PIRATE'S TREASURE CHEST

STUDENT HANDBOOK 2025-2026



PINECREST ELEMENTARY & MIDDLE SCHOOL

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A Note to the Parents

Your objectives as a parent and the objectives of the school in respect to your children are the same: To give him/her the very best possible guidance toward the realization of his or her capacities. To accomplish this goal, full cooperation between home and school is essential.

The Faculty and staff at Pinecrest School realize that our school can be a success only with the help and support of our community. We strongly encourage you, as a parent, to be concerned with the education of your child and to participate in our school functions. We will strive to notify you of school activities and upcoming events through notes, newsletters, Google Classroom, Class Dojo, and the School Website and Facebook group. We invite you to visit often and be an active part of the Pinecrest School family. We look forward to another successful year of serving you and your child at Pinecrest.

LET'S HAVE A GREAT YEAR!!!!

GO PIRATES!!



Parish Vision Statement:

Building Bridges to the Future

Parish Mission Statement:

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:

O*uachita Parish Students will learn at high levels.*

P*arents, students, teachers, and community matter.*

S*afe schools are a top priority.*

B*ridges connect past and present learning to future dreams.*

School Mission Statement:

Our mission is to create an atmosphere and provide a curriculum where all students can succeed academically, technologically, and socially.

CLOSED CAMPUS POLICY

It is most important for us to be aware of students arriving and leaving campus during the school day. We ask that you adhere to the following rules when while on campus.

1. ***CHECK IN** with the office **UPON ARRIVAL** at school for any reason.*
2. *Students should be **CHECKED IN / OUT THROUGH THE OFFICE** only!*
3. *Please notify the school, **IN WRITING**, if your child is to leave school in any way that differs from the normal procedure. This request should be given to the homeroom teacher. It will be sent to the office. This note **SHOULD BE BROUGHT TO SCHOOL BY THE STUDENT**! PLEASE, **DO NOT WAIT** until the end of the day to call in with a change in plans unless it is an emergency. Constantly changing a child's routine is not conducive to learning. Having a routine and a feeling of security allows a student to focus on school instead of how he or she will get home or who will pick them up.*
4. *Parents are **NOT** to go past the security door without permission from the office. Every minute of class time is important. If the teacher is interrupted, learning cannot take place. Also, this is crucial to our school's security plan.*

PARENT / TEACHER CONFERENCES

A parent - teacher conference is a planned, prescheduled meeting, usually involving a teacher, the principal, and one or both parents. The time should be used to:

1. *Provide an opportunity to get to know each other.*
2. *Obtain information about the school and its programs.*
3. *Confer with teachers regarding a child's academic progress, conduct, or any other area of concern.*

Google Classroom / Student Progress Center / Class Dojo

The Ouachita Parish School System offers parents an opportunity to know exactly how their child is performing in the classroom without ever having to pick up the phone or visit the school! This wonderful tool is located on the School Website page and is called Student Progress Center. Access to this page will allow you to track your child's grades, assignments, and test schedule. You can also find things like the school calendar, lunch menu, and basketball schedule, and school supply lists. To have this information at your fingertips, all you need is to log-in and create an account! It's that easy!!!

All teachers will be using Google Classroom to post assignments and information. Parents should check here for any assignments missed due to student absences.

Teachers will also be using Class Dojo as a means of communication between the teacher and parent. Our goal is for all parents to be informed at all times regarding school related work and activities.

School Fee

The school fee of $40 is due at the beginning of the 2025-26 school year. This money purchases paper, printers / printing costs, ink cartridges, toner, and includes Chromebook insurance.

Fee breakdown:

$ 5.00 Chromebook insurance
$ 8.00 Ink/Toner
$ 5.00 Paper/Printing costs
$ 5.00 Online class materials
$10.00 Graphis arts materials
$2.00 student folders for sign/return
$5.00 awards,certificates, trophies

ACCOUNTABILITY & STANDARDIZED TESTS

Pinecrest School administers the DIBELS 8(k-3) & LEAP 2025 (3-8) state-mandated test in the spring of each school year. These tests are used to evaluate student progress from year to year and to determine areas of strength and weakness.

Students in grades 2 and 3, in accordance with state law and the OPSB Pupil Progression plan, may not go to the next grade level if they score "Well Below" on the end of the year Dibels. There are exceptions to this policy, as well as options to retest and/or participate in remediation.

Students who do not meet expectations on LEAP testing or DIbels will receive an IASP, as well as targeted interventions to help them make progress toward reaching grade-level goals and expectations.

DATES:

You will receive a more detailed schedule closer to the beginning of testing.

It is extremely important that students attend school during this time. A doctor's excuse is required if a student misses any portion of an exam.

The faculty and staff of Pinecrest are constantly working to ensure that our students master our curriculum to the highest possible level. Your help, as a parent, is crucial. Please encourage your child to strive for maximum performance in his or her work. If we all work together, we will continue to have great success.

Ouachita Parish Grading Scale

A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F 59 - below

REQUIREMENTS FOR PROMOTION

Kindergarten	Must pass reading knowledge, math, and reading skills with a C average
Grade 1	Must pass reading knowledge, math, and reading skills with a C average
Grade 2	Must pass reading knowledge, math, and reading skills with a C average *students must pass a literacy screener. See the district Pupil Progression Plan for details.
Grade 3	Must pass reading, math, & 2 other major subjects *students must pass a literacy screener. See the district Pupil Progression Plan for details.
Grades 4 & 5	Must pass reading, math, and 2 other major subjects
Grades 6-8	Must pass ELA, math, and 2 other major subjects or 1 major and 1 minor subject

HOLD BACK REQUESTS FROM PARENTS

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

- **Parents must submit in writing their request to Mrs. Hicks by the end of February each school year.**
- **SBLC will meet and approve / deny the request.**
- **Parent will be notified of decision.**

Retention due to not meeting passing requirements is based on the district Pupil Progression Plan/SBLC, as listed above, and is not a parent decision.

