

Sterlington Elementary School



Student Handbook
2017-2018

Our Mission:

It is the mission of Sterlington Elementary School and its stakeholders to provide our students with a standards-based instructional system that prepares our students to be college and career ready.

Our Student Vision:

We desire our students to become productive citizens who value learning.

Our School/Community Vision:

To form a partnership that works together to provide the resources and support necessary to achieve a world class learning environment.

Code of Conduct

Students at Sterlington Elementary display conduct that reflects good citizenship.

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

School-Wide Positive Behavior Plan

The Sterlington Elementary School-Wide Positive Behavior Plan is a set of comprehensive and individualized strategies for the prevention of behavior problems. The plan sets forth expected behaviors for all areas of the school campus. These behaviors will be taught in the classroom and reinforced throughout the school year.

Sterlington Elementary School’s Wide Behavior Expectation Motto is focused on the following behaviors.

P.....Prepared to

A.....Act Responsibly and

W.....Work Hard

DISCIPLINE AND THE TEACHER

1. Discipline problems, when possible, must be handled by the classroom teacher. Major discipline problems that require consideration of suspension or possible expulsion must be referred to administrative team.
2. Any student sent to the office for a disciplinary reason must have a major infraction form (state discipline form) completed by the teacher.

3. Teachers are to insist that students follow school rules and district policies.
4. Any student receiving 4 minor infractions in one week will receive a major infraction requiring an office referral.

Teachers will use the following to minimize discipline problems:

1. Teach expectations, routines, and procedures.
2. Follow through on those expectations
3. Be professional with comments and actions.
4. Present consequences as a choice.

Lessons will be taught on the following expectations during the first two weeks of school.

STERLINGTON ELEMENTARY PANTHERS EXPECTATIONS

Expected Behaviors for Recess

Prepared (to)

Follow school dress code

Act Responsibly (and)

Use only the equipment allowed. Treat others with respect. Dispose of litter properly.

Work hard

Stay in assigned areas. Watch out when running. Keep hands, feet, and other objects to yourself.

Expected Behaviors for the School Bus

Prepared (to)

Pack everything you need for home/school.

Act Responsibly (and)

Use quiet voices. Stay in your seat. Keep hands and feet to yourself.

Work Hard

Follow bus rules. Respect the driver and other students.

Expected Behaviors for the Cafeteria

Prepared (to)

Pay bills in a timely manner.

Act Responsibly (and)

Clean around your eating area. Use quiet voices. Walk at all times.

Work Hard

Use kind words such as “please” and “thank you”. Keep hands, feet, and other objects to yourself.

Expected Behaviors in an Assembly

Prepared (to)

Take appropriate manners with you.

Act Responsibly (and)

Enter silently and orderly. Stay in assigned area. Dispose of litter properly.

Work Hard

Respond appropriately. Walk to and from the assembly. Keep hands, feet, and objects to yourself.

Expected Behaviors in the Hallway

Prepared (to)

Take all materials to and from class.

Act Responsibly (and)

Move in a single file line. Walk on the right side of the hall. Use a hall pass when necessary.

Work Hard

Respect the space of others. Keep voice at a zero noise level. Keep hands, feet, and objects to yourself.

Expected Behaviors in the Restroom

Prepared (to)

Use the restroom at the specified times.

Act Responsibly (and)

Use zero voice level. Wash hands correctly. Use the facilities in the way intended. CLAYGO (Clean as you go). Flush! Put paper towels in the trash can. Keep your visit short.

Work Hard

Respect the space of others. Use the restroom and supplies properly and quickly.

Expected Behaviors for the Classroom

Prepared (to)

Complete all assignments (homework & classwork). Bring all needed materials.

Act Responsibly (and)

Follow Class Rules. Respect the teachers and others. Respect the space and materials of others.

Work Hard

Focus on learning at all times. Sit properly in chairs and desks. Keep hands, feet, and objects to yourself.

Expected Behaviors for the Library

Prepared (to)

Love to READ!

Act Responsibly (and)

Follow Library Rules.

Work Hard

Respect classmates' right to listen to and read library books. Ask for help if you cannot reach.

STUDENT INCENTIVES

Students who model expected behaviors will have opportunities for recognition. Teachers and staff members will be given Panther Bucket Bucks to give to students who are “Positive Panthers” weekly. Bucks can be redeemed in the classroom for small prizes and can be accumulated until the end of the six weeks. Tokens are also handed out each day to a PK-2 and a 3-5 student. These students get a prize from the office, their name on the BINGO board, and their name announced over the intercom.

Students who have all “A’s” in Conduct will be eligible for special events. These events will vary each 6 weeks (subject to the determination of the PBIS team), but may include popcorn/movie party, extended recess, popsicle party, etc.

DISCIPLINE LADDER

Students who choose to exhibit behaviors that are not positive are subject to the following:

- 1st Step – Warning
- 2nd Step – Parental Contact
- 3rd Step – Behavior Analysis Assignment
- 4th Step – Major Infraction

BEHAVIOR ANALYSIS ASSIGNMENT

1. Behavior analysis assignment sheet (personal reflection of behavior) will be given to the students.
2. The student will complete the entire sheet on the infraction that caused the problem.
3. The student will have the parent sign the sheet and return it to the teacher the next morning.

