

**Highland Elementary School**  
**1501 Wellerman Rd.**  
**Phone 396-1213 Fax 397-1927**

This handbook has been carefully prepared and presented to provide you with a convenient reference to the policies and procedures of Highland School. Also included is a school calendar and lunch schedule for your reference. It should be read thoroughly at the beginning of school and referred to frequently throughout the school year. **Please go over the handbook with your child to ensure his/her understanding of the school's policies and procedures.**

The ultimate purpose of education is to help each student become both an effective and productive citizen. Our teachers are dedicated to helping each student reach that goal; however, quality education only comes when the entire school staff, students, and parents work together cooperatively.

Highland does not discriminate on the basis of race, color, nationality, sex, age, handicapping condition, or veteran status. We welcome you and hope that you will help to make our school outstanding. Your interest and support at home are important to your child's academic development and is greatly appreciated by Highland's faculty and staff.

Sincerely,

*Jan Mercer*  
Principal

**Highland Mission Statement:**

**Highland Elementary, in partnership with parents, will instill in all students high standards for academic and personal success and promote responsible citizenship.**



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**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.

**Our Beliefs at Highland Elementary:**

Student learning in a safe environment is the chief priority of our school.

A safe, secure environment enhances student participation and learning.

A team effort by all stakeholders produces the highest achievement in learning.

Students learn best when they are actively involved in the learning process.

Responsibility and self-control develop positive self-esteem.

Teachers must be positive role models for students.

Discipline, that is the product of interaction between home and school, promotes learning.

## **GRADING SCALE**

A= 93-100

B= 85-92

C= 75-84

D= 67-74

F= 0-66

## **DAILY SCHEDULE**

<b>7:25</b>	<b>Doors open</b>
<b>7:55</b>	<b>School begins</b>
<b>8:00</b>	<b>Tardy bell</b>
<b>10:15-10:28</b>	<b>1<sup>st</sup> recess</b>
<b>1:46-2:00</b>	<b>2<sup>nd</sup> recess</b>
<b>3:05</b>	<b>Dismissal</b>

## **STUDENT CODE OF CONDUCT HIGHLAND ELEMENTARY SCHOOL**

It is necessary that children learn to develop self-discipline in order to further their education. Self-respect and respect for others are major goals for our students.

While students have the right to a free public education, they also have a responsibility not to interfere with the educational process of others. Students are responsible for learning the basic school rules and should follow those rules.

Therefore, we expect students to do the following:

1. Attend school each day.
2. Arrive and leave school as scheduled.
3. Respect all school personnel and other students.
4. Display behavior that is educationally and socially acceptable.
5. Strive to improve both educationally and socially.

### **HIGHLAND'S POSITIVE BEHAVIOR SLOGAN**

- B-** Behavior is responsible.
- A-** Attitude is positive.
- R-** Respect is shown to others.
- K-** Kindness is shown to all.

## **STUDENT DRESS CODE**

The basic responsibility for the appearance of the students rests with the parents and the students themselves. Good personal hygiene allows for a more comfortable classroom setting. No inappropriate apparel or fashion that disrupts classroom instruction will be allowed. Any dress code violation will result in a phone call to a parent/guardian to bring more suitable attire for the student. Further action will be taken for repeated violations.

The following rules shall govern the dress of all students in grades Pre-K-5:

### **BOYS**

- Pants/ shorts:**
- \*Must be worn at waist level and not oversized.
  - \*Shorts must be mid-thigh or longer.
  - \*Holes are not allowed.
- Shirts:**
- \*Must be appropriate for school (no inappropriate pictures/slogans)
  - \*Mesh shirts are not allowed.
- Shoes:**
- \*Must be safety conscious--preferably tennis shoes.
  - \*Shoes with wheels or rollers are not allowed.
  - \*Slippers or house shoes are not allowed.
- General:**
- \*Distracting hairstyles such as mohawks and unnatural/ bright colors will not be allowed.
  - \*Hair must be kept out of the eyes, so that appropriate eye contact can be made with faculty and staff.
  - \*Boys are not permitted to wear earrings or studs.
  - \*Hats, caps, or sunglasses are not allowed at school.

## GIRLS

### **Pants:**

- \*Must be worn at waist level.
- \*Holes are not allowed.
- \***Leggings (including athletic type) may not be worn as pants.** (They may be worn **only** under a long top, dress/skirt that comes to the mid-thigh or longer.)

### **Shorts, skirts/ dresses:**

- \*Must be mid-thigh or longer in length (should be even with fingertips when held to leg).
- \*Full skirts or dresses must have shorts or leggings worn underneath.
- \*Spandex or biking style shorts may only be worn under shorts/skirts of appropriate length (mid-thigh or longer).
- \*Spaghetti strap/off-the-shoulder/backless dresses are **only** allowed **if** a shirt is worn underneath.

### **Shirts:**

- \*Must be appropriate for school (no inappropriate pictures or slogans)
- \*Mesh or sheer shirts are not allowed.
- \*Spaghetti strap/off-the-shoulder/backless shirts are **only** allowed **if** a shirt is worn underneath.
- \*Must be long enough so that no skin shows when arms are raised.

### **Shoes:**

- \*Must be safety conscious-preferably tennis shoes.
- \*No high heels or high wedges are allowed.
- \*Shoes with wheels or rollers are not allowed.
- \*Slippers or house shoes are not allowed.

