWING PROCEDURES AND RULES ARE IN PLACE TO PROVIDE THE MAXIMUM LEVEL OF SAFETY FOR OUR STUDENTS.

- The parent or legal guardian must contact the office via a note or phone call to allow a person other than the parent or legal guardian to check out a student. There is no “CHECK OUT LIST.” The names of family or friends listed is only used in case of an emergency and the parents/legal guardians can not be reached.

- All students being picked up from school by a personal vehicle must be picked up at the car pick up area at the west end of the building. No dismissal is allowed through the front foyer area.

- If a student is to leave school another way at dismissal, PARENTS MUST NOTIFY THE TEACHER IN WRITING. Only call the office for a change in case of emergency or in the rare occasions that something unexpected arises. This allows us to limit the amount of classroom interruptions. Without notification, the student will leave school by his/her regular method. Make sure you also discuss this change with your child.

- If a student riding the bus is to be dropped at another location, the parent must make arrangements prior to this day with the principal and bus driver.

- If a student is riding a bus with a friend, both sets of parents/legal guardians must send a note indicating this.

- Students will not be called down to the office to wait for parents who are coming to check them out early. We will call the student from class when the parent/legal guardian arrives.
Car Drop Off and Pick Up Area

- When dropping off or picking up students, pull forward to the next available cone. Your vehicle must be between the red lines in order to unload/load the maximum number of cars. If you are asked to pull forward, please do so.

- Drop off and car pick up is designed to be quick and efficient. In the mornings students must be prepared to exit the vehicle when you stop aligned with the sidewalk. If there is a delay, pull forward to the striped lines.

- Students **must** exit on the passenger side. **NO EXCEPTIONS!** If he/she can not, you must park and walk them in through the front or pick them up at the walk up gate.

- **DO NOT** pull around a car. If there is a need for this, the staff will wave you around.

- No adult should exit the vehicle in the pick up/drop off area. Your student must be able to open/close the door, buckle/unbuckle his/her seatbelt, and gather his/her bag and other items for school.

- The red flag means that the area is closed. Students must be walked in and checked in through the front office.

- To not be considered tardy, your vehicle must be inside the gate prior to the 7:55 AM bell and the red flag being posted.

- Make sure your child knows the color, make, and model of your car. This helps us at pick up!

- Please place the sign provided by the school in the front passenger windshield for the first six weeks of school during car pick up.
SCHOOL DRESS CODE

We understand the constant changes in fashion trends and sudden growth spurts of school age children can make it difficult for parents to keep up with the school dress code. We will always try to be lenient in those situations; however, if clothing is too tight, too revealing, too short, or an overt distraction, such as wild colored hair, large temporary tattoos, etc., you will be contacted by the office to bring a change of clothes or remedy the distraction. Anything that can be considered offensive, which include slogans and pictures on clothing, is not permitted and will result in a phone call to the parent/guardian for a change of clothing.

We ask that all visitors to the school adhere to the same dress code we require of our students.

**GIRLS**

Leggings: If leggings are worn, girls must wear a shirt that at least falls at the top of their mid-thigh.

Shorts/Skirts/Dresses: The bottom hem must be at mid-thigh or longer.

Shirts: When reaching above her head, the shirt must not reveal her stomach. Spaghetti straps and racer back tops are not permitted. All shirts must be at least 3 fingers at the shoulder.

Shoes: Shoes that are appropriate for playing, running, and jumping at recess or PE must be worn. Please do not send girls in flip-flops or heels. Closed toe shoes are the best option for our playground.

**BOYS**

Shorts: The bottom hem must be at mid-thigh or longer.

Shirts: When reaching above his head, the shirt must not reveal his stomach. Tank tops or muscle shirt are not allowed.

Shoes: Shoes that are appropriate for playing, running, and jumping at recess or PE must be worn. Please do not send boys in flip-flops. Closed toe shoes are the best option for our playground.

The school reserves the right to make any decisions about questionable clothing.
SCHOOL SAFETY

Visitors

All visitors entering the school must sign in and state your reason for visiting. A visitor’s pass is REQUIRED before entering the school. If you are having lunch with a student, the student must remain with his/her class when entering and exiting the cafeteria. There is a designated table in the cafeteria for lunch visitors and students. No other students are allowed to sit with the student and his/her guest. The visitor may not go to the classroom or any other locations in the school other than the cafeteria.