*If the sheet is not signed and returned the next morning, then the student will receive a major infraction because it will be considered a fourth warning.

*If the sheet is signed and returned promptly the next morning, then it will be filed away with one more warning remaining.

MINOR INFRACTIONS

(These are to be handled by the teacher.)

- Talking that is not related to the lesson
- Horseplay
- Eating/Chewing in class
- Sleeping in class
- Lack of participation
- Refusing/failure to complete work
- Disruptive behavior
- Throwing paper or other objects
- Out of seat without permission
- Verbal conflict or disrespect toward another student
- Inappropriate use/possession of electronic equipment

*Minor infractions are kept by the teacher in a binder or on conduct form. Points subtracted from conduct grade and consequences for minor infractions are at the discretion of the teacher, but should be consistent.

*4 Minor infractions in one week constitute a Major Infraction.

MAJOR INFRACTIONS

Requires a referral to the office immediately and will then be handled by the administrative team/designee.

- Possession of illegal or dangerous substances
- Leaving the classroom or school without permission
- Disrespect of authority
- Threatening a teacher
- Striking a teacher or other school personnel
- Profane/obscene language (verbal or non-verbal)
- Fighting
- Theft
- Vandalism of school property
- Habitual violation of minor rules (4 minor infractions)
- Bullying, threatening, or harassing another student
- Committing immoral practices
- Violation of Internet Contract
- Refusal to complete the minor behavior analysis sheet

*A Major Discipline Report constitutes *a minus 15 points from conduct grade for the week*.

*The student must be accompanied to the office with a complete state office referral form. (For multiple minor infractions, a copy of the student's conduct sheet, documentation of parental contact, and completed Behavior Analysis Assignment must also be attached.)

*The administration/designee will determine the proper form of discipline. Any of the following measures may be taken:

- Conference with student
- Referral to School Counselor
- In-school Detention
- Remedial work assigned
- Referral to social worker
- Behavior management plan modified/developed
- IEP conference
- Student reprimanded
- Parent conference
- Suspension
- Expulsion

SCHOOL POLICIES

- 1) Upon arriving at school students will either go to the cafeteria for breakfast or the multipurpose room until 7:30 when teachers dismiss students to their classrooms. Our first bell rings at 7:50, and the tardy bell rings at 7:55. For students arriving inside the building after the tardy bell, a parent must walk their child into the office to fill out and

obtain a tardy slip. Just to clarify, if you are on school grounds but not inside the building when the tardy bell rings (7:55), you are still tardy and will need to come to the office with a parent.

- 2) When students are to use a different way of leaving school at dismissal time, either by car or bus, the teacher or office must be NOTIFIED IN WRITING. If a child needs to ride a different bus, the parent needs to contact the bus driver.
- 3) If a student checks out before 11:30 A.M. he/she is considered absent one half day. If a student checks in after 11:30 A. M. he/she is also considered absent one half day.
- 4) If a student will miss school for a few days, call the school office **before NOON** for any assignments. Assignments may be picked up in the office **after 2:00 P.M.**
- 5) Students are not allowed to bring toy guns, toys, radios, cameras, pagers, beepers, or electronic games to school as this upsets the educational setting. Any such item brought to school will be kept in the office until the last day of school. (See cell phone policy)
- 6) No tackle games will be played on campus.
- 7) Any type of affection between students is not allowed such as holding hands, hugging, etc.
- 8) Students are not allowed to be in any hallway during any recess. Restroom breaks will be given by the teacher.
- 9) Students are not allowed to sell gum, candy, etc. at school.
- 10) Students arriving on campus are officially here and cannot leave the campus until the end of the school day or until checked out by a parent.
- 11) No one is allowed to throw objects like rocks, dirt clods, ice, etc.
- 12) If a child is found guilty of cheating on school work, the teacher shall collect the student's paper, and notify the parents and office immediately as to the action taken.
- 13) Students who are picked up after school by parents will be taken to the car pick up/drop off area by teachers. We will bring the children to the cars. In order to dismiss as safely and quickly as possible, parents please do not leave your car. We will bring the children to you. At both car drop off (A.M.) and pick up (P.M.) please have your student(s) enter and exit from the passenger side of the car.

ACCELERATED READER CLUB

Accelerated Reader is a software tool that assesses a student's reading level, suggests titles of books at that level, and then assesses whether a student has completed reading the book by asking a series of comprehension questions in a quiz like form on the computer. Sterlington Elementary students will have a user name and password to get into the program at school and complete the quiz. They will be awarded points for correct answers to the questions and will be given an accuracy percentage. Students in 2nd through 5th grade will be given a pretest (STAR) and individual six weeks' goals will be set according to their reading ability as indicated by the pretest.

First grade students will start off the year with a 1 point goal the first six weeks. The second six weeks' goal will be 2 points and the third six weeks' goal will be 3 points. The fourth-fifth six weeks' goals will be set at 5 points.