**General:**

- \*Distracting hairstyles (or extensions) such as unnatural/bright colors will not be allowed.
- \*Earrings or studs may be worn in ears only.
- \*Hair must be kept out of the eyes so that appropriate eye contact can be made with faculty/ staff.
- \*Hats, caps, or sunglasses are not allowed during school.

## **IMPORTANT INFORMATION FOR PARENTS:**

1. Please use School Messenger (**highland.opsb.net**) to stay informed of weekly class agendas and link to your child's grades on WebPams. Some grade levels also use other media such as phone apps to communicate with parents. Staying up-to-date with these will help keep you informed about many things at school. Be sure the teacher as well as the school office always has your current phone numbers. More information will be given out at parent meetings held at the beginning of the year. If you need assistance, please contact the office.
2. Take-home folders (for lower grades) will be sent home to keep parents informed of what is happening at school. They contain current information and communications. Please check these daily for important messages.

**Test papers are sent home every week on Tuesdays in Bulldog Folders.**

Please review, sign and return to class after discussing them with your student. If your child does not bring home the folder you should receive a special note or contact from the teacher. If you do not receive the folder that week, please contact the homeroom teacher.

3. Fundraisers help support our school programs and money raised is used for improving those programs, purchasing technology and campus improvements such as new playground equipment. You are not required to participate, but your assistance is *greatly appreciated and really makes a difference*. It takes all of us working together to make a great school!

## Suggestions for Parents

Good discipline originates in the home. The parent is the first teacher of a child and should instill good behavior habits and proper attitudes toward school. The parents of Highland should:

- **Recognize** that the teacher takes the place of the parent while the child is at school.
- **Teach** the child respect for law, private and public property, authority and the rights of others.
- **Arrange** for prompt and regular school attendance and comply with attendance rules and procedures.
- **Work with** the school in regard to recommendations made in the best interest of the child.
- **Talk with** your child about school activities; show an active interest in report cards and progress made by the student.

## **PROCEDURES and GENERAL INFORMATION**

### **Arrival:**

**Student supervision begins at 7:25 each day when duty teachers report to their posts. No student should be left unattended by a parent /guardian on campus before that time.** Students who are dropped off by car, ride a bike, or walk to school enter at the front office entrance. Students should only be dropped off in the front driveway. For safety reasons, please do not drop off students in the road next to the school. Students will be directed to either report to the cafeteria for breakfast or go directly to the classroom.

### **Late/Tardies:**

We realize that there will be instances when your child may be tardy, but please keep them minimal. Students who habitually arrive late (four or more) must be reported to Ouachita Parish Truancy Office.

When a student comes in **after 8:00** he/she is considered to be tardy. An adult is to always accompany the student to the office to sign him/her in and note the reason for the tardiness. Students must have an admit slip from the office to go in class.

### **OP Tardy Policy:**

**1<sup>st</sup> Tardy** – Warning from office.

**2<sup>nd</sup> Tardy** – Parent will receive a note/ telephone call from office.

**3<sup>rd</sup> Tardy** – Parent will be sent a letter to schedule a conference with the principal. Punitive action may be taken by principal.

**4<sup>th</sup> Tardy** – Parent will conference with the Ouachita Parish School Board Supervisor of Child Welfare and Attendance.

**5<sup>th</sup> Tardy** – Student is reported by the school to the Ouachita Parish Sheriff's Truancy Office for further action.

## Attendance:

No elementary student shall accumulate more than a total of ten **(10) unexcused absences** during a school year. Once a student accumulates five (5) unexcused absences during the school year a referral must be sent to Ouachita Parish Sheriff's Truancy Office.

STATE LAW REQUIRES THAT STUDENTS BE IN SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION UNLESS AN ABSENCE IS DUE TO ONE OF THE FOLLOWING REASONS ALLOWED BY LAW AND LOCAL SCHOOL BOARD POLICY.

Absences that can be counted as EXCUSED are due to the following reasons:

- Personal illness (with doctor verification)
- Death in the family (not to exceed one week)
- Serious illness in the family (with documented verification)
- Recognized religious holidays of the student's own faith
- Legal, medical or dental appointments (must provide written verification)

Excuses by physicians should be submitted to the **school office** the first day the student returns to school.

*A teacher is not required to give make-up work if absence is unauthorized, or unexcused, or if the student has been suspended. A student has the same number of days to make up work as they were absent for excused reasons.*

When needing to pick up make-up work for your child, please call the school office by 10:00 A.M. to make the request.

## STATE AND LOCAL STUDENT ATTENDANCE POLICY:

**LOUISIANA LAW R.S. 17:2221** states that every parent, guardian, or tutor of any child between the ages of seven and seventeen is responsible to enroll that child in a public or private day school in conjunction with the school calendar as set forth by the local board of directors. Every child's parent, guardian, or tutor is responsible for assuring the attendance of that child in regularly assigned classes during regular school hours established by the board of directors. Those who violate these provisions may be fined fifteen dollars each day the violation occurs.

## **Birth Certificate/ Health Card/ Social Security Card:**

LA State Department of Education requires all children, upon entering kindergarten of any public school, to present to the principal a copy of their official birth certificate, a copy of their social security card, and a completed health card. Please check with the school nurse for updated immunization requirements.

