

Riser Elementary School

100 Price Drive, West Monroe, LA 71292
318-387-0577 phone 318-387-6801 fax



Student/Parent Handbook

Nicole Zordan, Principal

Tammy Sampognaro, Curriculum Coordinator

Trish Owens, Secretary

Lana Lee, Bookkeeper

Principal's Message

It is my pleasure to welcome you to Riser Elementary School. The faculty and staff join me in saying we're happy to have you as part of the Riser family. We hope this will be a successful and satisfying year for you.

Because we believe parents are a child's first and best teacher, your participation and support this school year is welcome. The pages of this handbook are filled with important information regarding the policies and procedures of the Ouachita Parish School Board and Riser Elementary that parents and students should review together.

Open and clear communication between school and home is important to the success of our educational program. If you have any questions, please call the school office at (318)387-0577. By working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Nicole Zordan
Principal

Ouachita Parish Vision Statement

Committed to Academic Excellence for ALL Students

Ouachita Parish Mission Statement

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

Riser Elementary School Mission Statement

Our mission at Riser Elementary School is to provide learning that addresses the educational needs of all students.

Discrimination Policy

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

Student Code of Conduct

Riser Elementary believes that education is the foundation for building and improving the American way of life. Our goal is to help our students face the challenges of today to bring a better tomorrow. The conduct of our students plays a vital role in this endeavor to be successful.

We expect our students to be able to perform to their fullest potential. We believe that in order to develop competent, responsible, motivated students, we must provide a safe environment that is conducive to learning. Therefore, we expect our students to know and understand the following general rules of conduct and apply these rules to themselves.

Students are expected to:

1. Respect all school personnel and other students at all times.
2. Attend and be on time for school and all classes.
3. Exercise self-control and assume responsibility for your actions.
4. Know the rules, policies and procedures in this student handbook.

Suggestions to Parents

Good discipline starts in the home. The parent/guardian is the first teacher of a child and should instill good behavior habits and proper attitudes toward school. The parents of Riser students should:

1. Recognize that the teacher, like the parent, has the child's best interest in mind.
2. Talk with your child about school activities; show an active interest in daily papers, report cards, progress made, and notes home.
3. Teach your child respect for law, public and private property, authority, and the rights of others.
4. Work with the school in regard to recommendations made in the best interest of your child.

Riser Colts are:



SAFE



RESPECTFUL



RESPONSIBLE

Enrollment Procedures

The following items are required before your child begins school:

1. birth certificate
2. shot record (will be checked by the school nurse)
3. social security card
4. **2** proofs of residency-1.mortgage, lease, or rent receipt & 2.light, water, or gas bill
5. copy of parent/guardian state ID or driver's license
6. notarized court documents if you are not the biological parent or if custody is an issue

Emergency Information

Each student **must** have current emergency information on file in the office. We must be able to reach you in case of an emergency with your child. If your phone number(s) or address changes, please notify the office **and** your child's teacher.

Complete and sign all necessary papers required for the School Based Health Center in order to take advantage of this free service. If your child requires any medicine during the school day, please contact the school nurse. All daily medication, including inhalers, must be logged in with our school nurse. **If you would like for your child to go to the clinic, please send a note or contact them at 325-0973.**

School Fees

School fees (\$30) must be paid before the student can attend field trips, purchase concessions or before yearbooks can be ordered. You may contact the office to arrange a payment schedule for school fees if you cannot pay them in full when you register. Class t-shirts (\$10) will be ordered the first six weeks of school. These shirts will be worn on Fridays and field trips. This is optional, but we encourage all students to show school spirit.

School Dress Code

Students should be neat, clean, and dressed in clothes suitable for school. Shoes should be suitable for running and playing games during physical education activities and recess. Tennis shoes are the best choice for school.

Not allowed: high heels, make-up, piercings other than ear lobes, clothing with words written across the seat, clothing that is too tight, too revealing, or promotes controlled substances/weaponry, no hats or hoods, and no sagging pants.

Skirts, dresses and shorts must cover at least half the thigh.

Decisions about the appropriateness of clothing items will be made on an individual basis. Anything deemed inappropriate may result in a call home to make the necessary changes.

School Hours

School hours are from 7:45a.m.-3:00p.m. each day. Children must NOT arrive earlier than 7:20 a.m. or remain on the campus later than 3:20p.m. The Sheriff's Office will be contacted for any students left at or brought back to school.

