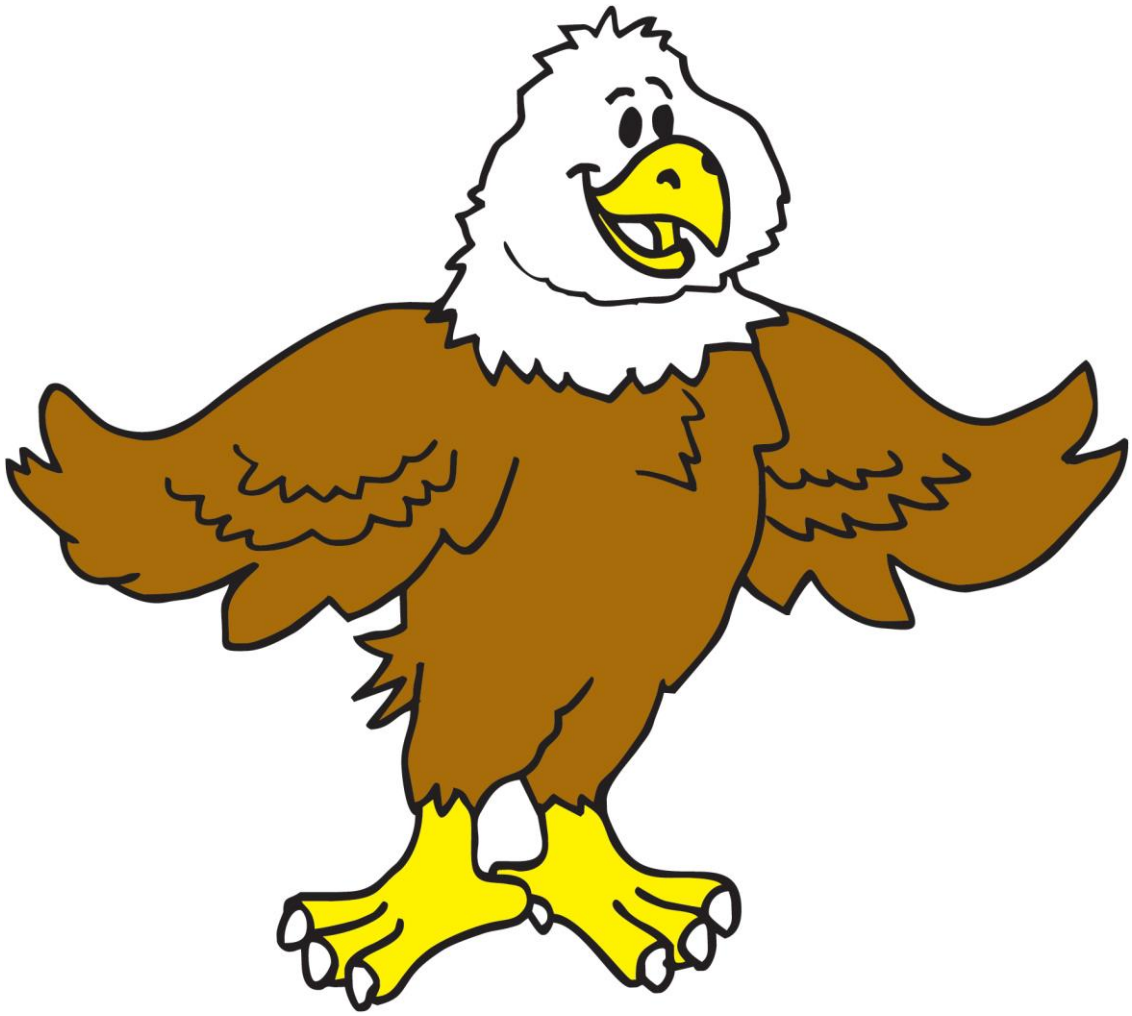
Crosley Pre-K and K

Eagles



Student/Parent Handbook

CROSLEY PRE-K & K

700 Natchitoches Street

West Monroe, LA 71291

Phone (318) 325-3634 Fax (318) 322-7951

Tracey Flaherty, Principal

Dear Parents/Guardians,

Welcome to Crosley Elementary Pre-K and Kindergarten! This handbook has been carefully prepared to provide you with a convenient reference to the policies and procedures of Crosley School. It should be read thoroughly at the beginning of school and referred to if questions arise during the school year.

The ultimate purpose of education is to help each student become an effective member of society. Our teachers and staff are dedicated to helping each child begin reaching for that goal. However, quality education only comes when the entire school staff, students and parents work together cooperatively. Please feel free to communicate any ideas or problems you or your child may have to the school.