Student Locator Cards

The office keeps student locator cards on file containing demographic information such as address, parent/legal guardian’s name, phone numbers, emergency contacts, allergies, etc.

If there are any changes regarding this information, please update the office as soon as possible. We use this information to contact you in case of illness or emergency.

Weather Preparedness and Crisis Plan

Throughout the year we conduct fire and tornado drills. We also practice lock down procedures for the protection and safety of your child and school staff. Our district and school have created Crisis Plans to help deal with any situation that may arise.

Should an event arise that requires the school to be evacuated, our evacuation sites are as follows:

Primary Site: McGuire Methodist Church
2075 Arkansas Road
West Monroe, LA 71291
(318)396-6114

Secondary Site: Claiborne Elementary School
1011 Wallace Dean Road
West Monroe, LA 71291
(318)396-8200

In case of school closing or school wide emergency, please watch or listen to the local morning news. Also check the OPSB site. You can also set up a School Messenger account to receive notifications and alerts. We also use a global call system.
STUDENT PROGRESS

Grading Scale

100 - 92.5 = A  
92.49 - 84.5 = B  
84.49 - 74.5 = C  
74.49 - 66.5 = D  
66.49 - below = F  

100 - 92.5 = S+  
92.49 - 84.5 = S  
84.49 - 74.5 = S-  
74.49 - 66.5 = N  
66.49 - below = U

Conferences

Parents/Legal Guardians are encouraged to meet with teachers to discuss the progress of their students. Please feel free to contact your student’s teacher or teachers to discuss questions and concerns or schedule a meeting to do so. All appointments must be scheduled directly with the teacher during regular school hours.

To reach the teacher, you may send a note, call the office to leave a message for the teacher, or email him/her. We do not interrupt instructional time for teachers to come to the phone, but the teacher will contact you at the first available moment.

Report Cards, Progress Reports, and Test Papers

Report cards will be sent home with students at the end of each six weeks. Please refer to the school calendar for specific dates. Progress reports may be sent home during the six weeks if the teacher has concerns for the student’s progress.

Test papers are sent home weekly. Each grade varies the day in which they are sent home. Please make sure you look over your child’s test papers with him/her. Sign and return them promptly.

Online Grade Postings

Teachers are required to post the test grades weekly so that you may keep up with your child’s progress weekly. To access your student’s grades and attendance, you may visit our school website and set up your account by clicking the “Student Progress Center” tab. Only the parents/legal guardians may access this information. See “Communication” page to set up account.
Grade Progression Requirements

<table>
<thead>
<tr>
<th>Grade</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Must pass reading and math</td>
</tr>
<tr>
<td>Grade 1</td>
<td>Must pass reading and math with a C average for the year</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Must pass reading and math with a C average for the year and a C average in 1 other major subject</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Must pass reading, math, and 1 other major subject</td>
</tr>
<tr>
<td>Grade 4 &amp; 5</td>
<td>Must pass reading, math, and 2 other major subjects</td>
</tr>
</tbody>
</table>

Hold Back Request from Parents

For students who have met requirements for passing the grade but parents/legal guardians opt to retain the student in the current grade:

- Parent/Guardian must submit a written request explaining the need for holding back to the principal by the first Friday in May
- SBLC will meet to discuss the child’s behavior/attitude, work ethic, effort made, attendance, tardiness, age, previous retention, etc. A sample of the form is located in the appendix.
- Each student will be looked at individually, but it is the policy of George Welch and OPSB that no student repeat more than once without very extenuating circumstance.
- SBLC will use the form to determine in the hold back will be granted.
- Parents/guardians are then notified by the principal. Holding back in a grade is an SBLC decision.

Honors and Awards

Each six weeks, we recognize students who achieve an A or B average with an award of some type.

At the end of the year, an Awards Assembly will be held for those students who maintained yearlong achievements. Students will be recognized for:

All “A” for the Year - Students received nothing lower than an “A” on the report card any six weeks. These students receive a trophy and certificate.