The sixth six weeks' goals for all students will be cut in half because of the earlier cutoff date for AR.

There will be rewards at the end of each six weeks for all students who meet their individual six weeks' reading point goals and book level goals while maintaining at least an 85% accuracy average of test questions answered correctly. All 1st through 5th grade students who meet each of the six weeks' goals for the year with at least an 85% average comprehension score will receive an award at Award's Day at the end of the year.

A "Million Word Reader" Club will recognize students who read at least a million words this year. These students will receive an award at the end of the year awards assembly.

ACCELERATED READER CODE OF CONDUCT

Each student and parent will sign the Accelerated Reader Code of Conduct at the beginning of the school year. The purpose of the Accelerated Reader program is to encourage reading and improve reading skills. With this in mind, students are expected to follow the rules described below:

1. Students may only take tests on books they have read or that someone has read to them.
2. Students may not take a test on a book which has been made into a movie unless they have read the book first.
3. Students may not take tests for other students.
4. Students may NOT discuss AR questions or answers with other students.
5. Students must not reveal their password to anyone other than a parent or teacher.
6. Students should not take the book they are testing on to the computer when they are ready to test.
7. Students should use their AR folder as their "ticket to test". The quiz title and quiz number should be written down in the folder ahead of time to assist the student in logging into the AR website to test.
8. Students may not log in with another student's password.

Consequences

Students who break the rules will face the following consequences:

1. The test or tests involved in the cheating, by all involved, will be deleted from those students' AR records.
2. The total amount of points that were deleted from the records will be added to all involved students' six weeks' point goals.
3. Parents will be contacted.

ANNUAL/YEARBOOK

Sterlington Elementary offers each student the opportunity to purchase a school annual each year. A teacher sponsor prepares the annual. The annual contains pictures of students in all grade, faculty, clubs, and activities within the school. The cost of the annual will be determined by the company's cost to the school.

ANNOUNCEMENTS OR ADVERTISING

Anyone wanting to post announcements or advertisements on the wall or grounds of the school must obtain permission from the principal. The only types of advertising or announcement to be allowed sent home with the students will be those pertaining to this school (SMS, SHS, or Sterlington Recreation Center).

ATTENDANCE REGULATIONS

Regular attendance is considered very necessary for maximum progress in school. Elementary children missing more than ten days will not be given credit for the year's work. The following policy was implemented by the Ouachita Parish School Board on May 7, 2010.

NEW ATTENDANCE POLICY FOR STUDENTS IN GRADES KINDERGARTEN THROUGH EIGHT

State law and Ouachita Parish School Board Policy requires that students have NO MORE than a total of ten (10) absences in a school year, excused and unexcused. *Any absence over number 10 for the year must be excused by Child Welfare/Attendance or the student will be in danger of being retained.

1. For absences number 1 through number 10, acceptable documentation must be turned in at the school to the appropriate person within 48 hours after the student returns to school after the absence. The school will see that the absence is marked as excused and file the documentation at the school.
2. For absences 11 and every absence after that, the parent must take the documentation to the Child Welfare/Attendance Office at the School Board for approval BEFORE turning it in at school

Parents and students are reminded that state law requires that all students be in school EVERY DAY that school is in session unless there is an acceptable excuse for being absent. State law also requires that students be in school for the DURATION OF TIME EACH DAY as required by the school and the local school board. 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 who are habitually absent, tardy, or checked out early will be turned into the Ouachita Parish Truancy officer.

TARDINESS

Our first bell rings at 7:50, and the tardy bell rings at 7:55. For students arriving inside the building after the tardy bell, a parent must walk their child into the office to fill out and obtain a tardy slip. Just to clarify, if you are on school grounds but not inside the building when the tardy bell rings (7:55), you are still tardy and will need to come to the office with a parent. Continued unexcused tardies will result in a referral to the Ouachita Parish Truancy officer.

EARLY CHECK OUT

The first bell for bus riders rings at 2:55. Students who are checked out earlier than 2:55 will be counted absent for a half day. Parents must stop by the office and sign students out. The office staff will call students to the office for check out. Parents cannot go to a child's class to get them.

TYPES OF ABSENCES

The days to be counted as part of the justifiable absences for elementary and secondary school students shall include temporarily excused absences.

A. Temporarily Excused Absences

Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), legal appointments, or for recognized religious holidays for the students own faith and shall be given the opportunity to make-up work.

B. Unexcused Absences

Students shall not be excused for any absence other than listed above. Students shall not be excused from school to work on any job including agricultural and domestic service, even in their own home or for their own parents or tutors.

C. Absences Due to Suspensions

Students missing school as a result of any suspension shall be counted as an unexcused absence.