Again, we welcome you and hope that you will help make this school year a great one. Your interest and support at home are important to your child and greatly appreciated.

Sincerely,

Tracey Flaherty, Principal

Ouachita Parish Vision Statement:

Building Bridges to the Future

Ouachita 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.

Crosley Elementary Mission Statement:

Crosley PK and K is a great place to start learning!

Crosley PK and K Beliefs:

1. Each student is a valued individual with unique physical, emotional and intellectual needs.
2. Children need encouragement, praise, rewards and recognition to develop self-esteem.
3. Children learn best when parents are involved in the learning process.
4. Fair, firm, and consistent discipline helps students develop self-control.
5. Effective classroom management and structure increase positive learner outcomes.
6. Many children have special needs that should be identified and adequately addressed.
7. Students need opportunities to develop a foundation for decision-making and conflict resolution.
8. Support personnel are essential to quality education.
9. The student-teacher ratio should be as low as possible.
10. Adequate funding for instructional materials should be provided from a stable source.
11. The community plays an integral role in the development of children.

Student Code of Conduct

It is necessary that children learn to develop self-discipline in order to further

their education. Self-respect and respect for others are major goals for our students. While students have the right to public education, they also have a responsibility not to interfere with the educational process of others. Students are responsible for learning the basic school rules and should follow those rules. Therefore, we expect students to do the following:

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

Suggestions to Parents

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

1. Recognize that the teacher takes the place of the parent while the child is at school. Also, recognize that the teacher, like the parent, has the child's best interest in mind.
2. Teach your child respect for law, private and public property, authority and the rights of others.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in regard to recommendations made in the best interest of your child.
5. Talk with your child about school activities; show an active interest in daily papers, report cards and progress made.

Pre-K Attendance

Parents and students are reminded that:

- All students should be in school **EVERY DAY** that school is in session, unless there is an acceptable excuse for being absent.

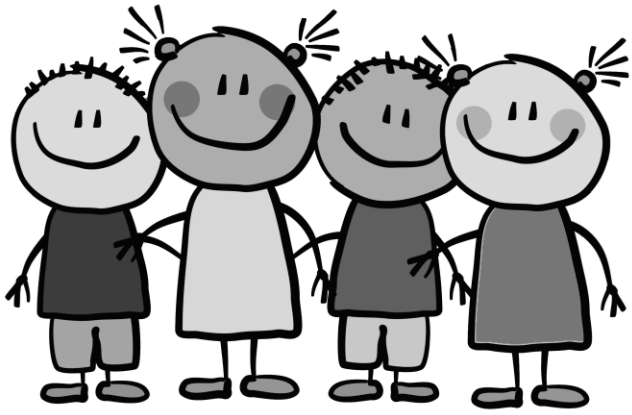
- Students should be in school for the **DURATION OF TIME EACH DAY,** as required by the program. (This means that students are not to be checked in late or checked out early.)

The following procedure will be used concerning absences/tardies for students:

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

Children checking in after 8:00 or checking out before 2:30 (without a valid excuse) will be counted as tardy.

It is our desire that all children receive the very best preparation for academic success. To help achieve this purpose, we ask that the home have students in school on a regular basis.



Kindergarten Attendance

In compliance with Louisiana Bulletin 741, elementary students cannot miss more than **10 days <u>EXCUSED AND/OR UNEXCUSED</u> in a school year to be eligible for promotion to the next grade.** On any absence after reaching a total of ten, the student and parent will have to meet with the OPSB Supervisor of Child Welfare and Attendance.

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

Absences that can be counted as **EXCUSED** are:

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

Excuses by physicians should be submitted WITHIN 3 SCHOOL DAYS of the student returning to school; however, students should bring a written explanation for all absences. A student can only receive up to 75% credit for student work and/or tests missed due to suspension.

- Excuses for absences 1-10 are turned in to the school.
- Excuses for every absence beyond 10 must be turned in to the office of Child Welfare and Attendance at the Ouachita Parish School Board Office (910 Thomas Road, West Monroe, Louisiana).

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

Important Procedures

Arrival: Students can be dropped off at school beginning at 7:25 a.m. Teachers are not on duty before this time. At 7:25 a bell sounds and duty teachers are in their classrooms and at car drop-off. Our school day officially begins at 7:50. Children arriving after 7:50 must be signed in through the office.

Morning Routine

Our car drop-off area is on North 3rd Street at the drive through area by the office. Parents may line up in the marked lane. Doors are open at 7:25 each morning and a teacher is on duty.

Kindergarten children go to their classrooms each morning and put up their book bags, etc. They then eat breakfast in the cafeteria.