STUDENT AWARDS

Our students will receive special recognition for academic achievement at the end of each six weeks grading period and at the conclusion of the school year. Special awards will be given on Awards Day as indicated below:

PRINCIPAL'S LIST (4.0 GPA)	Gold Medal AND Certificate
A AVERAGE (3.5 – 3.99 GPA)	Silver Medal AND Certificate
B AVERAGE (3.00 – 3.49 GPA)	Bronze Medal AND Certificate

Students may receive only **ONE of the three awards listed above.
Students cannot have an F on their report card.

ALL A's IN A CORE SUBJECT	ONE Certificate (All Subjects on Same Certificate)
CITIZENSHIP (2 per homeroom)	Medal with Red, White, & Blue Ribbon
PERFECT ATTENDANCE (Cannot miss a whole or half day according to computer printout)	CERTIFICATE

**All students are eligible for the three awards directly above.
**Conduct and P.E. are not considered a core subject.

Honor Roll

In order for a student to make the honor roll, they must have a GPA of 3.0 or higher, with NO C's, D's, or F's on their report card.
Principal's List – All A's
A/B Honor Roll – All A's and B's

Attendance Requirements

Compulsory attendance laws and the Louisiana Board of elementary and secondary Education (BESE) regulations require students to be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

The following define absences according to OPSB policy and state law:

Non-exempted excused absences- absences incurred due to personal illness or serious illness in the family that is documented with acceptable excuses, such as a doctor's note or funeral announcement. A parent note explaining an illness can be used for one day (per week) for a short-term illness. The purpose of the acceptable excuse is to allow the student to be eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. These absences are not considered for truancy purposes.

Exempted excused absences- absences which are not considered for the purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and test, receive credit for work completed, and receive credit for a course and/or school year completed.

Unexcused absences- absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions (see OPSB policy). Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

Suspensions- non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit when completed satisfactorily and in a timely manner. The absence shall be considered when determining promotion, but shall not be considered for the purpose of truancy.

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://doe.louisiana.gov/docs/default-source/career-and-college-readiness/attendance-guidance-one-pager-8-15-2024.pdf

Truancy

When a student has 5 unexcused absences **or** tardies, they are considered truant. This information will be pulled by the Child Welfare and Attendance office of OPSB, who may

pursue legal action. Parents will be notified after 3 unexcused absences by letter and required to meet with the principal. Parents will be required to meet with CWA after 5 unexcused absences to determine further action of seat recovery time. RS 17:233

Dress Code

Pinecrest School follows the OPSB Dress Code for students. We do not require uniforms or clear backpacks for students. Please see the link below for dress code requirements. In addition, we ask that shorts be no shorter than fingertip length when standing. Leggings must be worn with a top that covers the backside.

https://files.gabbart.com/1815/jcdb-24b_1.pdf

Each year our lost and found is filled with clothing items that are lost by students and never reclaimed. Items not reclaimed are donated to a local charity. **Please label all removable garments such as jackets, hoodies, sweaters, coats, etc. with a name.**

OPSB Clear bag Policy for Events

https://files.gabbart.com/1815/policy_review_april_2024.pdf

Water Bottle Policy

Students may use a plastic refillable or disposable water bottle to refill at refilling stations. Metal water bottles are prohibited to be brought by students. All hallways have traditional water fountains students can use if they do not have a plastic bottle or for students who violate this policy. Teachers will return the metal bottle, emptied at the end of the day and parents will be notified. If this is a continual problem, the bottle will be turned into the office for a parent to come get at their convenience.

Pinecrest Pirates

PBIS Parent/Student Handbook

Respectful

Responsible

Safe



Mission Statement:

Our mission is to facilitate positive behavior change in our students and staff and to increase instructional time through the development of effective, proactive, education-oriented interventions that result in the reduction of inappropriate behaviors by students and staff.

Pirate Code of Conduct

- We are **Respectful** to all staff and other students, including cafeteria, custodial and bus employees.
- We are **Responsible** in all areas on the premises of Pinecrest school and on the busses.
- We are **safe** with our actions to all staff members and other students, including on the busses.



Positive Behavior Interventions and Supports (PBIS) In our efforts to establish Pinecrest Elementary/Middle School as a safe, welcoming, and purposeful learning environment, we have implemented Positive Behavioral Interventions and Supports (PBIS). PBIS teaches behavioral expectations and recognizes students for following them. The goal is to establish a climate in which appropriate behavior is the norm. PBIS actively encourages students to achieve their academic potential while also behaving with good character. The goal is to design the most effective learning community possible with the best outcomes for all students

At Pinecrest School the focus is on teaching and encouraging expected behavior in all areas of the school, concentrating on the instruction of The Pirate Code of Conduct: **Be Respectful, Be Responsible, and Be Safe**. Students who are respectful, responsible, and safe act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what The Pirate Code of Conduct means and looks like in all areas of our school through activities, lessons, demonstrations, and role playing.