D. Permanently Excused Absences

1. Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for make-up work.
2. Students missing five (5) or more consecutive days will be permanently excused under the following circumstances, and the days will count toward the twenty previously allocated.
 - a. Personal physical or emotional illness as verified by a physician
 - b. Hospital stay as verified by a physician
 - c. Recuperation from an accident as verified by a physician
 - d. Contagious disease within a family, as verified by a physician
 - e. Death in the family

EXTENUATING CIRCUMSTANCES

- A. The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.
 1. Extended personal physical or emotional illness as verified by a physician.
 2. Extended hospital stay as verified by a physician.
 3. Extended recuperation from an accident as verified by a physician.
 4. Extended contagious disease within a family as verified by a physician.
 5. Prior school system approved travel for education.
 6. Death in the family (not to exceed one week).
 7. Natural catastrophe and/or disaster.
 8. For any other extenuating circumstances parent must make a formal appeal in accordance with due process procedure established by the LEA.
- B. Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades until they are able to complete make-up work to pass the course.

BUS DISCIPLINE

All discipline problems which develop on a school bus traveling to and from school will be handled by the Principal/Designee. The bus is an extension of Sterlington Elementary and all problems will be handled as if they were in the classroom at the school. Problems that have definite penalties at school, such as disrespect, fighting, cursing, bullying, etc. will carry the same penalties on the bus. Riding the bus is a privilege.

The following actions will be considered severe behavior and students may be suspended from school and/or bus at the discretion of the principal/designees.

1. Fighting
2. Possession of alcohol or drugs or any kind
3. Possession of any kind of weapon
4. Assault
5. Destruction of School Board property
6. Intentional disrespect (Example: cursing the driver)

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with requests of the bus driver. As indicated before, school bus transportation is a privilege that may be withdrawn for inappropriate behavior.

CAFETERIA

1. Students will sit with their classes as directed by their teachers.
2. Students are not allowed to leave the cafeteria with any cafeteria items.
3. A student leaving food, napkins, straws, or milk cartons on the table will be disciplined.
4. Parents visiting for lunch and breakfast must check in the office before going to the cafeteria.
5. Please keep noise down while in cafeteria.
6. Canned or bottled drinks will not be permitted in the cafeteria. Meals in commercial bags (McDonald's, etc.) will not be allowed. This is a violation of federal mandates.
7. If a student's cafeteria balance is not paid regularly and the student accrues a substantial balance, the cafeteria has the authority to offer a meal substitute until the balance is paid in full.

CAR DROP OFF AND PICK UP

Students who are picked up after school by parents will be taken to the car pick up/drop off area by teachers. We will bring the children to the cars. At both care drop off (A.M.) and pick up (P.M.) please have your student(s) enter and exit from the passenger side of the car.

In the afternoon only – If you are only picking up a child/children that are third grade or older, please pick up your child from the car pick up area that faces Hwy 165. If you pick up younger children or an older sibling with a younger child, please use the car pick up area in the front of the school (facing Hwy 134).

*****Parents and Guardians:** For the safety of the children, if you need to pick up children from school, please park in the parking lot and go to the main office to collect your child. PLEASE do not walk up to the children in the pick-up area.

CHECKS AND MONEY

Check Verification and Returned Check Processing by:

Tiger Tranz
P. O. Box 80217
Chattanooga, TN 37414
1-800-387-2270

Please include the following information on your check:

- FULL NAME
- STREET ADDRESS (NO P.O. BOX)
- HOME PHONE # WITH AREA CODE
- WORK PHONE # WITH AREA CODE
- DRIVER'S LICENSE # WITH STATE

If your check is returned, it may be re-presented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. www.tigertranz.com

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

- Example #1: Lunch, field trip, 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 required to have the student's name and teacher's name on the check because checks are often lost before they get to the teacher. On the memo line include a note stating the purpose of the check. Each check must include a physical address and phone number.

Fees, fundraiser bills, etc. which are not paid will result in suspension of privileges in extra activities such as field trips.

COMPUTER USE

Because computer and internet access are provided in Ouachita Parish School System schools as an educational resource, the following procedures and guidelines are used to help ensure appropriate, considerate, ethical, and responsible use of all technology at Ouachita Parish School System schools. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution. We require that all students abide by the following rules for acceptable user behavior:

1) Acceptable use

The use of an assigned account must be in support of educational goals and objectives of the Ouachita Parish School System. Students are not allowed to access email accounts others than those assigned by the teacher.

2) Network Etiquette

Communication on the internet may be scrutinized by the teacher of the System Administrator. Each internet user is expected to abide by the following generally accepted rules of user etiquette.

- a. Be polite
- b. Use appropriate language
- c. Use email in an appropriate manner

3) The following behaviors are not permitted:

- a. Sending or displaying ANY offensive messages or pictures
- b. Encrypting of any files
- c. Using obscene language
- d. Harassing, insulting, or attacking others
- e. Damaging computers, computer systems, or computer networks.
- f. Trespassing in another person's folders, work, or files
- g. Intentionally wasting limited resource, including the use of "chain letters" and messages broadcasted to mailing lists or individuals
- h. Employing the computer for commercial purposes
- i. Revealing the personal address or phone number of any other person
- j. Changing the default settings (desktop settings, screen saver, etc.) on the computer
- k. Installing ANY unauthorized or unlicensed software on school/school board computers
- l. Installing ANY unauthorized or unlicensed school/school board software on personal/home computers
- m. Using ANY outside media (diskettes, CD's, tapes, etc.)
- n. Any illegal activities, "hacking", or attempts to otherwise compromise system security

Inappropriate use of the computer and internet access may result in the temporary or permanent cancellation of that privilege. As with any other serious violation of school or district rules and regulations, consequences of violations include the possibility of suspension or expulsion from school. Should a student violate this policy, he/she may lose computer and internet access privileges. Users agree to report any misuse of electronic information.