Pre-K children go to their classrooms each morning.

Tardy Policy: We recognize that there will be instances when your child may be tardy, but please do not arrive late each day. When a student comes late, he/she disrupts the teacher and the other students. An adult must accompany a late student to the office to sign him/her in and note the reason for the tardiness. An accumulation of four unexcused tardies may result in the names of tardy students and parents being reported to the Ouachita Parish Sheriff's Truancy Officers.
Dismissal: Our school day ends at 3:05. Children who do not ride a bus should be picked up between 2:35 and 3:05. Children who ride a bus will walk to the buses with our teachers and paraprofessionals in a "bus train" and will leave the school at approximately 2:30- 2:40. Bus 32 takes students home immediately. The other buses pick up students at Riverbend before taking students home. *The teacher must be notified in writing if there is a change in a child's regular transportation home*.

Checking In/Out During School Hours: All students must report to the office with a parent/guardian/contact person on the list for that student when checking in or out during the school day. A sign in/out notebook is provided with the following information needed: student name, time in/out, reason and ADULT signature. We encourage scheduling doctor and dental appointments around school hours, when-ever possible. If a student checks out before 11:30 A.M., he/she is considered absent for the day. If a student checks in after 11:30 A.M., he/she is also considered absent for the day.

Contact Information: Please make sure all telephone numbers and addresses (including apartment and lot numbers) are accurate and kept up to date. Please

remember to write a note or call the school when telephone numbers and addresses change. Also, give the name, relationship and telephone numbers of at least three (3) local persons who may be contacted in case you cannot be reached. It is very important that our records be kept up to date; this is our only quick link to you! Also, be sure you have permission to give a person's name as a contact.

Ill or Injured Children: If your child becomes ill at school, we will contact you immediately. If you cannot be reached, we will use the emergency contact information you have provided. Please remember, we cannot keep ill children at school. If your child is injured, we will make him/her comfortable and then call you immediately. It is our policy to treat minor scrapes, cuts and bruises with soap and water and then contact you by phone or note so you are aware of the injury. In most cases we are able to send the student back to class. 911 will be called if deemed necessary.

Telephone/Messages: Parents are requested not to make unnecessary calls to school or ask that messages be delivered to students (except in real emergencies). Plans for afternoon should be made before the student leaves for school. A student is more secure when he/she goes home the same way each day.

Students will not be allowed to use the telephone without permission. Permission must be granted by the teacher or office personnel. A student will not be called to the telephone during school hours unless it is for a real emergency as determined by the principal.

Visitors: All visitors are to enter through the FRONT DOORS and report to the office to obtain a visitor's pass before going to the classroom or any other part of the school. Please respect this slight imposition – it is for the safety of everyone.

Dismissal due to Weather, Etc.: Make a plan of what your child is to do on regular rainy days and in case of an early dismissal. Be sure the child can tell you what he/she is to do. Review each time the weather is threatening. It is requested that arrangements be made in such a way that you will not need a personal call. DO NOT CALL THE SCHOOL DURING THREATENING WEATHER! We must keep our phone lines open for receiving needed information from the central office,

transportation department, bus drivers, etc. DO LISTEN TO A LOCAL TV OR RADIO STATION for current information in regard to school closings.

Personal Checks/Money: In order to maintain accurate bookkeeping, it is very important that all money be sent in a sealed envelope or ziplock bag and marked with the student's name and purpose for the payment.

All other payments (fee money, field trips, concession, fund raisers, etc.) must be cash or money orders.

School Fees: There is a *one-time school fee* charged at the beginning of each school year or when new students register. This fee covers some of the supplies needed in the classroom, required workbooks, computer lab, copy paper and other items used daily by your child. Parents of pre-k children pay this fee after notification. Parents of kindergarten children need to pay this fee when they bring their children to meet the teacher before school starts in the fall. (Extenuating circumstances/payment arrangements may be discussed with the principal). Below is a chart outlining the fees for 2024-2025.

Grade	Fee Amount
Pre-K	$30.00
Kindergarten	TBA

Breakfast and Lunch Program: Kindergarten students are served breakfast from 7:25-7:50. Pre-k students eat breakfast from 7:50-8:30.

Students may bring a lunch if desired. However, no soft drinks or glass bottles are allowed in the cafeteria. Students bringing a lunch may bring water or fruit juice to drink. Tea, carbonated beverages, etc. are not allowed.

Grade Requirements: Kindergarten students receive a report card using A, B, C, D, and F to show the average of their work in each subject for each nine weeks. Kindergarten students must pass reading and math with at least a C average for the 1st through 4th nine weeks in order to pass to the 1st grade.