In addition to learning the Pirate Code of Conduct, teachers and staff will recognize and celebrate students for modeling appropriate behavior. Along with classroom based recognition, staff can issue tickets called Bounty Bucks to students that demonstrate model behavior. The Bounty Bucks can be used to purchase a variety of items from the concession stand, privileges from teachers, and access to special PBIS drawings and activities.

Token Economy System

Pinecrest Elementary/Middle School's token economy system incorporates the following:

- Makes expectations known (prevention)
- Directly instructing students about acceptable behaviors (teaching)
- Rewarding desired behavior (reinforcement) thru the use of "Pirate Bounty Bucks"

Pinecrest has a set of three positively stated school-wide expectations. These expectations are posted in all school settings (e.g. classroom, hallways, restrooms, cafeteria etc.). Students are directly taught in the natural setting how to follow these expectations. After direct instruction the staff actively monitors students in an effort to "catch" individuals who are following expectations or who are demonstrating appropriate behavior. These students can earn a "Pirate Bounty Buck" from school staff that can be redeemed for a variety of rewards and privileges. The Bounty Bucks are also used in a school-wide drawing each six weeks for larger prizes. All students that have an A average in conduct will be eligible for the drawing as well as bounty buck recipients.

Sample Rewards

1st Nine Weeks Skate Town Tickets
2nd Nine Weeks Movie Tickets
3rd Nine Weeks Sweet Frogs Gift Card
4th Nine Weeks Mini Golf Tickets

Other Examples:
Excalibur Tickets
Eskimos Gift Card

(End of Year)

Elementary Fun Day (Behavior/Attendance)

Junior High Technology Day (Behavior/Attendance)

*Incentives may change yearly depending on Student Survey Result

Examples of Pinecrest Bounty Bucks

Pinecrest Bounty Buck

Pinecrest Bounty Buck

Name_____ Grade_____
For being:
Date_____
□ Responsible
□ Respectful
□ Safe



25¢

Given by:_____

In the:
□Classroom
□Walkways
□Cafeteria
□Bathroom

Pinecrest Bounty Buck

Name_____ Grade_____
For being: Date___
□ Responsible
□ Respectful
□ Safe
Given by:_____ _____



25¢

In the:
□Classroom
□Walkways
□Cafeteria
□Bathroom
□Play Areas
□ Bus

Pinecrest Bounty Buck

Name_____ Grade_____
For being: Date___
□ Responsible
□ Respectful
□ Safe
Given by:_____ ____



25¢

In the:
□Classroom
□Walkways
□Cafeteria
□Bathroom

Pinecrest Bounty Buck

Name_____ Grade_____
For being: Date___
□ Responsible
□ Respectful
□ Safe
Given by:_____ _____



25¢

In the:
□Classroom
□Walkways
□Cafeteria
□Bathroom

Behavior Matrix

Expectation	Cafeteria	Hallway	Bus	Restroom	Playground
					
Be Respectful	Keep voices low	Remain quiet Keep hands, feet, and other objects to self	Listen to the bus driver	Keep restroom clean	Play cooperatively Throw away trash
Be Responsible	Keep eating area clean	Be on time Stay in line	Keep hands, feet, and objects to self	Use only the supplies that you need	Line up when you are signaled to do so
Be Safe	Only touch your own food	Walk Stay to the right side	Follow Bus Rules	Wash your hands	Use playground equipment properly

Consequence System

Consistent and fair discipline procedures are crucial to a successful consequence system in all schools. It is important that we are respectful of students in our disciplinary responses. Consequences should focus on teaching, remediation, or logical consequences as much as possible (i.e. if a student breaks a window they work it off in restitution, etc.). In providing consequences we also want to be mindful of the instructional time students are missing with the goal of minimizing the amount of instructional time missed.

In order to maximize student instructional time staff are encouraged to deal with problem behavior in their classroom as much as possible. This requires that staff develop a clear discipline plan, which teaches expectations and routines, incentives for positive behavior, and clear classroom responses to problem behavior for their classroom. If teachers are experiencing pervasive problem behavior in their classroom, they are advised to seek assistance or additional consultation by contacting the principal.

It is essential that staff and administration agree on the following:

- What problem behaviors should be sent to the office?
- What problem behaviors are expected to be dealt with in the classroom?
- What is the sequence of disciplinary responses in the school, or what alternatives are there?
- What are the procedures for an office referral?

The following pages contain materials outlining the consequence system at our school:

- Office Discipline Referral form
- Office versus Staff Managed Behavior
- Discipline Procedures Flowchart

Guidelines for Students

1. Students will go directly from the bus to the cafeteria to get his/her to-go breakfast. Kindergarten will eat in the cafeteria.

2. Students will eat the to-go breakfast in the classroom and not wander the halls.

3. All students are expected to be in class by the 7:45 bell.

4. Students arriving after 7:45 will not be able to eat breakfast unless they are tardy due to bus problems.

5. Students arriving after 7:45 are to check in with the office and cafeteria before going to class.

6. A duty teacher will be in the cafeteria. Teachers will be on duty in the halls to supervise students from 7:20 a.m. - 7:45 a.m.

7. Students are to avoid gathering in the hallways or restrooms before school.

8. Use the restrooms at proper times and avoid going during class time as much as possible. DO NOT play in the restrooms.