CONDUCT

All students at Sterlington Elementary shall be courteous to teacher and their fellow classmates and shall conduct themselves in school and everywhere as ladies and gentlemen. Although the ultimate responsibility for students' conduct rests with the students and his/her parents, it is the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. Failure to follow this policy will result in the school taking disciplinary action.

CONFERENCES

Parent-teacher conferences may be arranged by either the parent or the teacher. To request a conference with your child's teacher, please send a note to the teacher or call the office and leave a message for the teacher to return your call.

CORPORAL PUNISHMENT

Corporal punishment in the form of paddling may be used as part of the disciplinary plan.

DISCIPLINE

It is the policy of Sterlington Elementary that this Disciplinary Plan will assist in providing a safer, healthier, and happier atmosphere for your child to learn. Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere which encourages learning according to our school philosophy, it is necessary that certain levels of conduct and discipline be maintained.

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 offenses, the individual child, and the number of offenses against him/her. Consequences for breaking school or class rules:

- | | |
|-----------------------|---------------------------|
| 1) Time-out | 6) Parent Conference |
| 2) Loss of privileges | 7) In-school suspension |
| 3) Counseling | 8) Suspension from school |
| 4) Recess detention | 9) Expulsion if warranted |
| 5) Paddling | |

The definition of self-defense is as follows: the right of an individual to respond to force with force, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer sanctioned. Thus, the school recognizes self-protection, not retaliation.

Note: Since the school always has a responsible adult on duty whenever the students are under the supervision of the school, Sterlington Elementary believes the opportunity for a student to have to resort to the doctrine of self-defense to protect himself/herself will be for all practical purposes NON-EXISTENT.

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 or distracting factor to others at school.
3. No attire will be allowed that has obscenities, alcohol, or tobacco advertisements. No doom attire (skull and cross bones) will be allowed, including belts.
4. Midriffs, see-through garments, tight fitting clothing, barebacks, halter tops, low-cut blouses, and tank tops are prohibited (PK-5).
5. If pants have beltloops, a belt must be worn.
6. Shorts and skorts must be mid-thigh or longer. Skirts and dresses should be longer than mid-thigh (mid-thigh is defined as no more than five inches about the knee.)
7. Pants or shorts must be worn at waist level, not below.

8. Earrings are not acceptable for male students. Nose rings and tongue rings are not allowed.
 9. Hair styles must not cause a distraction. Students are not to have colored hair or colored braids. No mohawks are allowed because they cause a distraction. Principal or designee will make final decision.
 10. Each student shall wear shoes and have them properly tied or buckled.
 11. Hats, caps, etc. are not permitted except on designated "hat days".
 12. Boys will not wear sleeveless shirts such as undershirts, tank shirts, or muscle shirts.
 13. Students are not to wear clothes with holes or tears, including ripped jeans. (no skin should be seen through pants)
 14. Sunglasses are not allowed.
 15. For grades PK-2, it is *suggested* when wearing leggings or tights that shirts cover the entire buttocks even when arms are stretched in a T position out to the sides. For grades 3-5, this policy will be enforced, and students will be asked to call home to change clothes.
- Any student dressed in a manner that disrupts normal school procedure will be dismissed until attire is corrected. The principal and/or her designee shall be the final interpreter of the dress code.

EMERGENCY CHECK OUT

No student will be permitted to check out of Sterlington Elementary for any reason without the student's legal guardian/designee being present. The parent or guardian/designee must come to the office and check the student out.

All students who become ill will secure a pass to the office. The secretary will call for the parent to come and check the student out through the office. If the parent cannot be reached the student will remain at the school office until able to return to class.

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 at the invitation/approval of the teacher.
- 2) Students must ride the bus to a field trip if that is the mode of transportation, but can be checked out by a parent to ride home.
- 3) Only school personnel and students may ride the buses – no other children may attend.
- 4) Only students who maintain a certain conduct grade, determined by the teacher or principal, may be allowed to attend a field trip. Students who cannot attend a field trip because of conduct grades must come to school and will be placed in another class with classwork to do for the day.
- 5) Students also may not be allowed to attend a field trip if any money (fundraiser, school fees, etc.) is owed.

FIRE, TORNADO, AND OTHER DRILLS

FIRE

1. The fire alarm will be the signal for all students, teachers, janitors, maids, cooks, etc. to vacate the building.
2. All students must exit single file in a quiet, orderly, and rapid manner with their teacher to the exit that has been assigned to them.
3. Remain at least sixty feet from the building after leaving the building and stay there until the all clear signal is given.