## **Birthdays:**

With the teacher's prior notification (by phone call or email), small treats may be brought to the office (between 11:00- 1:30) for students to celebrate birthdays during 2<sup>nd</sup> recess. Please limit treats to individual servings such as cupcakes or cookies, etc. and not something that has to be prepared such as cakes.

No instructional time will be used for celebrating birthdays.

Parents and/or visitors will not be allowed to go to the classrooms to deliver birthday cakes, etc.

Flowers and balloons may not be delivered or brought to the school.

### **\*Party invitations may be distributed at school only if:**

1. The entire class is being invited, and
2. The invitations are given to the teacher for distribution .

\*\*\*No invitations will be handed out by anyone to a select group of students. School employees are not allowed to give out personal information of students such as addresses.

**Books:**

Students are responsible for all textbooks assigned and all library books received. Lost or damaged books must be replaced/ paid for by the parent or guardian.

**Bus Transportation:**

School Board policies (bus rules) are distributed by the bus drivers. A rider form will be included that requires the signature of both parent and student. This must be returned to the bus driver before the student rides the bus.

Please go over all bus rules thoroughly with your child. **They may not use communication devices or electronics on the bus at any time.**

Students are allowed to ride the bus home occasionally with each other when they have a permission note from home and it is signed by the principal.  
*(Notes must be turned in to principal for approval upon arrival at school.)*

Students are not allowed to change their assigned bus or bus stop without permission from the principal.

**Checking In/Out During School Hours:**

All parents and students must report to the office when checking in or out of school. Please keep these to a minimum so that instructional/ learning time is not greatly affected. Any time a student is signed out and leaves before 3:00 it is considered an early check out. Early check outs count as tardies for truancy matters.

## **Conduct and Discipline:**

Every teacher shall take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful to or willfully disobeys an adult, who uses inappropriate language, violates school rules or interferes with an orderly education process.

If the behavior problems are not resolved or continue, the student will be referred to the principal or designee for disciplinary action. The principal will discuss the particular misconduct with the child and, when appropriate, implement a disciplinary measure such as counseling, recess detention, in-school suspension or suspension. A copy of the LA behavior report and action taken will be sent home with the student if the student was referred for a major infraction. *Please discuss, sign and return it the following day.* This will provide you documentation of problems and allow you the opportunity to address the situation with your child. If a conference with the teacher and/or principal is required, it will be noted on the behavior report.

If you would like to schedule a conference you may email the teacher, write a note or call the school.

## **Suspensions:**

A school principal may suspend from school (or suspend from riding on any school bus) a student who:

- is guilty of willful disobedience;
- treats with disrespect a teacher, principal, superintendent, or member or employee of the local school board;
- makes an unfounded charge against any one of them;
- is guilty of immoral or vicious practices or of conduct or habits injurious to his associates;
- uses unchaste or profane language;
- uses tobacco or possesses alcoholic beverages in school buildings, on school grounds, or on school bus;
- causes a disturbance on the school grounds or on school bus;
- brings any item considered a weapon (including toy guns);

- cuts, defaces, or injures any part of the public school buildings, any property belonging to the buildings, or any school bus;
- writes any profane or obscene language or draws obscene pictures in or on any school material, on any public school premises, on any fence, pole, sidewalk, or building on the way to or from school, or on any school bus;
- throws missiles liable to injure other persons on the school grounds or while on a school bus.
- instigates or participates in fights while under school supervision.
- violates traffic and safety regulations;
- leaves the classroom during class hours or detention without permission;
- leaves the school premises without permission;
- is habitually tardy or absent;
- is guilty of bullying;
- commits any other serious offense.

In accordance with Louisiana law and Ouachita School Board policy, the principal shall be required to suspend and recommend for expulsion any student who:

1. has had three previous suspensions in the same school session;
2. is guilty of possession of a firearm or possession or other dangerous weapons or possession or use of any controlled dangerous substance governed by state law, unless such possession is for a class and has been permitted by both principal and teacher.

*\*\*\*All disciplinary policies and procedures followed at Highland Elementary are governed by the state and OP disciplinary policies.\*\*\**

## **Custody Records:**

When necessary, please submit the original copy of child custody papers to the school office for duplication and for a copy to be kept on file. Update with the office as any change occurs. We must have these on file when someone is restricted.

## **Dismissal Procedures:**

**Bus students** will exit at the back of the school to the bus loading zone. Students are never allowed to be dismissed to anyone (including parents) from this area. Please follow this important security procedure.

**Car pick-up** for grades Pre-K--2 is at the west end of the building (circle drive) while grades 3-5 are dismissed at the front entrance of the building. K-2 students who have siblings in grades 3-5 will dismiss from the front of the building with them.

### **For lower grades after school pick-up:**

- \*Line up on Florence St. until you have space to pull into the school's circle driveway.
- \*Do not block any driveways on Florence St. or stop and block Wellerman Rd.
- \*Cars will enter the loading zone to pick up students. Students will report to designated area and as each parent pulls into the designated loading area the student will be directed by the duty teacher to the proper vehicle.

### **For upper grades after school pick-up:**

- \*Line up on Arlene St. and wait for the dismissal bell at 3:05 to move forward into the front school driveway. Move forward into the driveway as space is available in the pick-up zone. (The crossing guard will only direct traffic when students are crossing.)
- \*Do not stop and block traffic in Wellerman Rd. to enter the driveway. Only daycare vans will enter from Wellerman Rd.
- \*Cars will enter the loading zone to pick up students. Students will report to designated area and as each parent pulls into the designated loading area the student will be directed by the duty teacher to the proper vehicle.