9. Students may use the telephone ONLY in case of emergency. TEACHER AND OFFICE PERMISSION IS REQUIRED.

10. Disaster Drill instructions should be followed closely.

11. Upper grade students are NOT allowed to visit or use the restroom facilities in the lower grade hall.

12. Matches, knives, lighters, or instruments that might inflict a wound are not to be brought to school.

13. No TOYS or electronic devices are allowed at school.

14. Smoking, vaping, chewing, or possessing tobacco is prohibited at school.

15. FIGHTING IS A SERIOUS OFFENSE and if two or more students involve themselves, they may be suspended from school.

16. No student is allowed to bring items from home to sell on campus.

17. No student is allowed to stay after school without WRITTEN permission from a parent and designated faculty member.

CAFETERIA RULES



1. Students are expected to be orderly in the cafeteria line and while eating.

2. Students who bring lunches from home must eat in the cafeteria.

3. Drinks in cans or glass bottles are not allowed in the cafeteria.

4. Lunches from home CANNOT to be kept in the cafeteria refrigerator.

5. Juice CANNOT be kept in the refrigerator unless the child has a written excuse from the doctor stating that he/she is allergic to milk.

6. Practice good table manners at all times. This includes chewing with your mouth closed and not talking with food in your mouth.

7. Students are expected to pick up their own paper items before leaving the table.

8. Students should be respectful to the cafeteria staff AT ALL TIMES.

9. No student is allowed in the cafeteria without permission except during lunch.

10. NO STUDENT IS ALLOWED IN THE KITCHEN AREA OF THE CAFETERIA AT ANY TIME.

11. Parents, please **DO NOT** bring fast food lunches into the cafeteria for your child. It is against federal guidelines for school lunch programs.

CLASSROOM RULES

Students are expected to follow the guidelines of the PBIS policy.

****Poor classroom behavior / conduct grades could result in the loss of extracurricular activities such as field trips, fun days, or participation in sports.

LIBRARY RULES AND INFORMATION

The purpose of the library is to provide materials that meet the needs of students and faculty. Each class in grades Pre-K through 5 has been assigned a weekly library visit during which students are encouraged to check out books. The Library Media Specialist works in collaboration with the classroom teacher to provide reinforcement of skills taught in the classroom. The LMS, also, is responsible for the implementation of Accelerated Reader and the STAR Reading Assessment.

The library sponsors a fundraiser every fall and spring, The money earned from these fundraisers is used to purchase books and other equipment for the library. Your support is truly appreciated!!

Library rules are as follows:

1. All students must return all library materials before or on the due date.
2. Students are NOT allowed to check out materials if they have overdue materials.
3. Junior High students will not be exempted from any final if money and/or book is due to the library.
4. Students must return all materials before transferring to a new school.
5. If a student damages or loses a book, he or she must pay for the item.
6. Students are to remain quiet and orderly while in the library. Those who choose not to behave in an appropriate manner may receive conduct marks or be asked to leave the library and return to the classroom.

Ouachita Parish Cell Phone Policy

Cell Phone Policy- NEW

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Elementary	Parent called Cell phone taken Phone returned at end of day to student Minor Infraction parent signs	Parent called Cell phone taken for 1 day Parent picks up phone prior to 3 PM Minor Infraction parent signs Parent notified next cell phone infraction results in phone taken for 3 days	Parent called Cell phone taken for 3 days Parent picks up phone prior to 3 PM Major referral written and entered into computer parent signs 1 day in-school detention or 1 day suspension	Parent called Cell phone taken for 5 days Parent picks up phone prior to 3 PM 3 day suspension Loss of cell phone privileges at school for remainder of school year Meeting with CWA before returning to school	Parent called Recommend alternative placement Loss of cell phone privileges at school for remainder of school year
Middle and High School	Parent called Cell phone taken Parent picks up phone prior to 3 PM Minor Infraction parent signs	Parent called Cell phone taken Parent picks up phone prior to 3 PM 1 day Saturday Seminar or in-school detention Minor Infraction parent signs	Parent called Cell phone taken Parent picks up phone prior to 3 PM 2 days Saturday Seminar or in-school detention Parent notified next cell phone infraction results in phone taken for 3 day ***Special Education students follow Special Education Guidelines****	Parent called Cell phone taken for 3 days Parent picks up phone after 3 days prior to 3 PM 3 days suspension Loss of cell phone privileges at school for remainder of school year CWA meeting before returning to school	Parent called Recommended for alternative placement Loss of cell phone privileges at school for remainder of school year

If parent or child refuses to turn in cell phone, 3 Day Suspension
** Special Education students will follow Special Education Guidelines**

Ouachita Parish & Pinecrest School policy follows ACT 313 Guidelines, as required by law.

Hold back Information For Parents

For both elementary and middle schools -

- The following Hold back Checklist will be included in Pupil Progression and school handbooks. SBLC will use this form as guidance when considering parent requested holdbacks.
- Due to the LHSAA ruling becoming effective July 1, 2024, MIDDLE SCHOOL parents have until May 1, 2024, to request a holdback for the upcoming 24-25 school year.
- Beginning next year (24-25), Feb. 1, will be the deadline for turning in a parent hold back request.
- For 8th grade hold back requests, both the middle school of the student and the upcoming high school of the student will be involved in making hold back decisions.
- This form is for a parent requested hold back. If a student passes, but there are academic concerns, this form would not be necessary.

Hold back Checklist

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 evidenced by more than one major referral)**	*YES*	*NO*
2.	*Has the child repeated a grade, or does the student have an early birthday? (10/1 - 12/31)*	*YES*	*NO*
3.	*Student has more than ten (10) unexcused absences this year.*	*YES*	*NO*
4.	*The student has exhibited concerns with academic effort and/or work ethic.*	*YES*	*NO*

RE: Custody Concerns:

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 level.*

_____ *The School Building Level Committee has determined that this student will be allowed to hold back for the following school year.*

Signature of Committee Members *Date*

_____ _____

_____ _____

_____ _____

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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

1. A reasonable person, under the circumstances, should know what will have the effect of harming a student or damaging his/her life of property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property; and

2. Is so severe persistent, or pervasive that is creates an intimidating, threatening, or abusive educational environment of a student.