TORNADO

An intercom call for tornado drill will be the signal for this drill. The Ouachita Civil Defense Agency requires that all students assemble in the halls of the building where they must assume the tornado drill safety position as explained by their teacher.

SHELTER IN PLACE

At an intercom call for "Shelter in Place", students will go with their teachers to a designated classroom during a chemical spill or other emergency. The windows, doors, and air ducts will be sealed with tape and towels will be placed under the doors to prevent chemicals from getting into the room. Emergency team members will be in contact with local officials to know when an all clear has been issued or when an evacuation is necessary. The seals on the doors will not be broken for any reason until an all clear or an evacuation has been ordered.

LOCK DOWN

In the event of an intruder on campus, an intercom call for "Lock Down" will signal teachers to lock their doors, turn off the lights, and have students get on a classroom wall that is not in view from the window or door.

EMERGENCY EVACUATIONS

In the event of an emergency that requires us to evacuate, our plan is to either leave on foot (walking evacuation) or on bus (to North Monroe Baptist Church). For a walking evacuation, teachers will lead students to one of the following locations determined by grade level: Fire Station, Marion State Bank, or ACE Hardware. If we leave by bus, teachers will load maximum number of students on the buses to North Monroe Baptist Church. The remainder of teachers and teacher aides will assist in transportation to the church. Students must be accounted for and therefore, will not be checked out to parents until we reach North Monroe Baptist Church.

GRADES

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

A – 92.5 – 100	D – 67.5 – 76.4	S= Satisfactory (76.5-100)
B – 84.5 – 92.49	F – 67.0 – below	N= Needs Improvement (67.5-76.4)
C – 76.5 – 84.49		U= Unsatisfactory (67-below)

GRADE REQUIREMENTS

Kindergarten	Must pass reading and math domains
Grade 1	Must pass reading and math with C average in each
Grade 2	Must pass reading and math with C average in each and 1 other major subject
Grade 3	Must pass reading and math and 1 other major subject
Grade 4, 5	Must pass reading, math, and 2 other major subjects

Major Subjects

Grade 1	Reading, Math, Spelling
Grade 2-3	Reading, Math, Spelling, English
Grade 4-5	Reading, Math, Spelling, English, Social Studies, and Science

Minor Subjects

Grades 1-3	Music, Arts, & Crafts, Health & P.E., Science, Social Studies,
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Writing

Grades 4-5	Music, Arts, & Crafts, Health & P.E., Writing
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HOLD BACK REQUESTS FROM PARENTS

For students who have passed but parents are considering holding students back in their current grade:

- Parents must submit in writing their request to Mrs. Wheeler by Mon., May 14, 2018 at 3:00.
- SBLC will meet and discuss the child’s behavior, attitude, effort, conduct grade, attendance, tardies, age, etc. *See form below.
- SBLC will also look at child’s birthdate and if he/she previously repeated.
- SBLC will then use the form below to determine whether holdback will be granted. SBLC will then meet and discuss with parent input each individual child.
- Parents are then notified in writing. Holding back students is an SBLC decision, not a parent decision.

Student: _____ **Grade:** ___ **Date:** _____ **DOB** _____

In order for a student to be considered for holdback, the following conditions must first be determined. If any two of the four are determined to be (yes), the student must promote.

1. Is the student a discipline problem? (As evident by more than one discipline form, or conduct below a B) ***	Yes	No
2. Has the child repeated a grade, or does the child have an early birthday? (Oct. 1-Dec. 31)	Yes	No
3. Student attendance/tardies has been a problem.	Yes	No
4. The student has exhibited concerns with attitude, effort, or work ethic.	Yes	No

***** if any discipline issue is of a serious nature as determined by a principal the child will not be considered for holdback.**

*****SBLC will look at class sizes to determine if there is room for a child to hold back.**

If the child’s parents are separated or divorced, the custodial parent will be included in the SBLC decision. If the parents have joint custody and disagree on the placement, the school will make the decision

_____ The School Building Level Committee has determined that this student will promote to the next grade.

_____ This School Building Level Committee has determined that this student will be allowed to holdback for the following school year.

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 material to class every day. If a child is out only one day, please do not call the school for assignments. For more than a 1 day absence, call the office before noon and pick up materials after 2:00 P.M.

HONORS AND AWARDS

Grades K-5: At the end of each of each six weeks grading period, students will be rewarded with an Honor's Breakfast. Students who achieve the following during the six weeks will be invited to attend the breakfast: Principal's List, Honor Roll, Student of Good Character, Highest AR, and Busy Bee/Panther Pride. *Note: In the event of LEAP and i-LEAP testing and/or any unforeseen circumstance, the Honor's Breakfast may be subject to change.

End of the Year:

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

- **Principal's List:** This is the all A Trophy. This is not an average and means nothing lower than an "A" printed on the report card any six weeks.
- **Honor Roll:** This trophy is for students who made only A's and B's all year long.
- **A/B Average:** Students who ended the year with a final average of only A's and B's will receive a certificate. This means a child could have made lower than a B at some point on their report card, but he or she ended the year with an A or B final average.