“A” Average - Students ended the year with a final Grade Point Average of 3.5 or higher. These students receive a trophy and certificate.

“B” Average - Students ended the year with a final Grade Point Average of 3.0 - 3.4. Theses student receive a certificate.

Sportsmanship and/or Citizenship Awards - Each class selects a boy and a girl who best exhibits the qualities of the award.

NOTE: Kindergarten does not hold a graduation or awards program. They hold and end of the program in which all kindergarten students participate.
STUDENT HEALTH

The school nurse’s primary concern is for the health, safety, and welfare of all students. We are available as a resource person for any health related concerns your child may have. The nurse provides preventative measures, health counseling, and education.

Medication at School

As a general rule, medication is not given at school. When a student develops a health concern and requires medication during school hours the OPSB district policy requires:

- Any student requiring medication at school must have written orders from the physician prescribing the medication. The orders must be on the OPSB order form and parents/legal guardians must meet with the school nurse prior to the administration of any medication at school. The orders must include the name of the student, physician, medication, dosage, and time to administer to the student.
- Parent/legal guardian must sign in medication in the school office.
- Over the counter medication requires the same paperwork and can not be given unless prescribed by a doctor. This includes Tylenol, cough syrup, cough drops, chap stick, etc.
- Students are not allowed to have medication in their possession at anytime. In the rare case that a student is required by a physician to carry an inhaler or epi-pen, further paperwork is required.
- A parent may come to the school to administer medication at any time to his/her child without meeting any requirements.

Mandated Screenings

The school nurse strives to complete the following mandated screenings in elementary schools:

- Vision and Hearing in Grades K, 1, 3, and 5
- Pediculosis (Head Lice) per parish protocol. We adhere to a “no nit” policy.
- General overall assessment of students as needed.

PLEASE KEEP US NOTIFIED OF ANY CHANGES IN YOUR CHILD’S HEALTH CONDITION THROUGHOUT THE SCHOOL YEAR.
Immunizations

Louisiana law requires all students entering public school to be immunized. If your child is missing any vaccinations, the school nurse will contact you.

Helpful Guidelines for School Attendance

FEVER: Fever is a sign of infection. If your child has an elevated temperature, he/she should remain at home. Students must be fever free for 24 hours without requiring fever reducing medication before returning to school.

VOMITING & DIARRHEA: Both are often contagious. Your child should be monitored closely for dehydration and/or bloody stools. Children must be free of diarrhea and vomiting for 24 hours before returning to school.

PINK EYE: This is another common condition seen in schools. It is contagious and must be treated with medication prescribed by a doctor. Symptoms include redness, itching, swelling, drainage, and excessive matter in the eye upon awakening in the morning. (Eyelids may be stuck together.) DO NOT SEND A STUDENT TO SCHOOL WITH THESE SYMPTOMS. Students may return after being on medication for 24 hours and symptoms have disappeared.

HEAD LICE: This is often a problem. Any child may get head lice, but it is treatable with patience and time. OPSB follows a “no nit” policy. This means child must be clear of lice and eggs before returning to school. Parents are asked to bring the student to the school where the nurse can check his/her hair, prior to be admitting to class.

FYI...STUDENTS MAY NOT HAVE CHAPSTICK, COUGH DROPS, ANTIBIOTIC CREAMS, ETC IN THEIR POSSESSION. THIS IS ACCORDING TO LOUISIANA LAW AND OPSB/GEORGE WELCH ELEMENTARY POLICY.
FOOD SERVICES

Cafeteria Pricing

**Breakfast:**
- Regular Pricing $1.00
- Reduced Pricing $ .30

**Lunch:**
- Regular Pricing $1.50
- Reduced Pricing $ .40
- Visitor Pricing $5.00

“Extra” servings prices range from $.15 to $.80. Parents/legal guardians must complete the permission form to allow students to charge the account for extra servings. The form will be sent home at the beginning of each year.

Please limit your lunch visits to no more than five (5) times a year. This allows the cafeteria to better plan for the number of meals served. There is a table in cafeteria designated for you and your child only.

**Cafeteria Meal Payments**

- **OPSB encourages online payment for school meals.** To access this account visit the school website on School Messenger and click the *My School Bucks* tab on the right side of the page after scrolling down to Quick Links.