Daily Schedule

7:20 – 7:45.....Drop off and Breakfast
7:45.....Duty teachers return to the classroom. Students enter the classroom and begin morning work.
7:56.....Tardy Bell
9:30-9:45.....RECESS/PE-K, 1st & 2nd grades
10:00-10:15.....RECESS/PE-3rd, 4th & 5th grades

*****LUNCH SCHEDULE*****

10:55 Kindergarten
11:00 1st Grade
11:05 2nd Grade
11:25 3rd Grade
11:30 4th Grade
11:35 5th Grade
11:40 PRE-K

1:30-1:45 RECESS/PE-K, 1st & 2nd grades
2:00-2:15 RECESS/PE-3rd, 4th & 5th grades
2:50 1st BELL-Boys and Girls Club bus
2:53 2nd BELL-LOWER HALL-First Load and ALL car riders/walkers
2:56 3rd BELL—UPPER HALL-First Load
3:05 ALL Second Load

SCHEDULE MAY CHANGE DUE TO INCLEMENT WEATHER DAYS

Early Dismissal Days

7:20 – 7:45 Drop off and Breakfast
7:45 Duty teachers return to the classroom. Students enter the classroom and begin morning work.
8:00 Tardy Bell
10:30 PreK and Kindergarten Lunch
10:40 First and Second Grade Lunch
10:50 Third and Fourth Grade Lunch
11:00 Fifth Grade Lunch
11:30 Dismiss First Bus Load

For the safety of our students and staff, parents must remain in the vehicle when dropping off and picking up children.

Parental Involvement

Reporting to Parents

Report cards are sent home at the end of every 6-weeks grading period. In grades K-5, parents will receive weekly papers every **Tuesday**. Review these papers with your child, sign and return to the teacher on Wednesday. The daily folder will include announcements, daily work, and other correspondence from the teacher. Please check your child's folder each day.

Grading Scale

A	92.5 – 100	(S+)
B	84.5 – 92	(S)
C	76.5 – 84	(S-)
D	66.5 – 74	(N)
F	66 & Below	(U)

Requirements for Promotion

Kindergarten must pass phonics, reading, and math skills with a C average for 3rd-6th six weeks.

1st grade must pass reading and math with a C average for the 2nd-6th six weeks.

2nd grade must pass reading and math with a C average and pass one other major subject.

3rd grade must pass reading and math and one other major subject.

4th & 5th grades must pass reading, math, and two other major subjects.

Parent/Teacher Conferences

Unscheduled visits by parents to discuss a child interrupt the education of all students in that classroom. Teachers **cannot** conference during class time. Please call the school to schedule a conference if you have any concerns. If your child is withdrawing from our school, please give us **at least 2 days' notice** so that we can complete the necessary paperwork and get their personal things together.

School Visitation

Your child's safety is of utmost importance to all of the Riser staff. Parents are encouraged to visit the school frequently and actively participate in the education of their child.

1. You must enter the front door of the school at all times.
2. A visitor's pass must be worn.
3. Schedule a conference with the teacher for a mutually acceptable time before coming to the school.
4. When volunteering to help at the school, notify your child's teacher in advance. You must be cleared with a background check before you are able to volunteer.
5. Visitors must also abide by school rules. (dress appropriately, no cell phones)

Parties/Holidays/Birthdays

With the teacher's permission, a small treat for each child may be brought at the end of the day to celebrate a student's birthday. Store bought pre-packaged items are preferred. **No balloons, flowers, cookie baskets, etc. may be delivered to students at school.** This is disruptive to the learning process and causes hurt feelings. Class parties are for students. Siblings will not be allowed to attend class parties or fun days. Notes will be sent home about all parties or events that will be happening at school.

Student Accident Insurance

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

Child Abuse

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

Attendance Policy

New attendance law: Students can only miss a total of **10 days** for the entire school year. **TOTAL** means excused or unexcused. Exception can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the Parish Supervision of Child Welfare and Attendance.

Excuse Procedure

1. Send verified excuses to the school on the day your child returns.
2. Excuses for absences #1-10 are turned in to the school.
3. Excuses for absences #11 and beyond are turned in to Child Welfare and Attendance.

Tardy Policy

Students are expected to be in class at **7:45**. Teaching and learning will begin each day at **7:55**. Students will be considered tardy at **7:56**.

Checking In and Out During School Hours

1. Students must be signed in or out of the school office by the parent or other authorized person when arriving late or leaving early. Be prepared to show a picture ID.
2. Please avoid checking out your child during school hours if possible.
3. Students may not be checked out during recess time unless the teacher has a note prior to that time so the student can remain in the classroom.
4. Students may not be checked out between 2:45 and 3:00 except for emergencies.

Any time your child arrives late or is checked out early, they miss instruction time. All tardies and early check-outs (even with a doctor's excuse) will count against perfect attendance. School attendance is crucial to school success.

We are required to notify FINS and the Ouachita Parish Truancy Officers when your child is habitually absent and/or tardy.