## **Dismissal procedures cont.**

Please make sure that all of your vehicles have a student name sign displayed on the dash when you come to car pick-up. You will need to get a sign (from homeroom teacher) for each person that will be picking up the student.

If you need to enter the building during dismissal time, park in a marked area in the parking lot. Please do not block the flow of traffic by parking in the driveway.

Students should know how they are to get home each afternoon (and who will pick them up) before they leave for school in the morning and should follow the way listed on the yearly registration form. Calls to the school office to change the way a student dismisses will only be accepted **in emergencies** or on rare occasions when something unexpected arises.

When students are to go home in a different manner than reported to the classroom teacher on the school registration form, the teacher must be notified in writing by the parent. Students will not be allowed to take a different form of transportation without prior parental permission. If a student riding a bus needs to get off at a different location, he/she must have a note signed by the parent and principal to give to the bus driver.

## **Dismissal due to Weather/Emergencies:**

Listen to local weather services for current information in regard to school closings. **Please avoid calling the school as we will be busy preparing our teachers and students for dismissal.**

Networks (television/radio) and schools will be notified by the Ouachita Parish Superintendent of Schools. In addition, the information will also be posted on the school system website at [opsb.net](http://opsb.net) and the school system will send out an automated call message to parents. If you do not receive an automated call and you confirm that other parents did, please contact our school office to let us know.

## Family Contact Information:

Please update all telephone numbers and addresses (including apartment and lot numbers) as changes occur. Remember to list the name, relationship and telephone numbers of two (2) other local persons who may be contacted in case you cannot be reached. Also, be sure you have permission to give a person's name as a contact.

## Fees:

School fees are \$30 per student and are due on the first day of school or when a student is registered during the year. Fees cover the required workbooks, computer lab fee, art supplies, copies, awards, report card envelope and postage, and other items being used daily by your child. A payment schedule may be worked out through the office if necessary. School fees are to be paid before money is sent for field trips and before yearbooks, etc. are purchased.

## Field Trips:

Several field trips may be taken throughout the year to enhance our instructional program. Students must meet conduct requirements (set by grade level) to be able to attend trips away from school campus. Also, teachers cannot accept any money for field trips until school fees are paid in full.

In some situations parents may attend (with their own transportation) to help chaperone if space and conditions allow. Please check with the classroom teacher for more information about the trip. **Siblings of students are not allowed to attend any field trips- all field trips are for the class and chaperones only.**

For safety purposes students may not be 'checked out' while on a field trip. The students will arrive and leave with the class by bus. If you need to check your child out (and you are chaperoning) you must return to school to sign them out.

## **Homeless Education Services:**

“Bridges of Ouachita” Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education on the same basis as children and youth with established residences. The person responsible for enrolling a homeless child must see the District Liaison Supervisor at the OPSS Media Center to complete a Louisiana Residency Questionnaire for eligibility required by law.

## **Homework:**

This is an essential part of the elementary school program. Reasonable assignments appropriate to the grade level will be given on most week nights. These will have a specific purpose and be an outgrowth of the daily lesson. Parents should see that students complete the assignment and return it to class the next day.

## **Ill or Injured Children:**

If your child becomes ill at school, the school nurse will contact you immediately. If you cannot be reached, we will use the emergency contact information you have provided. Please remember, we cannot keep ill children at school, and if the nurse determines the student must go home then he/she must be picked up within a short period of time. If a student has a fever, is vomiting, etc. they must be checked out by a parent or designee immediately and may not return to school until they are free of fever or vomiting for 24 hours.

If your child is injured we will make him/her comfortable and then call you immediately. It is our policy to treat minor scrapes, cuts and bruises with soap and water and then contact you by phone or note so you are aware of the injury. In most cases we are able to send the student back to class. 911 will be called if deemed necessary.

## Meals:

For your convenience, you may now apply for free or reduced lunch and pay for your child's meals online. Go to the Highland page on opsb.net and look for the lunch information under 'MY SCHOOL BUCKS'.

Breakfast will be served daily from **7:25-7:55** a.m. Students in grades K-5 must be here by 7:45 to eat breakfast. Price is \$1 for regular students and 30 cents for reduced students. Lunch will be \$ 1.50 for regular students and 40 cents for reduced. All students will be given a free/reduced application that may be returned to the cafeteria manager.

Lunch/breakfast money is to be brought in a sealed envelope accurately marked with child's name, teacher name and amount for payment clearly marked on the outside. Money for more than one child may be sent in one check and envelope as long as it is properly labeled. Weekly or monthly payments are preferred.

Elementary students may only charge up to three (3) days of meals. No charging of breakfast or extras will be allowed. NSF checks must be paid for in cash (a service charge and postage will be added). Two NSF checks will result in the loss of the privilege of paying by check.

Parents are allowed to occasionally (few times a year) bring in to the cafeteria a special meal for his/her child only. We have several events throughout the year for parents and grandparents to join us for a cafeteria lunch. Please do not bring in outside food on these special days.