*Note: Kindergarten participates in the End of the Year Award's Program. We do not hold a Kindergarten graduation.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is used to address and resolve discipline problems without actually sending the child home.

When a student has been assigned ISS, the student will be isolated from other students and monitored by faculty designee. The students will not be permitted recess time and will eat lunch in isolation. The student will not be allowed to attend any classes. No talking, playing, or sleeping will be permitted. Any student who does not follow ISS rules will be suspended. In-school suspension students will complete all class assignments, including tests. Students are marked "present" at school.

Parents will be notified when their child has been assigned to in-school suspension.

LEAP 2025

Students in third, fourth, and fifth grade will take LEAP 2025. At the time of this printing, a fourth grade student must pass coursework in order to be promoted to fifth grade. As of this printing, LEAP 2025 for fifth grade students is a computer based assessment.

MAKE-UP WORK

- 1) The teacher is the best source for finding out what was covered and what homework needs to be done to make-up a missed class.
- 2) Each teacher will have displayed in their room specific policies for make-up work. It is the student's responsibility to know and follow these policies.

- 3) Parents must call the office before noon to request missed work for a sick child. Work will not be sent if requested after 2:00 P.M.
- 4) A reasonable attempt should be made when students have make-up work. If a child misses multiple days, the principal/designee will make the final decision as to how much make-up work needs to be completed.
- 5) Incomplete grades recorded at any six weeks period must be completed by the next six weeks period of the "I" (incomplete) will become at "F".

MEDICATION/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 preventative measures, health counseling and 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 recommendations by the American Academy of Pediatric or by special request by parents, children, and school personnel. Screenings are primarily conducted in Kindergarten and odd grades through 9th grade.
- 2) Scoliosis screenings on 4th grade students or by request.
- 3) Pediculosis (head lice) checks on elementary students per parish protocol.
- 4) Personal hygiene classes taught to 5th grade.
- 5) General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.
- 6) Review immunization records on all Pre-K and Kindergarten students to ensure compliance with the 2003-2004 Updated Immunization Minimum Requirements by the Louisiana Law for School Entry.

One Varicella (chicken pox) – If your child has had the chicken pox, a signed note is needed

Four DPT's – the last one must be given after the 4th birthday

Three Polio's – the last one must be given after the 4th birthday

Two MMR's

Three HBV's

IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE, THEN YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING BY SEPTEMBER 5.

Please mail to: Ouachita Parish School Nurses
701 St. John St., Monroe, LA 71201

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 as quickly as possible to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year. The school nurse makes weekly visits to her school.

MEDICATIONS

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 physician detailing the name of the medicine, dosage, and exact time to be given on the proper Ouachita Parish medication order form. Parents must meet with the school nurse to sign medication forms before any medication 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 epi-pen. Additional paperwork would need to be completed with these exceptions.
- 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. No birthday parties (except Pre-K and K) are allowed. Balloons are not to be delivered to the school.

- Class parties are limited to Christmas and Easter.
- No birthday party invitations may be delivered at school unless every child in the class receives one.

PHONE CALLS

Students should know how they are to get home in the afternoon BEFORE they leave for school in the morning. Call to get that 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 not be allowed to use the phone except for illnesses or emergencies. They will be expected to bring all homework, supplies, projects, notes from parents, money, etc. with them then 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.

PHOTOGRAPHS/INTERNET PHOTOS/VIDEOS

From time to time we take pictures of activities during school. We would like your permission to use the pictures on our school website, bulletin boards, newspaper articles, and the yearbook. We will never reference your child online by name or provide any specific information regarding your child. However, we may publish his/her name in articles and in the yearbook. We will never sell these pictures, and we will use them exclusively for school purposes.

PROPERTY DAMAGE

Any student known to deface or destroy school property will be required to fully restore damaged property. Students found guilty of vandalism are subject to immediate suspension and may not be readmitted until full restitution has been made for such damages.

PTO

PTO works throughout the year to aid in school functions. If you would like to be involved in Sterlington Elementary's PTO, please contact your child's teacher or the school office. Each classroom will have a room mom/dad to contact other parents about the activities and needs of the school. Sterlington Elementary appreciates all parental support from our families!

SCHOOL HOURS

School hours are 7:50 A.M. until 2:55 P.M. There are NO teachers on duty until 7:20 A.M., so car riders must remain in their car until 7:20. If students plan to eat breakfast, they must arrive to school prior to 7:45. Students arriving to the cafeteria after 7:45 will be sent to class. School dismisses at 2:55 P.M. The first bus loads will begin loading at 2:55 P.M. Car pick up will dismiss at 3:00. Second bus load goes to the cafeteria at 3:03. Parents, please do not come to pick your child up BEFORE 2:55 P.M. Teachers are instructed NOT to dismiss the children early. Come by the office if you need to pick up your child before 2:55 P.M. The child will be called to the office.