Transportation

It is important for your child to know where to go after school and how to get there **BEFORE** he/she comes to school. Parents are asked to not make unnecessary calls to school or ask that messages be delivered to students except in cases of **real emergency**. We cannot guarantee that the student will get your message and changes to transportation cause confusion for the students and teachers. The school must be notified in **writing** if there is a change in your child's mode of transportation. Please include a contact number for approval and verification.

Bus Safety

Student safety on the bus is a must and rules set to achieve this will be strictly enforced. Bus drivers will contact the parents of any student who refuses to follow bus safety rules or is disobedient to the driver. If the behavior continues, the student will be referred to the principal. Bus referral for habitual offenders will result in suspension from the bus. Extreme behavior such as fighting, obscenity, disrespect for bus driver, etc. may result in suspension from the bus on the first offense.

1st Referral – one day

3rd Referral – five days

2nd Referral – three days

4th Referral – Remainder of school year

Any questions or problems you have with the driver need to be addressed with the Ouachita Parish Transportation Department. You may reach them by calling (318)388-8924.

Discipline Policy

Each staff member at Riser Elementary School accepts responsibility for the maintenance and promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

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

1. **Riser Elementary has a zero tolerance policy for Fighting.** Fighting, or participating in a fight (starting a fight, encouraging a fight, etc.) will result in suspension.
2. Profanity, abusive or obscene language, writing, or gestures
3. Possessing or using tobacco, drugs, alcohol, weapons, matches or cigarette lighters or fireworks
4. Stealing- If it's not yours, don't touch it!
5. Vandalism-writing on or destroying any school property
6. Dishonesty-cheating on tests, forging notes, falsifying information
7. Threatening to do bodily harm to another student, teacher or school personnel (refer to the OPSB page on bullying and harassment)
8. Willful disobedience, disrespecting, or defying school personnel
9. Leaving class without permission
10. Bringing personal property to school unless needed for class work or activity
11. Buying, selling, or giving items to other students without the teacher's permission. This includes money for concessions.

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

Consequences: warning, recess taken, conduct grade marked, parents contacted, detention, in-school suspension, out of school suspension. Any student suspended out of school cannot return to school until one or both parents have had a conference with the principal.

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

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

Students who have been suspended and/or have D/F conduct grades may not be allowed to participate in field trips or field/fun day.

Playground Reminders

1. Walk directly to your assigned playground area. Do not play on any other playground.
2. Duty teachers are there for the safety of the students. Disobeying a duty teacher is a serious offense!
3. Report any problems on the playground to the duty teacher **at recess**.
4. You may not go back inside the building without the duty teacher's permission.
5. Fighting, wrestling, karate, play fighting, and tackle football are not allowed.
6. Only school balls are allowed on the playground and must be used according to rules.
7. Do not throw rocks, sticks, dirt, wood chips, etc.
8. Put all trash in the trashcans located on the playground for your convenience.
9. Follow the rules for playground equipment.
 - Don't stand on the monkey bars.
 - Always hold onto the swing with TWO hands and don't jump out.
 - Don't go near the swings when others are swinging.

When the bell sounds, line up promptly and walk to the building and classroom in a quiet, orderly manner.

Field Trips

Field Trips offer the opportunity for an educational experience outside the four walls of a classroom. Our trips are generally taken after spring testing. When a field trip is to be taken, your child will bring home a flier that gives the destination, date, cost, and other pertinent information. The bottom of the form is the permission slip that you will need to cut off, sign and return with the money due in order for your child to go. Class t-shirts should be worn on all trips to help keep the group together.

NOTE:

1. Students will not be allowed to call home for permission on the day of the field trip.
2. Students who owe money (school fees, fundraisers, library books, etc.) will not be allowed to go on field trips until the matter is cleared up.
3. Students who have been suspended and/or have D/F conduct grades will not be allowed to participate in field trips.

Lost and Found

Students should take any "found" items to the office. Check the "lost and found" frequently if you have lost your glasses, jacket, backpack or any other personal item. Always mark your child's name on their belongings. All items left at the end of each six weeks will be donated to a local charity.



HARASSMENT, INTIMIDATION AND BULLYING POLICY

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

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

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

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

Legal Reference: Louisiana R.S. 17:416.13

KNIFE, FIREARM AND DRUG OFFENSES

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

This new law requires the following changes:

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

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

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

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

First offense – the phone or device will be taken from the student and turned over to a School administrator. A parent will be contacted and the device will be returned to the parent between the hours of 1-3 p.m. on the first Thursday following the passing of **fifteen (15) calendar days from the date of the offense**. The student will also be required to attend two hours of detention.
Note: if the student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

Second offense – the confiscated item will be held at school for thirty (30) calendar days and Returned to the parent as stated above **and** the student will be assigned ISS, or, for grades 6-12, Saturday Seminar if the student has previously been assigned ISS, **and** the student will be **prohibited from having possession** of a cell phone or any such device in a school building, on school grounds, or on a school bus **for the remainder of the school year**.