- You may pay also with money order, check, or cash. Please place in an envelope with your child’s first and last name, homeroom teacher, and lunch number written on the outside. If sending cash, please write the amount of cash on the outside of the envelope.

- If writing a check, please write your child’s name on the check. If the check is for multiple students, write each child’s name and the amount to be credited to each account.

- **NSF (Non-Sufficient Fund) Checks are handled by a check collection agency.**

- Students are required to pay in advance. If you receive a letter from the cafeteria with a balance due, please remit the payment immediately.

- Any balances at the end of the year may be carried over to the next year or the parent/legal guardian may request a refund in writing. If a student transfers within the parish, the balance transfers with the student.
BOOKKEEPING

Checks and Money

In order to maintain accurate bookkeeping, it is very important that all money sent to the school be sent directly to the teacher indicating the purpose for the money. **THE OFFICE DOES NOT ACCEPT MONEY FOR PAYMENTS.**

Some helpful hints to avoid a delay in paying for items or events:

- **Online payments for all school related items such as fees, field trips, etc. is available.** Go to www.opsb.net and click the purple $ sign and follow the prompts.

- You can not combine payments for multiple events or items. For example you can not send a one check to pay for lunch money and field trip or lunch money and school fees.

- You can not write one check for two or more students.

- If you are sending cash, you must send the exact amount. We do not keep change in the office.

- It is helpful to have the student’s name and teacher’s name on all checks in case the check is lost before it gets to the teacher. It helps to send a note for the purpose of the check or cash for younger students.

- All NSF (Non Sufficient Funds) checks are handled through an outside check collection agency at a charge determined by the agency.

**Concession Costs**

Concession items are $.75 each. Bottled water can be purchased from the machine for $1.00.
PARENT SCHOOL COMMUNICATION

An open line of communication between parents/legal guardians and the school is vital to a student’s success. We encourage parents to benefit from the many opportunities we provide.

School Website: georgewelch.opsb.net

Here you can access your teacher’s pages for information about upcoming tests/projects, homework, etc. You can also keep up to date with events and deadlines at school.

District App: You can download the OPSB app. Here you can tailor to receive alerts and notifications from your children’s school(s).

Student Progress Center: Go to the school website, georgewelch.opsb.net. Click the “Student Progress Center” button on the right side of the home page under “Quick Links”. You can set up an account to monitor your student’s grades and attendance online. Only the parent/legal guardian can set up an account. The pin number is the last five digits of your child’s social security number.

Daily Folder or Planner: Use this folder or planner to send and receive written communication to and from your child’s teacher. It is the best place to ensure she/he sees it.

Email: Refer to the list of faculty and staff for email addresses.

Phone: You may call the office to leave a message for the teacher at (318) 397-1100.
The goal of the George Welch PTO is to bring students, faculty, staff, families, and community together for the better of all. We work to support the school through volunteerism and fundraising. We invite all family members to take part in our PTO to help enrich the lives of our students at George Welch Elementary.

PTO Dues
PTO Dues are $10.00 for a family. You will have the opportunity at the beginning of each school year to join or renew your membership.

Volunteer Opportunities
The George Welch PTO offers many opportunities for families to become more involved with our school. While you may not have time to serve as an officer or chair a committee, we are always in need of those you can donate their time to serve as a committee member, volunteer to help with school activities, serve as a room mom or support, etc.

PTO Meetings
We will have 3 to 4 meetings each year usually on Tuesdays or Thursdays at 6:00 PM. Look for notes and information on our website about upcoming meetings, events, and opportunities.
GENERAL INFORMATION

Personal Property
It is best that all personal items (jackets, coats, lunch boxes, backpacks, notebooks, etc.) be labeled with the student’s first and last name. If it is misplaced, we can easily return the item to the owner. Lost and found is located in the concourse by the doors in the far left hand corner. Students may check here for items that have been turned into the office. Glasses, money, and jewelry will be kept in the office.

Students are not allowed to bring personal items to school unless authorized by the teacher or administration. We can not guarantee the safety of valuables. Money brought by students should be limited to concession. Any other money, such as lunch, field trips, pictures, etc., should be labeled appropriately and turned into the teacher upon arrival.