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

First Offense	1-3 day suspension, counseling required
Second Offense	1-5 day suspension, counseling required
Three or more offenses	1-5 day suspension or a recommendation for expulsion
Serious cases	Recommendation for change of placement and/or alternative school placement for the remainder of the school year.

LEGAL REFERENCE: Louisiana R.S. 17:416.13

BULLETIN 741REASONS FOR SUSPENSION

1. Willful disobedience

2. Disrespect to a teacher, principal, superintendent, and/or member or employee of the local school board.

3. Making an unfounded charge against anyone in Number 2 above

4. Using unchaste or profane language

5. Immoral or vicious practices

6. Conduct or habits injurious to his/her associates

7. Using or possessing tobacco, alcoholic beverages, or any controlled substance in any form in the school building or on school grounds

8. Disturbing the school and habitually violating the rules.

9. Cutting, defacing, or injuring any part of the school building

10. Writing profane or obscene language, drawing obscene pictures in or on any school premise, or any fence, sidewalk, or building on the way to or from school.

11. Carrying firearms, knives, or other implements which can be used as weapons

12. Throwing missiles on the school grounds

13. Instigating or participating in fights while under school supervision

14. Violating traffic and safety regulations

15. Leaving the school premises without permission, or leaving the classroom or detention room without permission

16. Habitual tardiness or absenteeism

17. Committing any other serious offense

NOTE: Any student who is suspended is subject to losing his/her privileges to go on field trips.

OPSB SEARCH OF STUDENT AND SCHOOL PROPERTY

The Board is the exclusive owner of any public school building, any desk or locker in the building, or any other area that may be set aside for the personal use of students. Any administrator, school resource officer, or teacher may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of Board policy. This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher may search a student or a student's personal effects when, based on the attendant circumstances at the time of the search, there are

reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, Board policy, or a school rule.

Saturday Seminar

Students in grades 4-8 may be assigned Saturday Seminar as a disciplinary consequence if deemed necessary by the school administrator. These sessions are held each Saturday, from 8:00 – 11:30, at OPAL on Thomas Road. Failure to report for Saturday Seminar as assigned may result in an out-of-school suspension.

Classroom Tracking Forms

Students in Grades PK – 8 may have minor behavior issues documented over a five-step process on a disciplinary tracking form. Students, parents, and teachers will be required to communicate regarding the problem behavior and attempt to correct it on the first 4 occurrences before an official discipline referral to the office becomes necessary on the 5th occurrence.

MEDICATION IN SCHOOL

The Louisiana State Legislature passed a school medication law in 1994 (R.S. 17:436.1). The Ouachita Parish School Board has established new guidelines and procedures in order to be in compliance with this law.

AS A GENERAL PRINCIPLE, MEDICATIONS WILL NOT BE GIVEN AT SCHOOL. However, when circumstances arise in which a student must take medication at school; the following will be adhered to:

1. Medications must have a proper medication order form completed by the physician detailing the name of the medicine, dosage, and exact time to be given.

2. Parents must meet with the school nurse to sign appropriate medication forms (consent, release of liability, and emergency) before any medication can be administered at school. The parent shall bring the completed proper medication form, their child, and the properly labeled medication (this includes all over-the-counter drugs). At this time, the nurse will perform a physical assessment on your child.

3. Medication must be brought to the school by a PARENT OR GUARDIAN in a current container appropriately labeled by the pharmacy. Parents/Guardians must sign a form stating that the school received the medication and how much was received. No more than 25 dosages in a tablet form can be kept at the school for each child. NO MEDICATION WILL BE ACCEPTED IN PLASTIC BAGS OR MISLABELED BOTTLES! It is recommended that all narcotics (Dexedrine, Adderall, Ritalin, methylphenidate) be dispensed in a blister pack. At this time, these packs are available at Wal-Mart (WM location only), Price Right Pharmacy (Calhoun), Eckerd's, Rite Aid, and Mason's. There are probably other pharmacies that will provide this service that we are not aware of, so check with your pharmacist.

4. If a medication or dosage is changed, please contact the school nurse at the number listed below or notify the school office. A new order and new pharmacy labeled bottle will be required.

If medication is found in a student's possession, whether it be prescription or over-the-counter (THIS INCLUDES ASPIRIN, TYLENOL, COUGH DROPS, COUGH SYRUP, ANTACIDS, ETC.), the student will be subject to disciplinary action. The ONLY exceptions are inhalers for severe asthma and epi-pens for severe allergic reactions. These medications also require the above arrangements and an additional form to be completed by the doctor

and parent. If a student carries an inhaler or epi-pen on their person, it is also advisable that the school office be provided with an additional dose for locked storage. In most cases of Kindergarten and 1st grade, it is recommended that the student NOT carry these medications on them. NO EYE OR EAR DROPS CAN BE GIVEN AT SCHOOL. Antibiotics should be given in a time span so they may receive them at home if at all possible. REMEMBER, A PARENT OR GUARDIAN MAY ADMINISTER MEDICATION TO THEIR CHILD AT SCHOOL WITHOUT ANY OF THE ABOVE REGULATIONS.