Third offense – the student will be **suspended from school for one day** and the confiscated item **will not be returned until the end of the school year**. Both the student and a parent will be **required to meet** with a Child Welfare and Attendance Officer before the student can return to school.

Fourth offense – a student found in possession of any such device after being prohibited to have said possession on school grounds or on a school bus **may be recommended for expulsion** and transferred to the Alternative School for the remainder of the school year.

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

Modification approved by the OPSB: May 19, 2009

ADDENDUM TO STUDENT CELL PHONE POLICY

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

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

OUACHITA PARISH SCHOOL NURSES PROGRAM School Medication Policy

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

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

If a child becomes seriously ill or is seriously injured at school, the school will seek emergency treatment at Glenwood Regional Medical Center. If a child becomes ill during the day, a parent will be contacted to pick them up. These students must be picked up immediately so as not to expose others.

School Head Lice Policy

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

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

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

- | | |
|---------------|-------------|
| 5. Clothing | 3. Curtains |
| 6. Bed linens | 4. Towels |

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

Vacuum all: 1. floors, rugs, and carpet 2. mattresses
3. upholstered fabrics 4. vehicle seats and carpet

Dispose of the vacuum cleaner bag immediately. A lice control insecticide spray may also be used.

Articles such as **stuffed animals** should be sealed in a **plastic bag** and stored away from the house for **thirty (30) days**. Lice can live on surfaces other than humans for up to thirty (30) days. School board policy states that **ALL LIVE BUGS AND NITS MUST BE REMOVED FROM THE HAIR BEFORE THE STUDENT MAY RETURN TO SCHOOL.**

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

SCREENING PROGRAMS

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

LEGISLATIVE LAW RELATING TO SCHOOL ATTENDANCE

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

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

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

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

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

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

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

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

Step 1 – Teachers will conference with the student and /or parent.

Step 2 – Administrators conference with the student and parent

Step 3 – Punitive action taken by an administrator (no suspension from school).

Step 4 – Grades K-8 – more punitive actions taken.

Step 5 – Student is reported by the school to the Truancy Program coordinator as being Truant.

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

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

GUIDELINES FOR SCHOOL ATTENDANCE

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

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

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

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

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

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

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

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



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

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

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

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

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

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



Information Regarding Section 504 of the Rehabilitation Act of 1973

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

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

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

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

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

PARENT AND STUDENT RIGHTS

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



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

YOU HAVE A RIGHT TO:

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

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



POLICY STATEMENT

Section 504 Compliance

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

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

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

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

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

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

OUACHITA PARISH SCHOOL SYSTEM Technology Acceptable Use and Internet Safety Policy

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

Bridges of Ouachita Homeless Education Program

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

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

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

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

Migrant Education Program

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

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

FERPA

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

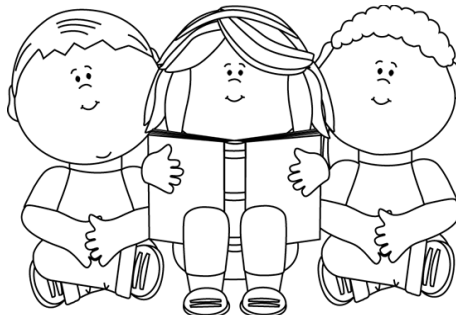
FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred and “eligible students.”

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

Ouachita Parish Title I Parental Involvement A Parent's Pledge

I know that children learn best when families and schools work together. As a Parent, I Pledge to:

- **Spend some time talking and listening to my child every day.**
- **Praise my child for good work in school and good behavior at home.**
- **Help my child develop self-confidence and self-discipline.**
- **Talk with my child's teacher about how my child is doing in school.**
- **Talk with my child about school work.**
- **Set a regular time and place for school-work. During this time, there will be no television, no radio, no phone calls.**
- **Encourage reading. I will read to my child, and I will listen as my child reads to me.**
- **Make sure my child gets healthy meals, enough sleep, and good exercise every day.**
- **Love my child enough to say "no," when necessary.**
- **Help my child discover the joy that learning and thinking can bring at any age.**



2018-2019
Ouachita Parish Title I District
Parent Advisory Council
Meetings

Please Join Us!

Location: Ouachita Parish Media Center Auditorium
701 St. John Street
Monroe, Louisiana 71201

Tuesday, September 18, 2018 – 3:30

Tuesday, November 6, 2018 – 3:30

Tuesday, February 5, 2019 – 3:30
Annual Business Meeting

Tuesday, April 16, 2019 – 3:30
Showcase of School Parental Engagement Programs

Parent Advisory Council



It Takes a Team

For Further Information

Please call:

432-5330