Ouachita Parish School System Grading Scale:

A 90-100

B 80-89
C 70-79
D 60-69
F 0-59

Birthdays/Parties/Invitations: No flowers, candy, balloons, gifts, etc., may be given or delivered to the students. This is disruptive to classrooms and may cause hurt feelings. Birthday cake/cupcakes may be brought or sent on your child's birthday if the teacher has been notified and agreed on the time. Must be store bought not homemade.

Invitations to personal parties are best sent through the mail or done by telephone. Invitations may be distributed at school only if:

- The entire class is being invited, and
- The invitations are given to the teacher for distribution at the end of the day.

Personal Property: All coats, hats, book bags, notebooks, etc. should be labeled with student's name. "Lost and Found" is located in the gym. Unclaimed items will be donated to charity at the end of each semester.

Students MAY NOT bring radios, cameras or any electronic items, toy guns, toys, games, gum or candy. Buying or selling among students is prohibited. The wearing of expensive jewelry and watches is not recommended.

Books: Parents of pre-k and kindergarten students are allowed and encouraged to check out books from the Crosley library. Kindergarten students are encouraged to check out books also. Parents and students are responsible for library books checked out. Lost or damaged books must be replaced.

Parent–Teacher Conferences: Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established (before/after school, at library/computer time, etc.).

Cell Phone Policy: As outlined in LA Law R.S. 17:239, students are prohibited from using cell phones or any electronic telecommunication device in all public school buildings and on school buses used to transport public school students. Student cell phones are required to be kept out of sight and turned off during school hours in a school building or on a school bus. Disciplinary action will be taken if this policy is not followed. It is strongly encouraged that students not bring cell phones or other electronic devices to school at all. The school will not be responsible for any such devices if lost or stolen at school or on a school bus.

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

STUDENT USE OF CELL PHONES AND OTHER

ELECTRONIC TELECOMMUNICATION DEVICES

The Ouachita Parish School Board shall prohibit, as outlined in La. Rev. Stat. Ann. §17:239, students from using or operating cell phones, cameras, video tape recorders, digital recorders of any kind, or any electronic telecommunication device in public school buildings and on school buses used to transport public school students. Cell phone "use" is defined for this policy as the cell phone or device being in the "on" position or mode. Student cell phones or devices are required to be kept out of sight and turned off during school hours in a school building or on school grounds, or whenever on a school bus. This policy is inclusive of any such device as stipulated above in a student's possession.

ELEMENTARY SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE

First Offense:

Parents will be called. Phone is taken and returned to student at the end of the day. Written minor infraction that parents must sign.

Second Offense:

Parents will be called. Phone taken and returned when parent picks it up prior to 3:00 p.m. Written minor infraction that parents must sign.

Third Offense:

Parents will be called. Phone will be taken for three (3) days and parents must pick up phone at school prior to 3:00 p.m. Written minor infraction that parents must sign.

Fourth Offense:

Parents will be called. Phone will be taken for five (5) days and parents must pick up phone at school prior to 3:00 p.m. Referral is written and put into system.

Fifth Offense:

Parents will be called. Phone will be taken for ten (10) days and parents must pick up phone at school prior to 3:00 p.m. Referral is written, student is given suspension, and must see CWA (Child Welfare and Attendance) before returning to school

Conduct/Discipline: Every teacher shall take disciplinary action to correct a student who disrupts normal classroom activities, is disrespectful to or willfully disobeys an adult, uses foul language, violates school rules or interferes with an orderly educational process. If the behavior problems are not resolved or continue, the student will be referred to the principal or designee for disciplinary action. The principal will discuss the particular misconduct with the child and, when appropriate, implement a disciplinary measure such as counseling, loss of privileges, restorative justice practices, referral to the school building level committee, corporal punishment or suspension. A copy of the behavior report and action taken will be sent home with the child. It is to be signed and returned to school the following day. This will provide you, the parent, the opportunity to follow through appropriately with your child. If a conference with the teacher and/or principal is required, it will be noted on the behavior report. The principal shall be the final interpreter of student conduct and consequences.

Attitudes: The teachers and staff at Crosley believe that attitude directly influences the learning accomplishments in the classroom. Therefore, all staff members will make a conscious effort to develop positive relationships with students.

School-Wide Positive Behavior Plan

The Crosley 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.

Crosley's School Wide Behavior Expectation Motto is focused on the following behaviors.

Crosley Eagles are ……Respectful, Responsible, and Safe.

