

**CLAIBORNE  
ELEMENTARY SCHOOL  
2018 - 2019**

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# OUACHITA PARISH SCHOOL SYSTEM

## Vision Statement:

*Building Bridges to the Future*

## Mission Statement

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

\* \* \* \* \*

## **PBIS**

**(Positive Behavioral Interventions and Support)**

**Claiborne's School Expectation Code**

**"S2R"**

**Safety**

**Respect**

**Responsibility**

## CLAIBORNE ELEMENTARY SCHOOL MISSION STATEMENT

*Caring, educating, and succeeding by providing quality instruction and learning experiences for all students.*

### **Belief Statement**

1. All students can learn, achieve, and succeed.
2. Each student is a valued individual with unique physical, social, emotional, intellectual, and cultural needs.
3. A student's learning is dependent upon both the school and home environment.
4. Discipline is the product of interaction between home and school.
5. Discipline promotes learning.
6. A safe, secure environment enhances student learning.
7. A caring teacher instills responsibility in students.
8. Active participation by the student results in higher achievement.
9. Low pupil/teacher ratio increases the probability of learning.
10. Adequate space is an asset to learning.

*Claiborne Elementary School does not discriminate on the basis of race, color, nationality, sex, age, handicapping condition, or veteran status. We urge you to read the following information with your child to gain an understanding of what is expected.*

**CLAIBORNE ELEMENTARY COLORS**  
**Red, White, and Blue**  
**SCHOOL MASCOT: Eagles**

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## **SCHOOL HOURS: 7:55 A.M. – 3:05 P.M.**

There are **NO TEACHERS ON DUTY UNTIL 7:30 A.M.** **Please do not leave your child/children unattended before 7:30 a.m.**

School dismisses at 3:05 P.M. Teachers are instructed **NOT** to dismiss children early. On the rare occasion that you must check your child out before this time, you must come by the office and sign your child out. Your child will then be called.

## **ATTENDANCE**

**Louisiana attendance law states that students in grades K – 8 can miss no more than a total of 10 days in the school year** (excused or unexcused).

Students are also required to be in school for the **DURATION OF TIME EACH DAY**. This means that students are not to be checked in late or checked out early unless it is due to acceptable reasons as outlined by state law and school board policy.

Students shall receive an excused absence upon presenting appropriate documentation for absences that fall into one of the following categories:

1. Personal illness if verified with a doctor's excuse
2. Death in the family
3. Serious illness in the family, with doctor's verification
4. Legal appointments with written verification
5. Recognized religious holidays of the student's own faith
6. Unusual circumstances approved by Child Welfare Attendance Officer

As required by R.S. 17:233, accumulations of unexcused absences, **three consecutive or five accumulated absences** will be reported to the school administration who will then **turn over the names and addresses of truant students and their parents to the Ouachita Parish Sheriff's Truancy Officers.**

Students are required to SUBMIT ANY APPROPRIATE DOCUMENTATION CONCERNING THE ABSENCE IMMEDIATELY UPON THEIR RETURN TO SCHOOL (within 2 days after an absence).

### **TARDINESS**

Our school day begins at 7:55 A.M. A minimum of 380 minutes of instruction time is required. Please see that your child is on time. Students arriving at school after 8:00 A.M. are considered tardy unless they have a doctor's excuse. **An accumulation of five unexcused tardies will result in the school administration turning over the student's and parent's names to the Ouachita Parish Sheriff's Truancy Officers.**

## VISITORS

Visitors are required to come in the office to sign-in and receive a visitor's badge. Locked electronic doors will be then be opened to allow admittance. Classroom visits are allowed only if a scheduled appointment has been made with the teacher.

**For the safety of your child and all our students, the number of times you may eat with your child in the cafeteria is limited to once a month.**

(Exceptions are special occasions such as holiday meals, celebrating your child as Star Student, and your child's birthday.) **Having lunch with your child at school is not the time or place for custodial visitation.**

## SCHOOL POLICIES

1. Students are not to be dropped off at school before 7:30 A.M. Teachers are not on duty before this time. At 7:30 duty teachers will take the students to the cafeteria for breakfast or directly to the classrooms.
2. **Phone messages to students will not be delivered unless it is an emergency or a rare occurrence. Therefore, students must know before coming to school, how they will go home.** If a student is to leave school differently from his/her normal routine (car, bus, or with a different person), **the teacher must be notified in writing on the morning of the change.** **On the rare occasion when a child needs to ride a different bus or is to go home with another student on a bus, a note from the parent must be signed by the principal and given to the bus driver.**