Textbooks, Workbooks, and Library Books
Textbooks, workbooks, and library books are provided for the students. If they are lost, misplaced, or destroyed, it is the responsibility of the student to pay for the item.

Cell Phones
Cell phones are not a necessity for children at the elementary level since we do not have afterschool extracurricular activities. In the event your student brings a cell phone to school, the cell phone will be held in the office until the end of the day for the student to pick up upon dismissal.

Social Media
Social media is an outlet to spread good news and information to many people at one time. Unfortunately, it can also be a tool to make threatening, harassing comments and bully. Any comments made by students or parents/legal guardians that are considered bullying, threatening, or harassing will be taken seriously and reported to the authorities.

Classroom Snacks
When providing snacks for your student’s class, please keep in mind that some children have allergies. Avoid any snacks that contain peanut butter, peanuts, or peanut by-products. Please check with your child’s teacher to see if any ingredients should be avoided.
**Phone Calls**

Students may call home due to illness and emergencies. We do not call students out of class to come to the phone. Please make sure your student has everything he/she needs for the day. Students will not be allowed to routinely call for missing supplies or information about dismissal. We are trying to help your child develop responsibility and organization.

**Celebrations**

Any celebration or non-instructional activity must be authorized by the principal. All parties are planned and designed for the enjoyment of the students at George Welch. Guidelines for visitors will be sent home prior to the event. Younger and older siblings are not allowed to attend classroom parties. Guests should be limited to parents/legal guardians. Non-school age siblings MAY NOT be present.

Students may only pass out invitations to parties if every member of the class receives an invitation. Selective invitations are not allowed; you must mail or contact the student outside of school. Teachers and staff are not allowed to give out class lists, addresses, or phone numbers due to Personal Identifiable Information and FERPA.

Students are not allowed to exchange gifts with one another at school, nor may children receive deliveries at school brought by an outside vendor or a visitor.

While snacks and treats are permitted, they must be dropped at the office. Parents/legal guardians/visitors are not allowed into the classroom to hand out treats/snacks.

**Field Trips**

Field trips are designed to support academic standards or function as a reward. The trips are planned for the enjoyment of the student. If guests are invited, please limit it to parents/legal guardians because you are there to assist the teacher. Children/siblings who are not enrolled in the class or grade attending the field trip MAY NOT attend. Guests are not permitted to ride the school buses due to liability.

**Photographs/Internet Photos/Videos**

We take photos of activities during school. We would like permission to use your child’s photo on our website, bulletin boards, newspaper articles, and yearbook. We will never reference your child online by name or any other identifiable information. We may publish his/her name in articles or the yearbook. We will never sell these pictures, and they will only be used for school purposes.
FREQUENTLY ASKED QUESTIONS

- Who can check my child out of school?
  Parents/legal guardians only unless the parent or guardian sends a note or calls the office informing us of whom will check out the student.

- May I walk my child to class in the morning?
  No, the safety of all children is our highest priority. It is too difficult during morning drop off to monitor visitors in the building. Also, the teacher has established morning routines and procedures for students upon arrival. This is also a time when the teacher is making final preparations for her school day. It is not an appropriate time to try to talk to the teacher about questions or concerns.

- Why do I have to pull forward and closely to the car ahead in the car drop off/pick up line?
  We want to maximize the number of students exiting/entering the vehicles to avoid traffic backing up on Caldwell Road. We also ask you to do this to prevent drivers from “pulling around” other vehicles.

- Why does my child have to exit/enter the vehicle on the passenger side at car drop off/pick up?
  This procedure is the best method for the safety of your child(ren). We ask drivers to not pull around other vehicles, but unfortunately, it happens. A child exiting or entering the vehicle on the driver’s side could be hit by the passing car.

- Why can’t I pay for field trips, fees, etc. in the office?
  OPSB has strict guidelines on collecting and receipting payments. All payments must be sent to the teacher to adhere to the policy.

- How can I get in touch with my child’s teacher?
  You may call the school office to leave a message or refer to the Faculty/Staff page at the front of this book for an email address.