SEX DISCRIMINATION

The Ouachita Parish School System does not condone the discrimination on the basis of sex or physical condition. Please see our nondiscrimination statement in this handbook. Should you feel that you are the victim of discrimination, you should contact the Ouachita Parish School Board, 100 Bry Street, Monroe, LA. (318)432-5000. An official grievance process has been established by the Ouachita Parish School Board.

SEXUAL HARASSMENT

Sexual harassment is a serious matter that is prohibited by federal law. It is defined as unwanted and unwelcome sexual behavior that interferes with a person's life. All employees, students, and visitors are expected to treat everyone with respect and courtesy, and to encourage attitudes of respect for all persons. All are encouraged to express concerns about unwanted sexual behaviors to persons in authority.

SUSPENSIONS/EXPULSIONS

The Ouachita Parish School Board considers fighting an extremely serious offense that may result in expulsion for the remainder of the current school year. All students participating in GANG-RELATED, PLANNED, OR EXTREMELY VIOLENT FIGHTS should be recommended for expulsion for the current semester or the remaining school year. All students participating in MINOR FIGHTS OR SCRAPES should be suspended for three days AND a conference with a parent, the student, and a Child Welfare/Attendance officer is REQUIRED before the student can return to school. A second fight in the same school year for that student will result in a recommended expulsion from the principal in accordance with LA. R.S. 416 B (1)(a). When a recommendation for expulsion is made, principals MUST either set a hearing date with Child Welfare/Attendance, or, provide verbal or written communication to inform the parent to set the hearing date, within five days following the recommended expulsion.

TERRORIZING THREATS

OUACHITA PARISH SCHOOL BOARD TERRORIZING POLICY

I. Definition of Terrorizing

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

II. Reporting of Terrorizing

Student – A student who comes into contact with a terrorizing threat will report it immediately to the near school employee.

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

Administrator – School administrator will analyze the terrorizing threat and the contact the School

Board Office immediately and law enforcement as deemed necessary.

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

III. Handling a terrorizing threat – evidence

Type of terrorizing threat:

Note – Written note will be secure in principal’s office with as little physical contact as possible

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

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

IV. Communication

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

Threat to a student:

Threatened student will be informed of terrorizing threat immediately and maintained in a secure posture in an administrative office with a school employee. Parent(s) of threatened students will be informed immediately. Decision to take student off-campus or allow student to remain in school will be made by parents.

Threat to an employee:

The employee is to be informed immediately.

VI. Law Enforcement

VII. Terrorizing is against the law as state in RS 14:40:1. Therefore, a student may be charged with this act of violence according to law enforcement procedure. This statute provides that whoever commits the offense of terrorizing shall be fined not more than fifteen thousand dollars or imprisoned with or without hard labor for not more than fifteen years, or both.

TEXTBOOKS

Each student is held responsible for the textbook that he or she received and will have to pay for lost or damaged books.

VISITORS

Visitors are always welcome. We require that parents and visitors stop by the office to obtain an official pass before entering school. Classroom teachers are required to teach during classroom hours; therefore, parents may not conference with a teacher when students are present in her/his classroom. Conferences should be planned for a specific time when the teacher is not responsible for students.

OPSB Policies

FOR THE FOLLOWING POLICIES, PLEASE SEE OUACHITA PARISH SCHOOL BOARD WEBSITE: OPSB.NET

- STUDENT USE OF CELL PHONE OR ANY ELECTRONIC TELECOMMUNICATION DEVICE DURING REGULAR SCHOOL HOURS
- FAMILY INVOLVEMENT POLICY
- OPSB.NET WEB PUBLISHING POLICY
- TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY
- HARASSMENT, INTIMIDATION, BULLYING POLICY
- CHILD NUTRITION PROGRAM PAYMENT POLICY
- OUACHITA PARISH SCHOOL BOARD STUDENT SUBSTANCE ABUSE POLICY AND PROCEDURES

THESE AND ALL OTHER OPSB POLICIES ARE UPHELD BY STERLINGTON ELEMENTARY SCHOOL

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).

NOTICE OF NEW STATE LAW CONCERNING MINIMUM PERIODS OF EXPULSION OF STUDENTS FOR KNIFE, FIREARM, AND DRUG OFFENSES. EFFECTIVE DATE IS AUGUST, 15, 2007

TO ALL SCHOOL ADMINISTRATORS, PARENTS, AND STUDENTS:

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 two 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 offenses requires an expulsion from school for four complete semesters.

Students under age 16: A drug offense requires an expulsion of two (or in grades 6-12) complete semesters

Students age 16/older: A drug offense requires an expulsion of four complete semesters.

**Local school superintendents do have the authority to modify the length of the four semester minimum semester period on a case by case basis, provided that such modification is in writing.

Act 385 also changed the law to state that (1) it will now be discretionary whether or not to expel student for a fourth suspension for all other disciplinary offenses, and (2) requires a student expelled for knife, firearm, and drug related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion before readmission to school, including alternative education placement.

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.

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.

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 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.

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



Vision: Building Bridges to the Future

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

Beliefs:

Ouachita Parish students will learn at high levels.

Parents, students, teachers, and community matter.

Safe schools are a top priority.

Bridges connect past and present