3. If a student will miss school for several days, **please call the school before noon to request to pick up any assignments.** Assignments may be picked up in the office **after 2:00 P.M.**
4. **Students are not allowed to bring toy guns, toys of any kind (unless requested by the teacher), cell phones, cameras, or electronic devices to school** as this upsets the educational setting.
5. **STUDENTS MAY NOT BRING ANY MEDICATIONS, PRESCRIBED OR OVER-THE-COUNTER.**

### **STUDENT CODE OF CONDUCT**

At Claiborne Elementary we believe that all students can learn, achieve, and succeed. We believe that discipline is the product of interaction between home and school and that discipline promotes learning. We believe that in order to develop competent, responsible, motivated individuals we must provide a safe, secure environment that enhances student learning. Therefore, we expect our students to know and understand the following general rules of conduct and apply these rules on a daily basis. Students are expected to:

1. Attend school during school board appointed days and times.
2. Respect all school personnel and other students at all times.
3. Be on time for school and all classes.
4. Refrain from harassing, intimidating, or bullying anyone at school.
5. Know the rules, policies, and procedures of the school and follow them at all times.

6. Conduct themselves at all times in a manner that is educationally acceptable at school as well as acceptable to our society.

## DISCIPLINE

It is the policy of Claiborne Elementary that all school rules must be followed by students. Students who break any of the following rules will be disciplined, and documentation of the offense will be added to his/her record.

Your cooperation in helping us carry out these policies is greatly appreciated. These rules were compiled in order to provide an atmosphere conducive to learning and prevent serious accidents.

The following offenses are not allowed at Claiborne School:

1. Disrespect to teachers, principal, and staff (i.e. refusing to follow a direct order, screaming at teacher)
2. Use of profanity
3. Fighting, rough play (kicking, hitting, tripping, tackling, etc.)
4. Disobedience
5. Refusing to stop any misbehavior after being warned by the teacher
6. Poor conduct in the cafeteria (loud talking, throwing food, not cleaning up after themselves)
  
7. Disruption in class
8. Carrying weapons (knives, razor blades, etc.)
9. Smoking, using, or possessing drugs of any type

10. Stealing
11. Threatening another student with bodily harm
12. Harassment of any kind
13. Excessive tardiness
14. Destroying or defacing school property
15. Extreme dress or appearance which is disruptive to the educational setting including non-standard haircuts and/or hair colors
16. Leaving school or cutting class without permission
17. Playing or loitering in the bathroom
18. Running in the halls or being in the halls / restroom / classroom during recess without permission

The principal or designee shall be the final interpreter. Disciplinary action will be administered by the homeroom teacher, duty teacher, and/or principal. The type of discipline administered will be determined by the seriousness of the offense, the individual child, and the number of offenses against him/her.

**Consequences for breaking school or class rules:**

1. Counseling/warning
2. Recess detention
3. Paddling
4. Parent-School conference
5. In-house suspension
6. Suspension from school

## DRESS CODE

1. All students are expected to attend school clean and well groomed.
2. Students will be expected to wear clothing that is not offensive and will not cause undue attention or be a disturbing / distracting factor to others at school.
3. T-shirts are allowed as long as they do not have obscenities or alcohol / tobacco advertisements.
4. Midriffs, see-through garments, spaghetti straps, tight-fitting clothing, bare backs, halter tops, low-cut blouses, and tank tops are prohibited.
5. Shorts must be long. A good rule of thumb is **the shorts should be at least the length of the fingertips when arms are down by side.** Skirts and dresses should be no more than five inches above the knee.
6. Pants or shorts must be worn at waist level, not below.
7. Earrings are not acceptable for male students.
8. Rubber flip flops are strongly discouraged due to a safety issue and their lack of durability. Leather sandals are a much better alternative.
9. Non-standard haircuts, hairstyles and/or hair colors are strictly not allowed.

**\*\*\*Students not adhering to dress code policy will remain in office and parents will be contacted. The principal and /or his designee shall be the final interpreter of the dress code.**

## **FIELD TRIPS**

In order to maintain the safety of our students on field trips, and for liability purposes, the following rules must be adhered to:

1. Only parents or legal guardians of the student involved may attend a school field trip.
2. Only school personnel and students may ride the buses.
3. No other children may attend.
4. Students must obtain a minimum conduct grade in order to attend the field trip (as determined by teachers at each grade level.)

## **PERSONAL CHECKS / MONEY**

In order to maintain accurate bookkeeping, it is very important that all money be sent according to its purpose and individual student.