The school nurse needs to be notified of any changes that occur in your child's health condition, provided updated telephone numbers and address changes readily in order to facilitate the care needs of your child. THESE HEALTH NEEDS SHOULD BE SUBMITTED IN WRITING TO YOUR SCHOOL NURSE EACH SCHOOL YEAR. The school nurse can be reached by calling the school at 325-4331 or you may call the parish office at 432-5338.

Ouachita Parish School System

~Guidelines for School Attendance~

Fever is a sign of infection. If your child has a temperature of 100 degrees or above, he/she should remain at home. Children must be FREE OF FEVER for 24 HOURS WITHOUT FEVER MEDICATION before returning to school.

Vomiting & Diarrhea is often contagious. Your child should be watched closely for dehydration and/or bloody stools. Children must be FREE OF DIARRHEA and VOMITING for 24 HOURS before returning to school.

Runny noses & Coughs are typical during the cold and allergy seasons. These should be watched carefully. You child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or thick, discolored nasal discharge. If these symptoms persist, a doctor should be consulted.

Ringworm is a fungal infection of the skin and may be spread from one child to another.

- **Ringworm of the scalp** – the student must be seen by a doctor and BE ON MEDICATION for 24 HOURS before returning to school.
- **Ringworm of the skin** – the student may be treated with over-the-counter medication and may return to school with the site covered.

Rashes vary widely, both in appearance and severity. Whereas a small, isolated area may not warrant keeping your child home, a rash covering a large portion of the body would. A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable to pay attention in class.

Sores may be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of a minor injury and then spread to normal skin nearby. This type of infection is contagious and may cause serious problems for the child. They should be seen by a doctor and MAY RETURN in 24 HOURS.

Staphylococcus (staph) causes a wide variety of illness in children ranging from very mild skin infections to devastating toxic shock syndrome. Most staph infections start small like a blister and can be mistaken for an ant or spider bite. The sore will be very tender around the site and will produce a thick, milky discharge. Antibiotics will be required for treatment and the area should be kept covered to prevent spreading. This is a highly contagious infection, therefore the nurse always has the right to refuse to allow a student to return to school for the safety of other students.

Pink Eye is another common condition seen in schools. It is contagious and must be treated with a medication prescribed by your doctor. Symptoms include redness, itching, swelling, drainage and excessive matter in the eye upon awakening in the morning. (Eyelids may be stuck together). Do not send your child to school with these symptoms. Students may RETURN TO SCHOOL AFTER BEING TREATED FOR 24 HOURS.

Head Lice are often a problem. Any child can get head lice, but it is treatable with time and patience. Our school system follows a "Nit Free" policy. This means a child must be clear of lice and/or eggs before returning to school. Parents are asked to bring students to school where he/she can be checked by school personnel before being admitted to class.

If you have any questions concerning these or any other conditions, please contact the school nurse. Thank you for helping us keep your child's school a healthy learning environment.

Louisiana School Immunization Entry Requirements, by Grade[1]

Grades	Required Vaccinations	Doses Required
Starting at **Kindergarten**[2] entry and for entry into all subsequent grades thereafter	Diphtheria Tetanus Acellular Pertussis vaccine (DTaP)[3]	5
	Hepatitis A vaccine (HepA)	2
	Hepatitis B vaccine (HepB)	3
	Poliovirus vaccine (IPV)[4]	4
	Measles, Mumps, Rubella vaccine (MMR)	2
	Varicella vaccine (VAR)	2
Starting at **6th grade** entry and for entry into all subsequent grades thereafter	Tetanus Diphtheria Acellular Pertussis vaccine (Tdap)	1
	Meningococcal vaccine (MenACWY)	1
Starting at **11th grade** entry and for entry into all subsequent grades thereafter	Meningococcal vaccine (MenACWY)	Second Dose

OPSB Chromebook Responsible Use Policy

Program Purpose

The Ouachita Parish School Board (OPSB) Chromebook Implementation is to provide tools and resources for our students. Increasing access to technology is essential to build upon college and career readiness skills. OPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook will be issued.

General Information

Acceptable Use Guidelines
Students are responsible for their own behavior at all times in accordance with the OPSB District Handbook for Students and Parents, OPSB Computer and Internet Use Policy and this OPSB Chromebook Responsible Use Policy. Please refer to the discipline provisions found in the above policies with respect to violations.

Distribution of the Chromebook
Chromebooks will be distributed near the beginning of the school year. The procedure for distribution of Chromebooks will be established at each school.

Logging into a Chromebook
Students will log into their Chromebooks using their school issued account. Students should never share account passwords with others.

Returning the Chromebook
Chromebooks will be returned at the end of each school year. Instructions for such will be given at that time. Students transferring out of the District will be required to return their Chromebook. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full.

Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to OPSB policies and all of their corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

(1) Respect Yourself
I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

(2) Protect Yourself
I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

(3) Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites.

(4) Protect Others
I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

(5) Respect Intellectual Property
I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

(6) Protect Intellectual Property
I will request to use the software and media others produce. I will use available free and open source alternatives rather than pirating software.

Caring for your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher.

General Precautions

- I will insert and remove cords and cables carefully.
- I will not remove any case or cover issued by OPSB.
- I will keep my Chromebook free of any stickers, writings, or drawings that are not the property of the OPSB.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not place any heavy objects or drop any objects on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or in any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by OPSB, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.

Screen Care

- I will use only my fingers to touch the keyboard or screen.
- I will not spray or wipe my Chromebook with any household cleaning product or wipes. I will use only a soft, dry microfiber cloth or anti-static cloth.
- The hinge of the screen will only open to a slight angle. I will not attempt to open the screen beyond this stopping point as the screen will break if forced.