- When I visit to have lunch with my child, why can’t a classmate sit with us?
  This is special lunch date is for you and your child. The other children may have guests also.

- May I bring my child’s siblings with me to a class field trip?
  No, field trips are only for the students in that class.

- Can I send a special delivery to school for my child?
  No, special gifts/deliveries are not allowed for students.
APPENDIX

- Truancy and Attendance Laws
- Education Information for Homeless
- OPSB Web Publishing Policy
- Ouachita Parish School System Technology Acceptable Use Policy
- Cell Phone Use in School Zones - LAW
- Section 504 Information
- Title VI, Title IX, The Americans with Disabilities Act (ADA), and Section 504 Compliance
- Online Payment Option Explanation
- Sample of Hold Back Policy Form
TRUANCY

The Ouachita Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

GUARDIAN RESPONSIBLE

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student’s attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Revised: September, 2008
Revised: September, 2009
La. Children’s Code, Art. 728, 730

CHAPTER 1. GENERAL SCHOOL LAW
PART III. PUBLIC SCHOOLS AND SCHOOL CHILDREN
SUBPART C. SCHOOL ATTENDANCE

17:221 School attendance; compulsory ages; duty of parents; excessive absences; condition for driving privileges

A. (1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.
INFORMATION FOR HOMELESS

“Bridges of Ouachita Homeless Education Program”
Anthony Killian, Parish Liaison Supervisor
701 St. John Street
Monroe, LA 71201
(318)435-5263
"Bridges of Ouachita, Homeless Education Program"

Jerlyn D. Bobo, District Liaison Supervisor

701 St. John Street ~ Monroe, LA 71201

Phone: (318) 432 – 5330
Fax: (318) 432-5297

"Bridges of Ouachita" Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B; of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 at seq.) (State Law: LA. RS. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00 — 1012.05 and 2.012.00 — 2.012.04.

Definition of Homeless or "Highly Mobile" Individual...

The Stewart B. McKinney Homeless Assistance Act (P.L. 107-110) 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:

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, ears, abandoned buildings, campgrounds, etc.
  - An institution that provides a temporary residence for individuals intended to be institutionalized
  - A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no widows/doors, holes in the roof/floor, no way to cook/store food)
  - Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity)
  - Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
  - Unaccompanied youth
  - In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their "school of origin" even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the "best interest of the child" while disagreements are settled.
Homeless Education Services:
- Identify homeless and youth by utilization of the Residency Questionnaire
- Immediate Enrollment Assistance, including obtaining birth and immunization records
- Free lunch
- Uniforms
- School Supplies/some school fees
- Medical/Dental /Housing/counseling referrals
- Tutorials in shelters and schools
- Connect students to summer programs/preschool programs/parenting education
- Link to literacy, social, and life skills training
- Pre-service case management

Enrollment: (Bulletin 741, Section 341)
In order to ensure homeless students are being identified and tracked appropriately in our school system, the following procedure is to be followed for enrolling any homeless child residing within our district:

1) The person who has the responsibility for enrolling a homeless child in school must see the District Liaison Supervisor Jerlyn Bobo, at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law.

2) Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the Child Welfare and Attendance office to complete the enrollment approval, thus be taken to the school where the child will be attending. Student information will also be sent to the Food/Nutrition Supervisor and SIS Coordinator.

3) As a result of this procedure, copies of enrollment process of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

NOTE: A homeless child may or may not be in the custody of a legal parent or guardian. It is the responsibility of local LEAs to eliminate barriers that homeless youth may face, including revising local enrollment policies to accommodate unaccompanied youth. In the event of natural disasters, which may cause a sudden influx of homeless students locating within our school district, we will make the enrollment of these youth an immediate priority and assist them and their caregivers in every way possible to make the enrollment process go as smoothly and quickly as possible.

Contact Information:
Jerlyn D. Bobo, District Liaison Supervisor
(318) 432-5330 (318) 432-5297
Ouachita Parish Media Center
701 St. John Street
Monroe, Louisiana 71201

State Coordinator
1-225-219-2949, 1-877-453-2721
State of L.A Department of Education
1201 North Third Street
Baton Rouge, Louisiana 70802
Ouachita Parish School System
OPSB.net Web Publishing Policy

Purpose
The purpose of the Ouachita Parish School Board (OPSB) website is to provide a means of effective communication between administrators, teachers, support staff, students, parents, and our community. All content on the OPSB website must adhere to the policies outlined in this document. Failure to follow these policies may result in a loss of publishing privileges and/or other disciplinary actions.