*\*\*\* Soft drinks are not allowed in the cafeteria.\*\*\**

## Migrant Education Program:

The Migrant Education Program was established in 1966 under the Elementary and Secondary Act. The program is federally funded and authorized under the No Child Left Behind Act. This program is a part of Title I and is designed to support high quality and comprehensive educational programs for migrant children. You may call your Local Migrant Office at 318-432-5330 and inquire about services.

## **PALS:**

‘Parents and Loyal Supporters’ (PALS) is our school’s parent and faculty/staff organization that supports our school programs and works to improve our school in many ways. They have helped purchase things such as student technology items, playground equipment, and other important things for our school. Please consider joining and giving your available time/efforts to help make our school the best it can be.

## **Parent/ Teacher Conferences:**

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child’s teacher concerning his/her progress. Teachers cannot conference during class time, but will be glad to set up an appointment with you to discuss your child’s progress at school. Please call the school or email the teacher to make an appointment to meet with the teacher.

## **Parties:**

School parties are limited to three per year: Christmas, Valentine’s Day, and Easter. **Parents are invited to attend the Christmas party, but please do not bring siblings to school parties.** If you wish to help or provide treats, please contact the teacher prior to the day of the party.

## **Personal Property:**

Please label all of your child’s items (jackets, backpacks, etc.) with his/her full name.

‘Lost and Found’ is located just outside the office door. Unclaimed items will be donated to charity or discarded at the end of each semester.

Students may not bring radios, electronic items, toys, games, gum or candy to school. Buying or selling of anything among students is prohibited.

## Promotion Requirements:

Kindergarten	Must pass phonics, reading, and math skills with a C average for 3 <sup>rd</sup> through 6 <sup>th</sup> six weeks.
Grade 1	Must pass reading and math with a C average for 2 <sup>nd</sup> through 6 <sup>th</sup> six weeks.
Grade 2	Must pass reading and math with a C average and one other major subject.
Grade 3	Must pass reading, math and one other major subject.
Grade 4-5	Must pass reading, math, and two (2) other major subjects .

- \* Students in grades 4 must demonstrate proficiency on the Louisiana Educational Assessment Test (LEAP)
- \* Students in grade K--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 (SBLC) before retaining again.
- \* Note: Holdback of students with passing grades in elementary schools will be an SBLC decision. Parent(s) or guardian may make a request in writing to the principal for consideration.

## Student Insurance:

Neither Highland nor Ouachita Parish Schools carries insurance on students. If you are privately insured and you choose student insurance, your insurance is primary and the student insurance is secondary. If you do not have private insurance for your child, the school insurance may be a good option. Insurance forms are available for you during registration.

## Student Transfers:

If you are moving out of our school zone, please call the office or send a note a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, check in textbooks, and return any library books.

## Telephone/Messages:

Please do not call the school office and ask that messages be delivered to students (except in real emergencies).

Students will not use the telephone without permission from the teacher or office personnel. A student will not be called to the telephone during school hours.

Please do not ask your child to text or call you from a cell phone while at school or on the bus. All student cell phones should be off at that time.

## Visitors:

According to the Ouachita Parish Policy and for the protection of students and employees, **all parents/visitors are to report to the office upon entering the building, sign in on the visitor register, and take an identification tag.**

Visitors may not go to classrooms during teaching time unless the teacher is expecting them for a pre-scheduled conference or to assist with special projects. Visitors should sign in and out and leave the id tag at the office before leaving the building. Please respect this rule; it is for the safety of all students and employees.

## **Crisis Evacuation Plan:**

Although it is highly unlikely, some crisis situations may require that the school be evacuated and students relocated. If emergency personnel determine that the building will be unsafe for some time, we will evacuate to:

➤ New Iona Presbyterian Church @ 1403 Wellerman Rd.  
or

➤ LandMark Nursing Home @ 1611 Wellerman Rd.

**\*\*\*In the event of an incident happening at our school, PLEASE do not report to the school to pick up your child, but rather to one of the evacuation sites listed. Report to the location, line up, follow directions, and have your valid proof of identification ready to present.\*\*\***

## Ouachita Parish Schools Nurse Program

The school nurse program continues to expand its services, and strives to fulfill mandated legislation. Their primary concern is for the health, safety, and welfare of students. The school nurse is available as a resource person for any health related concerns you may have. The nurse can provide preventive measures, health counseling, education, and can assist with medical problems. The nurse can help to promote understanding of chronic health problems and assist the student, family and school personnel in the adjustment of those problems.

The school nurse needs to be notified of any changes that occur in your child's health condition. Provide updated telephone numbers and address changes to facilitate proper care to meet the needs of the child. Please submit needs in writing to your school nurse each year.

If you have any questions or concerns, you may call the school office to meet with the school nurse.

### Screening programs/classes taught which are performed during the year are as follows:

1. Mandated vision and hearing screenings per recommendation by the American Academy of Pediatrics or by special request of parents or school personnel. Screenings are primarily conducted in Kindergarten and odd grades.
2. Head lice checks on elementary students per parish protocol. At the request of a teacher or parent, the school nurse will perform a lice check for a student or classroom. The parents will be notified immediately if lice/nits are noted.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds and visual assessments.
4. Scoliosis screenings are done on the 4<sup>th</sup> grade students.
5. Health and Hygiene classes are taught to 5<sup>th</sup> grade girls.