**PARENTS, KEEP ALL RECEIPTS.**

**Example #1:** Lunch, fieldtrip, concession and/or book order money cannot be sent together in one check.

**Example #2:** One check cannot pay for expenses for two or more children.

It is helpful to have the student's name and teacher's name on the check since checks are often lost before they get to the teacher. In addition, please include a note stating the purpose of the check.

## SCHOOL FEES

Each student is asked to pay a \$30 school fee at the beginning of each year. This fee can be paid by check or cash in your child's classroom during the first few weeks of school. (If you are unable to pay the total \$30 at the beginning of the year, please talk to Mr. Welch, and he will work a monthly payment for you.) The fees help cover the cost of printing and technology for each classroom.

## GRADING SCALE

The grading scale for grades K-5 is shown in the following chart:

**A - 92.5-100**

**B – 84.5- 92**

**C – 74.5- 84**

**D – 66.5-74**

**F – 0-66 and below**

**S – Satisfactory Work 78-100**

**N- Needs Improvement 70-77**

**U-Unsatisfactory 0-69**

**I-Incomplete**

## MAJOR SUBJECTS

Kindg.	Reading, Math, Phonics
Grade 1	Reading, Math, Spelling/Phonics
Grade 2,	Reading, Math, Spelling/Phonics, English
Grade 3,4,5	Reading, Math, Spelling, English, Science, Social St.

## **GRADE REQUIREMENTS**

Kindergarten	<b><u>Must pass phonics, reading, and math skills with a “C” average or higher for 3<sup>rd</sup> through 6<sup>th</sup> six weeks.</u></b>
Grade 1	<b><u>Must pass reading and math with a “C” average or higher in each for 2<sup>nd</sup> through 6<sup>th</sup> weeks.</u></b>
Grade 2	<b><u>Must pass reading and math with a “C” average or higher in each and pass one other major subject</u></b>
Grade 3	<b><u>Must pass reading and math and one other major subject</u></b>
Grade 4,5	<b><u>Must pass reading, math, and two other major subjects</u></b>

### **CONFERENCES**

Parent-teacher conferences may be arranged by either the parent or the teacher. Please feel free to request a conference time with your child’s teacher before / after school or during a teacher’s planning period. Drop-by conferences are not allowed.

## **HOMEWORK ASSIGNMENTS**

The amount of homework is left to the discretion of the teacher. Students are expected to complete their homework each day that it is assigned. Students are to bring their homework, books, pencils, and/or pens, paper, and other necessary materials to class every day.

If a child is out for one day only, please **do not** call school for assignments. To request homework for a sick child, please call **before noon**. A teacher needs time to prepare work to be sent home. Work will not be sent if requested after 2:00 P.M.

### **LOST AND FOUND ARTICLES**

Articles found on the campus will be placed in the Lost and Found Box in the multi-purpose room. If unclaimed, the item will be given to charity. Lost items should be reported to the teacher and to the office.

**Parents, please label all clothing and belongings.**

### **LUNCH PROGRAM**

Students eating breakfast must be at school in time to eat and be in class by 7:55 A.M. Therefore, **the serving line will close at 7:45** in order for students to have time to eat and get to class. (Exception: late bus) The school cafeteria computers allow the Child Nutrition Program to keep up with payments and meals eaten for the entire school year. Because of this, we encourage students to pay in advance for breakfast and lunch meals. Payments for meals may be made in cash, money order, online, or by personal check written to Claiborne School Cafeteria. Parents should note the child's/children's name on the check and the amount to be credited to each child's account.

If a NSF check is returned, a \$5.00 bank charge plus the amount of the check must be paid. A **second**

NSF check will result in meals being paid in cash or money order for the remainder of the year. Elementary students may only charge up to three (3) days of lunch meals at a time.

**NO charging of breakfast or extras** will be allowed unless written approval is received from the parent.

**For the safety of your child and all our students, the number of times you may eat with your child in the cafeteria is limited to once a month.**

(Exceptions are special occasions such as holiday meals, celebrating your child as Star Student, and your child's birthday.) **Having lunch with your child at school is not the time or place for custodial visitation.**

### **SCHOOL NURSE**

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 the 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 to those problems.

The school nurse conducts screening programs during the year as follows:

1. Mandated vision and hearing screenings per recommendation by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in kindergarten and odd grades through 9<sup>th</sup> grade.

2. Scoliosis screening on 4<sup>th</sup> and 8<sup>th</sup> grade students or by request.
3. Pediculosis (head lice) checks on elementary students per parish protocol.
4. Personal hygiene class taught to 5<sup>th</sup> graders.
5. Head Lice – Ouachita Parish has a “NO Nit” policy. A student must be clear of lice and/or eggs before returning to school. Students must be checked before being admitted back to class.
6. General overall assessment of students which may include, but not limited to, checking vital signs, listening to heart and lungs, and visual assessments.