Organizational Responsibilities
• The Website Administrator is responsible for developing and maintaining the OPSB district website.
• The Communications Department has the primary responsibility for the content of the OPSB website. All content for the OPSB district website must be approved by the Communications Department.
• A Website Coordinator will be designated for each school in the district. Each school’s Website Coordinator will be responsible for all content posted to that school’s website. The Website Coordinator is also responsible for insuring that a release form is on file before publishing any identifiable student photos or works.
• The Webmaster is the person who actually creates, publishes, and maintains the school’s website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school’s website. However, the Website Coordinator is ultimately responsible for the content of the school’s website.

Content Standards
• All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.
• All official school board and school web pages should reside primarily on the OPSB web server. If a school chooses to host its website with another provider, the OPSB website will provide a link to the school’s website only if the school’s website meets all other criteria maintained in this policy.
• All content must be related to curriculum, instruction, or other school or school district related information.
• Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system.
• The OPSB web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.

All web pages must not link to or contain any inappropriate material. The Communications Department will have full discretion in determining the appropriateness of content.

Student Safety
• Student names may be published without a release form. However, no identifiable student photo or student works may be published unless a signed release form is on file for the current school year for every associated student.
• No personal information (other than the student name) should ever be published about a student.
• No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
• Students are not allowed to have or use OPSB assigned email accounts.
Web Publishing Guidelines

• All published content must reflect educational goals.

• All published content should be reviewed for accuracy, correct spelling, and correct grammar.

• All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission as long as the material is on the OPSB web server.

• All published content must be kept up-to-date.

• Do not use spaces in naming pages or directories. Use the underscore character (“_”) instead of spaces.

• Graphics should be optimized to minimize page loading times and bandwidth usage.

• School web sites must include:
  o School name
  o Principal’s name
Ouachita Parish School System
Technology Acceptable Use Policy

Internet and network resources access is available to students, employees, and guests in the Ouachita Parish School System. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of our users. Our goal in providing this service to students, employees, and guests is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The following Terms and Conditions of Use are provided so that network users are aware of their responsibilities. These responsibilities include efficient, ethical, and legal utilization of the network resources. Please read the Terms and Conditions of Use carefully.

Terms and Conditions of Use

1. Personal Privacy and Safety
   a. Users will not reveal any personal contact information about themselves or any other person on the Internet.
   b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities
   a. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.
   b. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users’ accounts or files.
   c. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
   d. Users will not attempt to impersonate another individual using network resources for any reason.

3. Security
   a. Users will immediately notify system administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
   b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
   c. Users will not attach any device to the network without prior approval by the system administrators.
   d. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
   e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

4. Network Resources
   a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
   b. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
   c. Users will not use network resources for commercial purposes.
   d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
   e. Users will not display, download, or transmit any inappropriate materials (including
offensive messages, images, and videos).

f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.

g. Users will not send or forward email “chain letters” or send annoying or unnecessary messages.

h. Users will not send mass email or “spam” any users (internal or external) with unauthorized communications or solicitations.

i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

5. Software

a. Users will not download, store, or install any unapproved or unlicensed software on school system computers.

b. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.

6. Content Filtering

a. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.

b. Users will immediately report to school authorities any website they access that contains inappropriate content.

c. Users will not attempt to bypass the district’s content filters to view inappropriate content.

7. Consequences of Inappropriate Use

a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.

b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.

c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.

d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.
CELL PHONE LAW IN SCHOOL ZONES

Sheriff Russell reminds drivers that the Louisiana Legislature passed a new law effective August 1, 2014 prohibiting the use of mobile devices in school zones. “Laws have been in place regarding certain uses of mobile devices while driving for some time, however this new law prohibits any use of a mobile device in a designated school zone with very limited exceptions,” Sheriff Russell said. “We all recognize the dangers of using a mobile device in general while driving, but the danger is increased dramatically if the driver is in a school zone. Children’s safety is the reason for this law”, he added. In an effort to make motorists aware of the new statute and further help insure children’s safety, the Ouachita Parish Sheriff’s Deputies are placing signs in the parish school zones advising of the new law.