Preparation and Use

At School
A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher. School

staff will monitor student use of Apps when students are at school. In addition to teacher expectations for Chromebook use, students will be accessing curriculum information and content-appropriate online information in all classes. Any strategy used to circumvent security settings including removing the device from the domain is a violation of this policy. External removable devices are prohibited, including USB drives and flash drives.

At Home

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery will last throughout the day. Repeatedly leaving Chromebooks at home may result in referral to administration and possible disciplinary action. Parents are responsible for monitoring their child's use of the Chromebook when accessing programs from home. Some sites may be blocked even at home since they are filtered by our System. OPSB makes significant effort to filter objectionable content, but we recommend that parents and guardians remain diligent in observing student behavior when using these devices outside of school. Remember, the Chromebook is an educational tool and should still be considered and used for Educational Purposes only. Some applications can be used while not connected to the Internet.

Students are bound by OPSB policies and all other guidelines in this document wherever they use their Chromebooks.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

Managing Digital Work with a Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.

- With a wireless Internet connection, one can access documents and files from any Chromebook or mobile device, anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- All files should be stored in Google Drive, so there's no need to worry about lost homework.
- OPSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.
- If a Chromebook needs repairs, it may require a reload of the operating system. This reload will delete all files stored locally on the Chromebook. The student will need to save all needed files to their Google Drive.

Software on Chromebooks

Originally installed Software:

Chromebook software is delivered via the Chrome Web Store. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the district may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the district as well.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by OPSB.

Damaged Equipment

Accidental Damage vs. Negligence/Intentional Damage

Ouachita Parish School Board

OPSB Chromebook Responsible Use Agreement

Please Complete and Return this page

I have read, understand, and agree to abide by the terms and conditions of the OPSB Chromebook Responsible Use Policy and all associated policies it references. School administrators reserve the right to examine, use, and disclose any data found on the OPSB networks in order to further the health, safety, discipline or security of any student or other person or to protect property. I understand that I may face disciplinary action if I do not abide by the policies set forth.

Student:

First Name: _____ Last Name: _____

School Name: _____ Grade: _____ Date: _____

Student Signature: _____

Student Device Damage Coverage Program

I understand that my OPSB Student Fees include the cost of enrollment in the Student Device Damage Coverage Program. This coverage is for accidental damage or damage sustained from normal use and does not cover intentional or negligent damage by the student. This coverage also does not cover lost or stolen devices. A police report must be filed for the student to be issued another device in the event of theft. If a student shows a pattern of intentional or negligent damage with their Chromebook(s), they may be asked to purchase additional device coverage to receive a new Chromebook.

Please Note:

1. Lost or stolen devices are not covered under the Student Device Damage Coverage Program.
2. In the event of theft, the parent/guardian must file a police report for a new device to be issued.
3. Student Device Damage Coverage does not cover intentional or negligent damage.

Parent/Guardian:

First Name: _____ Last Name: _____

Parent/Guardian Signature: _____

Date: _____

Updated 8/11/2021

OUACHITA PARISH SCHOOL SYSTEM

OPSB.NET WEB PUBLISHING POLICY

Purpose

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

Organizational Responsibilities

- The Website administrator is responsible for developing and maintaining the OPSB district website.

- The Communications Department has the primary responsibility for the content of the OPSB website. All content for the OPSB district website must be approved by the Communications Department.

- A Website Coordinator will be designated for each school in the district. Each school's Website Coordinator will be responsible for all content posted to that school's website. The Website Coordinator is also responsible for insuring that a release form is on file before publishing any identifiable student photos or works.

- The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

Content Standards

- All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.

- All official school board and school web pages should reside primarily on the OPSB web server. If a school chooses to host its website with another provider, the OPSB website will provide a link to the school's website only if the school's website meets all other criteria maintained in this policy.

- All content must be related to curriculum, instruction, or other school or school district related information.

- Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system.

- The OPSB web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.

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

Student Safety

- Student names may be published without a release form. However, no identifiable student photo or student works may be published unless a signed release form is on file for the current school for every associated student.

- No personal information (other than the student name) should ever be published about a student.

- No information that identifies the location of a student at any particular time during the school day (such as schedules) should ever be published.

- Students are not allowed to have or use OPSB assigned email accounts.

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

Web Publishing Guidelines

- All published content must reflect educational goals.

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

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

- All published content must be kept up to date.

- Do not use spaces in naming pages or directories. Use the underscore character ("_") instead of spaces.

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

- School web sites must include

  *School name

  *Principal's name

  *Full address

  *Telephone number

  *Fax number

  *A link to http://www.opsb.net

2024 - 2025 OUACHITA PARISH SCHOOL CALENDAR

Board Approved March 14, 2024

AUGUST 1 (Thursday) ..... 11, 10½, 10, 9½ MONTH EMPLOYEES BEGIN

AUGUST 5-9 (Monday-Friday) ..... TEACHERS & PARAPROFESSIONALS BEGIN
MANDATORY EMPLOYEE INSERVICE DAYS

AUGUST 12 (Monday) ..... GRADES 1-12 STUDENTS BEGIN FULL DAYS
{PreK Testing Day / Kindergarten Registration}