The school nurse needs to be notified of any changes that occur in your child’s health condition. Please provide updated telephone numbers and address changes to facilitate the care needs of the child. **These health needs should be submitted in writing to your school nurse each school year.**

### MEDICATION

As a general principle, medications are not given at school. However, when circumstances arise in which a student develops a long-term health problem, the following policy will be adhered to:

1. Any student who is required to take medication during school hours must have **written orders from a doctor** detailing the name of the medicine, dosage, and exact time to be given on the proper Ouachita Parish medication order forms. Parents must meet with the school nurse to sign medication forms before any medications can be administered at the school.

2. Medication must be brought to the school **by the parent in a current container** appropriately labeled by the pharmacy. No more than a 25 day supply will be accepted.
  
3. **No “over the counter” medications** will be given at school unless prescribed by a doctor or dentist with proper paperwork completed. (This means aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)
4. Students are not allowed to have any medication in their possession with the exception of an inhaler and an epi-pen. Additional paperwork must be completed for these two exceptions.  
**IT IS AGAINST THE LAW FOR A STUDENT TO HAVE POSSESSION OF A PRESCRIPTION OR OVER-THE-COUNTER DRUG.**
5. Parents may administer any medication at any time to their child without meeting any requirements.

### **PARTIES**

Holiday parties will be planned by the teacher and room mother chairman. Any party, celebration, or other non-instructional activity must first be cleared by the principal. With the teacher’s permission, small treats may be brought at the end of the day to celebrate student birthdays. **No birthday invitations are to be passed out at school unless every child in the class is being invited.** Balloons will not be

delivered to the classroom and are not allowed on the bus.

**Class parties are limited to Thanksgiving, Christmas, and Easter.**

### **PERSONAL PROPERTY**

All outer garments should be well-labeled. This includes items such as coats, hats, book bags, and notebooks. **Buying and selling among students is prohibited.** Students are advised to leave valuables at home and to bring only the amount of money needed for that day to pay for concession, lunch, etc. Extra paper, pencils, and notebooks should be kept at home until needed.

**NO ROLLING BACKPACKS!**

### **CELL PHONES AT SCHOOL OR ON SCHOOL BUSES**

As outlined in LA Law R.S. 17:239, **students are prohibited from using cell phones or any electronic telecommunication device (this includes Smart Watches or any device that connects to the internet or is capable of sending or receiving messages) in all public school buildings and on school buses used to transport public school students. Student cell phones are required to be kept in backpack out of sight, and turned off while in a school building, on the school grounds, or on a school bus. We strongly encourage that students not bring cell phones or other electronic devices to school at all since they are required to be kept out of sight and turned off. The school will not be responsible for**

**any such devices if lost or stolen at school. Phones will be confiscated if they are in sight or being used to call or text. Parents will be notified.**

### **PHONE CALLS**

Students should know how they are to get home in the afternoon BEFORE they leave for school in the morning. **Phone calls to relay information to the student shall be made only in emergencies or on rare occasions when something unexpected arises.** Please help us limit classroom interruptions and protect academic time by making sure your child knows how he/she is to get home in the afternoon before school begins each day.

Students will be discouraged from using the phone except for illnesses or other emergencies. In these circumstances the student will be issued an office phone pass. Students are expected to bring all homework, supplies, projects, notes from parents, money, etc. with them when they come to school in the morning. Hopefully, this will help students learn to become more organized and responsible as well as keeping classroom interruptions to a minimum.

### **CRISIS MANAGEMENT**

To ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning, a crisis management plan is in effect. Should evacuation of the school ever become necessary for any reason, the students, teachers, and staff will proceed down Eagle Ave. to Mini Scholars Child Care Center, 178 Biedenharn Dr, West Monroe. An alternative

evacuation site is at George Welch Elementary School.

## **COMPUTER USAGE**

### **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.

#### **Accelerated Reading “AR”**

(Grades 2 -5) Students may not take a test for another student. Cheating in any way will result in not participating in Six Weeks Incentives and/or End of the Year Party.

### **Terms and Conditions of Use**

#### **1. Personal Privacy and Safety**

- a. Users will not reveal any personal contact information about themselves or any other person on the Internet.

- b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

## **2. Illegal Activities**

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

## **3. Security**

- a. Users will immediately notify system administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
- b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
- c. Users will not attach any device to the network without prior approval by the system administrators.
- d. Users should be aware that all network traffic (including Internet usage and email) is

regularly monitored for inappropriate use.

e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

#### **4. Network Resources**

a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.

b. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).

c. Users will not use network resources for commercial purposes.

d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.

e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).