\*If you do not want your child to participate in any of the above optional screenings, then you must notify the school nurse in writing by the first of September.

Please mail to: School Nurse  
Highland Elementary School  
1501 Wellerman Rd.  
West Monroe, La. 71291

## OUACHITA PARISH MEDICATION POLICY

**Parents cannot send any type of medication, prescription or over-the-counter, to school with their child.** Over-the-counter medications include, but are not limited to, cough drops, ear drops, Tylenol, antacids, etc. If a student must take medication at school, the parent may bring the medication and administer it to the child.

If the student must take medication on a long-term basis, a parent or guardian must meet with the school nurse before a school official may administer the medication. The student must have written orders from a physician detailing the name, dosage, and time of administration on the proper medication order form. When the medication needs to be replaced, **the parent or guardian must bring the medication to school and sign it in with the nurse or office personnel that have been certified to administer medications to students.**

Students are not allowed to have any medication in their possession on the bus or at school with exception of an inhaler or Epi-pen. Medication must be in a current container labeled by the pharmacy. No more than a 25 day supply will be accepted.

### UNAUTHORIZED (Over-the-Counter/Prescription) DRUGS:

Any student found to be in possession of any unauthorized OVER-THE-COUNTER OR PRESCRIPTION DRUGS, will be dealt with in the following manner:

<b><u>FIRST OFFENSE</u></b>	The principal or his designee will confer with the parent/guardian and student advising them of the Louisiana State Law and the Ouachita School Board Policy concerning the administration of medication.
<b><u>SECOND OFFENSE</u></b>	The student will be suspended for three days, plus attend a conference with the Director of Child Welfare and Attendance.
<b><u>THIRD OFFENSE</u></b>	The student will be recommended for expulsion for the remainder of the semester or the remainder of the school year.

## **IMMUNIZATIONS**

Louisiana State Law (Statute 17:170) requires that all children entering the school system be immunized against childhood diseases.

If you fail to comply, the information will be submitted to the appropriate authorities, as your child should **not** be allowed to attend school until the above requirements have been met.

Note: For **any** shot given before its actual due date on the immunization schedule, additional shot(s) will be required. This information is available to us in the data base. If your child is allergic to immunizations, documentation must be provided from the Health Unit or from your child's doctor.

## **OUACHITA PARISH SCHOOL BOARD POLICY ON HEAD LICE**

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

The school nurse, principal or principal's designee determines by examination that the student's head is free of lice or live nits before the student will be readmitted to school.

## OUACHITA PARISH SCHOOLS CELL PHONE POLICY

### SCHOOL BOARD POLICY CONCERNING STUDENT USE OF CELL PHONES OR ANY ELECTRONIC TELECOMMUNICATION DEVICE AT SCHOOL OR ON SCHOOL BUSES:

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 pm 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** – Repeat step 1. Student and parent will be required to conference with Child Welfare/Attendance Office.
- **Third offense** – Repeat step 1. The student will be suspended from school for one day. 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** – Repeat step 1. The student will be suspended from school for three days. 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.

Adopted by the Ouachita Parish School Board on May 25, 2007.

#### Addendum:

- 1) Inappropriate use of cell phones with camera capabilities MAY result in immediate suspension and/or expulsion.
- 2) Any student responsible for bringing pornographic materials onto school grounds or school buses at any time MAY be subject to suspension and/or expulsion from school. This includes books, magazines, pictures on clothing and pornography via the phone, fax or computer.

## **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 on file.
- 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 drivers, etc.) that have been scanned and found to be free of viruses.
- c. Users will not attach a 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 sent 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 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 of costs associated with system restoration, hardware, or software costs.
- d. Users bringing illegal and/or inappropriate materials into the network will be subject to disciplinary action.

## **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 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.
- Students are not allowed to publish information to the OPSB web server.

## Ouachita Parish School System Family Involvement Policy

It is the intention of our Ouachita Parish Family Involvement Policy to:

- A. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of programs, including the school's Family Involvement Policy, and the joint development of the School Improvement Plan.
- B. Have an annual meeting in August or September to inform parents of the requirements in the school program, setting Parental Involvement goals and activities, providing information on the process of school review and improvement, providing parents with a Student/Parent Handbook, and informing parents of their right to be involved.
- C. Provide a school-parent-student compact that outlines how parents, staff, and students share the responsibility for improved student achievement. The school and parents will build and develop a partnership to help achieve the state's high standards.

Such compacts shall:

- 1. Describe the school's responsibility to provide:
    - a. High quality curriculum
    - b. Instruction in a supportive and effective learning environment
    - c. The state's student performance standards
  - 2. Describe the parents' responsibility to support their child's learning by:
    - a. Monitoring attendance, homework, and television
    - b. Volunteering in the child's classroom
    - c. Participating in decisions related to the education of their child and positive use of extracurricular time
  - 3. Address the importance of communication between teachers and parents on an ongoing basis through:
    - a. Parent-Teacher conferences in school, at least annually, during which the compact shall be discussed, as it relates to the child's achievement
    - b. Frequent reports to the parents of their child's progress
    - c. Reasonable access to staff, opportunities to volunteer, and participate in their child's class and observation of classroom activities.
- D. Assist parents in understanding the No Child Left Behind Act, state student performance standards, state and local assessments, how to monitor a child's progress, and work with educators to improve the performance of their child, as well as, information on how parents can participate relating to the education of their child by organizing and presenting workshops for parents.
- E. Provide continuous communication to assist parents in understanding the school curriculum and student achievement through newsletters, report cards, parent-pupil handbook, handouts, mailings, student achievement reports, phone calls, Edline, home-visits and conferences. Newsletters will include parenting tips and suggestions. All invitations will be sent in a timely manner with an additional follow-up reminder.