**Louisiana Revised Statute Title 32:300.8:**

- If you’re driving through a school zone during posted hours, it is against the law to use your cell phone or other mobile device for any reason, including:
  - Making a phone call.
  - Texting.
  - Social networking.

The only exceptions to this rule are if:

- You need to report an emergency (including traffic hazards or accidents).
- Your personal safety is at risk.
- You need to report or avert a criminal act against someone (including yourself).
- You are legally parked.

You operate an emergency vehicle and must use your cell phone as part of your job.

If you are caught illegally using your cell phone in a school zone, you will be charged with a moving violation. The fine for a first offense is $175 and any second or subsequent offenses carry a fine of up to $500.
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.
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 the school system advise you of your rights under federal law (Section 504).
2. 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. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.
3. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
4. Receive notice with respect to identification, evaluation, and educational 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 accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
7. Have fair 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. Examine all relevant records relating to decisions made regarding your child’s identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
11. Receive a response from the school system to reasonable requests for explanations and interpretations of your child’s records.
12. 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.
13. 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. Hearing requests must be made through the Ouachita Parish 504 Facilitator.
14. Request payment of reasonable attorney fees if you are successful on your claim.
15. 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.
Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of a disability in any entity receiving federal funding. 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." Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).

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. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. 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. 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.
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

Dr. Gail Autrey  
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
George W. Welch Elementary School
Hold Back Request Form

For use by parents who are considering holding back a student in their current grade:

- Parent must submit a letter of request for hold back to the principal by the third Monday in May.
- School Building Level Committee will meet at the end of the school year to discuss criteria
- Parent will be notified of SBLC decision

Student: _________________________________________ Grade: ___________   Date: __________________

In order for a student to be considered for hold back per parent request, the following conditions must first be determined.
If two or more of the conditions are determined to be yes, the student will promote to the next grade.

1. Student has previously repeated a grade.                      Yes   No
2. Student is a discipline problem. (discipline referrals or conduct below B)* Yes   No
3. Student has academic or work ethic concerns that may lead to future failure. Yes   No
4. Student retention may create crowded classes.** Yes   No
5. Student attendance/tardies are a concern.                   Yes   No

*if any discipline issue is of serious nature as determined by the principal to child will not be considered for hold back

**SBLC will look at class size to determine if the classes are overcrowded.

___The school (SBLC) has determined that this student will promote.
___The school (SBLC) has determined that this student may hold back in current grade, provided that the parents and student sign and adhere to the attached agreement.

SBLC Members’ Signatures           Date
__________________________________  __________
__________________________________  __________
__________________________________  __________
__________________________________  __________
__________________________________  __________
July 26, 2018

NOTICE OF ONLINE PAYMENT OPTION FOR SCHOOL CHARGES AND FEES

As a convenience, the Ouachita Parish School System is pleased to offer parents and the community the option to make payments for various school fees and charges over the internet starting August 1, 2018. The School Board has partnered with Online School Management Systems, Inc. to offer this online payment solution for its schools. Only a limited number of school items will be available for this online payment option initially, but in time gradually more school items will be added at the option of each school. Payment from most major credit and debit cards will be accepted.

The online payment system is simple and easy to use. It is very similar to shopping at Amazon or eBay where you select items to put in the shopping cart and then check out. It can be accessed from your school’s website under Quick Links by clicking on one of these icons:

[Image of Online School Payments icon]

Or it can be accessed from the Ouachita Parish School Board’s website at www.opsb.net by clicking on the $ link and selecting your school’s name from the menu bar.

Cost for Using the Online Payment Service
There is a transaction fee that will be charged for using this service starting August 1, 2018. One dollar ($1.00) plus 2% of the total transaction amount will be added to your invoice at checkout. This fee only covers a portion of the cost to the School Board to offer this service to parents and communities throughout the school system.

Please go to your school’s online payment website for further instructions on making payments online or contact your school for assistance. Thank you for being patient with the Ouachita schools implementing the new online payment system this school year.