AUGUST 14 (Wednesday) ..... PRE-K & K GIRLS ATTEND / ALL GRADES 1-12 ATTEND

AUGUST 15 (Thursday) ..... PRE-K & K BOYS ATTEND / ALL GRADES 1-12 ATTEND

AUGUST 16 (Friday) ..... ALL STUDENTS / ALL GRADES ATTEND

SEPTEMBER 2 (Monday) {Holiday} ..... LABOR DAY

SEPTEMBER 23 (Monday) {No Students} ..... MANDATORY EMPLOYEE INSERVICE DAY

OCTOBER 14-18 (Monday-Friday) {Holiday} ..... FALL BREAK

OCTOBER 21 (Monday) ..... MANDATORY TEACHER WORKDAY / STUDENT REMOTE/VIRTUAL DAY

NOVEMBER 5 (Tuesday) {Holiday} ..... ELECTION DAY / VETERANS' DAY OBSERVED

NOVEMBER 25-29 (Monday-Friday) {Holiday} ..... THANKSGIVING

DECEMBER 13 (Friday) {No Students} ..... MANDATORY EMPLOYEE INSERVICE HALF-DAY

DECEMBER 23 - JANUARY 3 (Monday-Friday) {Holiday} ..... CHRISTMAS/NEW YEAR

JANUARY 20 (Monday) {Holiday} ..... MARTIN LUTHER KING, JR. DAY

JANUARY 21 (Tuesday) ..... MANDATORY TEACHER WORKDAY / STUDENT REMOTE/VIRTUAL DAY

FEBRUARY 17 (Monday) {Holiday} ..... PRESIDENTS' DAY

FEBRUARY 18 (Tuesday) {No Students} ..... MANDATORY EMPLOYEE INSERVICE
{Paraprofessionals do not attend}

MARCH 24-28 (Monday-Friday) {Holiday} ..... SPRING BREAK

APRIL 18-21 (Friday-Monday) {Holiday} ..... EASTER BREAK

MAY 9 (Friday) ..... SENIORS LAST DAY

MAY 12-19 (Monday-Monday) ..... GRADUATIONS

MAY 22 (Thursday) ..... STUDENTS / PARAPROFESSIONALS LAST DAY

MAY 23 (Friday) ..... TEACHERS LAST DAY

MAY 26 (Monday) {Holiday} ..... MEMORIAL DAY

JULY 4 (Friday) {Holiday} ..... INDEPENDENCE DAY

End of Marking Periods / Report Card Dates	
1: 10-10-24 / 10-25-24	3: 3-12-25 / 3-19-25
2: 1-8-25 / 1-15-25	4: 5-22-25 / TBA

PROFESSIONAL DEVELOPMENT DAYS (8) REMOTE/VIRTUAL STUDENT DAYS (2) HOLIDAYS (33)



POLICY STATEMENT

Section 504 Compliance

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

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

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

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:

Jason Thompson
Assistant Superintendent / Personnel Director /
Title VI & Title IX Coordinator
Ouachita Parish School Board
100 Bry Street
Monroe, LA 71210
(318) 432-5000

Dr. Gail Autrey
Director of Special Education
Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

Barry Johnson
Section 504 Coordinator
Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

Information Regarding
Section 504 of the Rehabilitation Act of 1973

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

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

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

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

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

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

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

YOU HAVE A RIGHT TO:

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

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish's Section 504 Coordinator: Barry Johnson, 800 Claiborne Street, West Monroe, LA 71291,
(318) 432-5400.

Bridges of Ouachita, Homeless Education Program"



Jerlyn D. Bobo, ***District Liaison Supervisor***
1600 No. 7th St. ~ West Monroe, LA 71291
Phone: (318) 432 – 5330

Fax: (318) 432- 5297

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

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

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

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, 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 widows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity
- Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
- Unaccompanied youth
- In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their ***"school of origin"*** even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the ***"best interest of the child"*** while disagreements are settled.

Homeless Education Services:

- Identify homeless and youth by utilization of the Residency Questionnaire
- Immediate Enrollment Assistance, including obtaining birth and immunization records
- Free lunch
- Uniforms
- School Supplies/some school fees
- Medical/Dental /Housing/counseling referrals
- Tutorials in shelters and schools
- Connect students to summer programs/preschool programs/parenting education
- Link to literacy, social, and life skills training
- Pre-service case management

Enrollment: (Bulletin 741, Section 341)

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

1) The person who has the responsibility for enrolling a homeless child in school must see the District Liaison Supervisor *Jerlyn Bobo*, at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law.
2) Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the Child Welfare and Attendance office to complete the enrollment approval, thus be taken to the school where the child will be attending. Student information will also be sent to the Food/Nutrition Supervisor and SIS Coordinator.
3) As a result of this procedure, copies of enrollment process of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

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

Contact Information:

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

State Coordinator
1-225-219-2949, 1-877-453-2721
State of LA. Department of Education
1201 North Third Street
Baton Rouge, Louisiana 70802

***The student handbook is located on our website:
https://pinecrest.opsb.net/216645_2

Parent / Student Signature Page

Student's Name _____ Date _____
Teacher's Name _____ Grade _____

*Parents, please sign the following statements and return to your child's teacher!

I have received the Pinecrest handbook and have discussed the contents with my child.

Parent / Guardian Signature _____ Date_____

Medication Policy

I have read the Ouachita Parish Medication Policy and the Guidelines for School Attendance in regard to illness / disease and will comply with both.

Parent / Guardian Signature _____ Date_____

Cell Phone Policy

I have read the Ouachita Parish Student Cell Phone Policy and understand the consequences for violating the policy.
Parent / Guardian Signature _____Date_____

Web Publishing Policy

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

Parent/Legal Guardian (please print)_____

Signature_____

Date_____


PINECREST
PIRATES