- F. Provide materials and training to help parents work with their child to improve their child's achievement.
- G. Develop appropriate roles for community-based organizations and businesses to form a partnership with parents and schools to promote student achievement and family involvement activities.
- H. Involve parents in an organized, ongoing process for the purpose of planning, reviewing, and improving school programs by offering a flexible number of meetings at least three times per year.
- I. Ensure to the extent possible, that information related to school and parent programs, meetings, and other activities is sent to the homes of participating children in the language used in such homes.
- J. Conduct an annual survey for parents to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents.
- K. Inform parents when a child is taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified," inform parents about supplemental services, and inform parents about school choice (when applicable).

## **OUACHITA PARISH SCHOOL BOARD SUBSTANCE ABUSE POLICY AND PROCEDURES**

### **PURPOSE**

To be in full compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, the Ouachita Parish School Board adopts and implements a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as a part of any school activity. This program conveys to students and employees the message that the possession and use of illicit drugs and the possession and use of alcohol are wrong and harmful.

The guidelines and procedures outlined in this Substance Abuse Policy apply to all students and all employees of Ouachita Parish School System and will remain in effect until such time as it is necessary for the Ouachita Parish School Board to amend the policy to reflect new mandates as set forth by state or federal law.

Harmful involvement with mind-altering chemical/alcohol is an illness. Use and abuse by students and/or employees affects the quality of the system's education. The Ouachita Parish School System is responsible for providing a drug/alcohol free environment for students and a drug free workplace for employees. However, because the use and abuse of alcohol/drugs by students and employees may exist, the Board accepts the responsibility to work to identify those in need of help and to provide guideline for obtaining that help.

The Ouachita Parish School System is committed to educating students and employees about the harmful effects of alcohol/drugs. It is also committed to setting standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of its activities. These standards are applicable to all students and all employees. The standards of conduct will be given to students, parents, and employees, notifying them that student and employee compliance is mandatory.

### **Student Policy and Procedures**

The Ouachita Parish School System will implement for all students in grades K-12 an age appropriate, developmentally based drug and alcohol education and prevention program which addresses the legal, social and health consequences of drug and alcohol use. Information about effective techniques for resisting peer pressure to use illicit drugs or alcohol will be provided. The Substance Abuse Prevention Program will also work to help students increase self-confidence and self-esteem in a supportive atmosphere, to realistically define personal and academic goals, to develop strategies to carry out these goals, to develop new behaviors in coping with peer pressure, and to learn strategies for improving adult relationships. The student educational program will include:

1. A minimum of sixteen (16) contact hours of drug education for all students grade K-9.  
A minimum of eight (8) contact hours of drug education for all students grades 10-12.
  2. An explanation of the Board's policy of maintaining a drug/alcohol free school environment.
  3. An explanation of the penalties that will be imposed upon the student for any drug/alcohol violations occurring on any school grounds or at any school activities held after school hours.
- Students' use, unlawful possession or distribution of illicit drugs and alcohol on the school premises or as a part of any of its activities is prohibited. By law, all employees are required to report any suspected incidents of drug/alcohol possession or use by a student.
- A. When a student is suspected of having a drug/alcohol use problem and is reported to the principal or the Substance Abuse Prevention Team, the following action may be taken:
    1. Investigate the problem
    2. Confront the individual/parent/guardian
    3. Make recommendations for helping the student

- B. A student suspected of drug/alcohol possession or of being under the influence of drugs/alcohol on the school premises will be reported to the principal. After investigation, if the student is in possession of a controlled dangerous substance governed by the uniform controlled dangerous substance law, the following action, Articles C-F, will be taken.
- C. In accordance with R.S.17:436 SEC. 436.1

**Administration of Medication:**

Students requiring or in need of prescription or over-the-counter drugs at school must provide the medication to the designated school employee with physician's documentation and written parental permission to administer such medication.

**No student shall have permission to possess or administer to themselves or others any prescription or over-the-counter medication at school. Violation of this procedure will result in the discipline of the student as outlined in School Board Policy.**

- D. R.S.17:46 (b) © (1)

Notwithstanding the provision of R.S.17:46416 (B), any student, sixteen years of age or older, found guilty of possession of, or knowledge of intentional distribution of or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided R.S.17:416 © (1) shall be expelled from school for a minimum of twenty four (24) calendar months. However, any student under the age of sixteen and in grades six through twelve shall be expelled from school for a minimum period of twelve (12) calendar months.

- E. R.S.17:46 (C) (1) (2) (a) (1)

In cases involving students in kindergarten through grade five found guilty of possession of or knowledge of an intentional distribution of or possession with the intent to distribute any illegal narcotic drug, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided for by R.S.17:46© (1) shall be referred to the local school board where the student attends school through a recommendation for action from the superintendent or his designee.

- F. R.S.17:46 (3) (a)

Any student arrested for possession or of intentional distribution of, or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his designee, within five (5) days after such arrests, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotic, drugs or other controlled dangerous substance.