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

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

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

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

## **5. Software**

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

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

## **6. Content Filtering**

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

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

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

## **7. Consequences of Inappropriate Use**

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

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

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

d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

**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).

## 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 are "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. Schools 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 interest;
  - 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 REGION II MIGRANT EDUCATION PROGRAM***

The Migrant Education Program (MEP) was established in 1966 under the Elementary and Secondary Education Act (ESEA) of 1965. The Program is a federally funded program, authorized under the No Child Left Behind Act (NCLB). MEP is Part C of Title I and designed to support high quality and comprehensive educational programs for migrant children.

**According to NCLB the purpose of Migrant Education is to:** Support high-quality and comprehensive educational programs for migratory children to help reduce the educational disruption and other problems that result from repeated moves;

- Ensure that migratory children who move among the states are not penalized in any manner by disparities among the state in curriculum, graduation requirements, and state academic content and student academic achievement standards;
- Ensure that migratory children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner;
- Ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic content and achievement standards that all children are expected to meet;
- Design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to make a successful transition to postsecondary education or employment; and
- Ensure that migratory children benefit from state and local systemic reforms.

### **Eligibility Requirements for Participation**

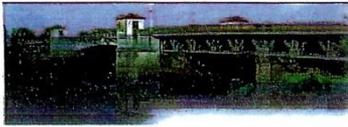
A child is considered “migrant” if the parent or guardian is a migratory worker in the agricultural, dairy, or fishing industries and whose family has moved during the past three years. A “qualifying” move can range from moving across school district boundaries or from one state to another for the purpose of finding temporary or seasonal employment. A young adult may also qualify if he or she has moved on his own for the same reasons. The eligibility period is three years from the date of the last move. The program begins to receive funding for children at age 3 through 21. Eligibility is established through an interview conducted by a Migrant Education recruiter. The law states that migrant education services are a priority for those students whose education has been interrupted during the current school year and who are failing, or are most at risk of failing to meet state content and performance standards.

**Migrant Education Program Services:**

- Access to student information through the Louisiana record transfer system
- Continuing communication between home and school
- Technical assistance to teachers at school
- Basic supplies
- Coordination of migrant family services with other agencies and programs
- Short-term tutoring
- Toll-free numbers so that any educator or any parent can contact the nearest Migrant Education Office
- Your Local Migrant Office-(318)432-5330 or (1-800-725-9702)

# "Bridges of Ouachita Homeless Education Program"

701 St. John Street - Monroe, LA 71201 - Phone: (318) 432-5263 Fax: (318) 432-5297



*Sunnie Ballard- Ashbrook*  
VIII Consortium Director/District Liaison Supervisor

"Bridges of Ouachita" Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 et seq.) (State Law: LA. R.S. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00 – 1.012.05 and 2.012.00 – 2.012.04.

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

The Stewart B. McKinney Homeless Assistance Act (P.L. 107-110) defines the term "*homeless person*" as one who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is:

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
- An institution that provides a temporary residence for individuals intended to be institutionalized
- A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity)
- Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
- Unaccompanied youth

In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their "*school of origin*" even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the "*best interest of the child*" while disagreements are settled.

## **POLICY STATEMENT**

### **Section 504 Compliance**

It is the policy of the Ouachita Parish School System 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." 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.

## **PARENTAL RIGHTS AND PROCEDURAL SAFEGUARDS**

afforded by

**Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by Federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

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You have the right to:

- Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- 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 district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
- A response from the school district to reasonable requests for explanations and interpretations of your child's records.
- 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.
- 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 the student 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.
- Request payment of reasonable attorney fees if you are successful on your claim.
- File a local grievance.

The person in this district who is responsible for assuring that the Ouachita Parish School System complies with Section 504 is:

Myrrah Thompson  
 Section 504 Facilitator  
 800 Claiborne Street  
 West Monroe, Louisiana 71291  
 (318) 342-5400

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Parent Signature

Date

**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

**Please sign the following page, detach,  
and return to your teacher immediately.  
Thank you!**

**SIGN, DETACH, AND RETURN SHEET**

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

Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Phone #: Home \_\_\_\_\_

Work \_\_\_\_\_

For All Claiborne Students:

I have read and understand the Claiborne Handbook and agree, as a student, to abide by said regulations.

\_\_\_\_\_  
Student's Signature

For the Parent/Guardian:

I have read and understand the Claiborne Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

For the Parent/Guardian:

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date