## **Ouachita Parish School Board Terrorizing Policy**

The policy concerning terrorizing will be as follows:

### **I. Definition of Terrorizing**

Terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, with the intent of causing member of the general public to be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public.

### **II. Reporting of Terrorizing**

**Student** – A student who comes into contact with a terrorizing threat will report it immediately to an administrator of that school.

**Employee** – Any school board employee who is exposed to a terrorizing threat shall immediately report the threat to an administrator of that school.

**Administrator** – School administrator will analyze the terrorizing threat and contact the School Board Office immediately and law enforcement as deemed necessary.

**School Board** – School Board contact – Superintendent, Assistant Superintendent, Safety Coordinator or Director or Child Welfare will call law enforcement as deemed necessary, if not previously called by school administrator.

### **III. Handling a terrorizing threat:**

**Note** - Written note will be secured in principal's office with as little physical contact as possible.

**Graffiti** – Area is to be sealed off by administrator. Student/public exposure is to be held to a minimum if possible. Photographs are to be taken when possible. Graffiti is not to be removed until law enforcement has gathered evidence.

**Verbal/gesture** – Report of this type of terrorizing threat is to be investigated by school administrators and acted upon accordingly. This threat will include telephone, internet, and e-mail communication.

### **IV. Communication**

Once a terrorizing threat is made, it will be dealt with accordingly:

#### **Threat of a student:**

Threatened student will be informed of terrorizing threat immediately and maintained in a secure posture in an administrative office with a school employee.

Parent(s) of threatened student will be informed immediately. Decision to take student off campus or allow student to remain in school will be made by parents.

**Threat to an employee:**

The employee is to be informed immediately.

**Media Contact:**

The superintendent/designee will serve as the only media contact in a terrorizing threat situation. It is recommended that school administrators and/or teachers refrain from making comments to media.

**V. Follow Up:**

School administrator will document threat situation via a detailed written report within twenty-four hours. Copies of the report are to be forwarded to the superintendent/designee.

School administrator will meet with faculty to discuss/assess situation at earliest convenient time. If deemed necessary, school administrator may also meet with student body.

School administrator and/or superintendent will make themselves available for parental concerns.

**VI. Consequences:**

Any student found guilty of a terrorizing threat shall be recommended for expulsion from school.

**VII. Law enforcement:**

Terrorizing is against the law as stated in RS 14:40.1. Therefore, a student may be charged with this act of violence according to law enforcement procedure. This statute provides that whoever commits the offense of terrorizing shall be fined not more than fifteen (\$15,000) dollars or imprisoned with or without hard labor for not more than fifteen (15) years, or both.

**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.**

**Grades K-5: A firearm or knife offense requires an expulsion from school for two complete semesters (six 6 week grading periods) and requires a student expelled for knife, firearm and drug related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense before readmission to school, including alternative education placement.**



## **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.



## 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." 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.

## **PARENT AND STUDENT RIGHTS**

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

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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.

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#### **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.



**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

*Please sign the following pages, remove from the handbook, and return to your child's teacher during the first week of school.*

<b>Published Student Information Release Form</b>
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Student Name

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Please check the following statements that apply:

I give permission for the above named student's full name, photograph, and works (art, written papers, voice, verbal statements, etc.) to appear on the school or school district's website, etc. I understand that these pictures or works may or may not personally identify the student.

I give permission for the above named student's image, name and/or works to be used in a promotional manner for publication in media outlets such as television, radio, newspaper, etc. I understand that these pictures or works may or may not personally identify the student.

**I do not give permission** for the above named student to have the listed information above published. I understand that this may exclude my child from individual or group pictures and/or recognitions, etc.

Parent/Legal Guardian Name (please print)

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Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please initial each line, sign at the bottom of the page, and return to your child's teacher the first week of school.*

I have read, understand, and will comply with the following included in this handbook:

\_\_\_\_\_ all of Highland's policies and Ouachita Parish School Board's policies listed in this handbook

\_\_\_\_\_ student dress code

\_\_\_\_\_ student code of conduct

\_\_\_\_\_ state attendance policy and tardy policy

\_\_\_\_\_ I understand that I cannot send any type of medication, prescription or over-the-counter, to school with my child.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## Highland Elementary 2018-2019 Lunch Schedule

		REGULAR	HOLIDAY/ EVENT	EARLY
PK	ZUBER/KNIGHT	10:45	10:30	10:30
K	SETTOON	11:00	10:50	10:35
K	NEAL	11:05	10:55	10:40
1 <sup>ST</sup>	LUNSFORD	11:10	11:05	10:45
1 <sup>ST</sup>	BRADLEY	11:15	11:10	10:50
2 <sup>ND</sup>	FRYDAY	11:20	11:20	10:55
2 <sup>ND</sup>	ALBRITTON	11:25	11:25	11:00
3 <sup>RD</sup>	THROWER	11:30	11:40	11:05
3 <sup>RD</sup>	MARTINDALE	11:35	11:45	11:10
4 <sup>TH</sup>	WILLIAMSON	11:40	11:50	11:15
4 <sup>TH</sup>	WILLIAMS	11:45	11:55	11:20
5 <sup>TH</sup>	BARFOOT	11:50	12:00	11:25
5 <sup>TH</sup>	ROBERT	11:55	12:05	11:30