Expected Behaviors for Playground:

Respectful : Treat others with respect. Hands are for helping. Use kind words.
Responsible: Put toys away. Play by the rules. Take turns. Stay in designated area.
Safe: Use equipment properly. Listen to the adult in charge.

Cafeteria:
Respectful: Hands and feet to yourself. Use nice words.
Responsible: Clean up after yourself. Stay in your seat.
Safe: Listen to your teacher. Eat your own food. Use walking feet.

Restroom:
Respectful: Respect everyone's privacy. Take turns and wait patiently. Use kind words.
Responsible: Wash your hands. Dispose of trash properly.
Safe: Use walking feet. Use equipment properly.

Hallway:
Respectful: Hands and feet to yourself. Use zero voice level.
Responsible: Stay in line. Listen to the teacher in charge.
Safe: Use walking feet.

Library:

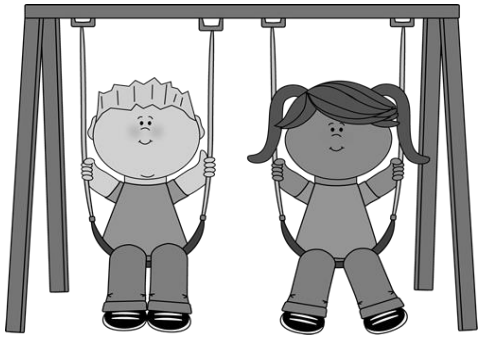
Respectful: Take care of the books.
Responsible: Listen and obey Mrs. Little
Safe: Use walking feet. Keep hands and feet to yourself.

Bus:

Respectful: Follow all bus rules. Respect the driver and other students.
Responsible: Stay in your seat. Keep hands and feet to yourself. Use quiet voices.
Safe: Use walking feet when entering/exiting the bus.

Classroom:
Respectful: Respect the teacher and others. Obey the first time you are given instructions.
Responsible: Keep hands, feet, and objects to yourself. Focus on learning at all times. Take care of your school materials.

Safe:. Use walking feet. Listen to your teacher. Use inside voices.



Student PBIS Incentives: Students who model expected behaviors will have opportunities for recognition and will be eligible for special events. These events will vary each 9 weeks, but may include popcorn/movie party, Glow Party, Sock Hop, Jumper Day, etc.

Bus Transportation: School Board policies are distributed by bus drivers. A card or form will be included that requires the signature of both parent and student. These must be returned to the bus driver. Students are not allowed to change their assigned bus without a note from parents and permission from the principal.

Bus safety rules will be strictly enforced in order to provide the safest possible transportation for all students. Bus drivers will contact the parents of any student who refuses to follow bus safety rules or is disobedient to the driver. If the behavior continues, the student will be referred to the principal. Bus referral for habitual offenders will result in suspension from the bus. Extreme behavior such

as fighting, obscenity, disrespect, etc. may result in suspension from the bus on the first offense.

Crisis Management: To ensure that every student, teacher, and school employee has access to a safe, secure and orderly school that is conducive to learning, a crisis management plan is in effect. Although it is highly unlikely, some crisis situations may require that the school be evacuated, and students relocated. Should evacuation of the school ever become necessary for any reason, the students, teachers, and staff will evacuate to:

1. West Monroe First Baptist Church Student Center on Pine Street (1st choice)
2. Church of the Redeemer gym on Cypress Street (2nd choice)

DRESS AND PERSONAL GROOMING

Student dress, grooming and personal hygiene are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

The following general guidelines are required in **all grades.**

1. Clothing:

- Clothing with suggestive words or pictures will not be allowed.
- Jeans and pants should not have any skin showing.
- Mini skirts should not be worn.
- Spandex based pants that fit like leggings may only be worn under a regular dress or skirt.
- All shorts need to be appropriate length.
- Hooded garments are discouraged, but will be allowed. Under no circumstance is the hood allowed on the student's head at any time while on school campus or on the school bus. If the student violates this rule the student will then receive behavior consequences. No hooded garments are allowed when students take any standardized test.

2. Body Piercings:

   Ear piercings may be worn if not excessive in size that could pose a safety issue to the student or cause a distraction to the learning environment. Only nose studs may be worn by high school students (grades 9-12). No other piercings are allowed.

3. Hair Styles:

The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. *Natural, protective, or cultural hairstyle* shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

- Hair styles or hairdos are required to be clean and neat. Hair styles that cause a disturbance or attract undue attention to a student will not be allowed. The principal or designee will have the final say on the dress code.

4. Shoes/Footwear: Students will not be allowed to wear house shoes, house slippers, or flip-flops. Other backless shoes are discouraged due to safety concerns.

5. Anything not mentioned in the above policy the administration or designee will make the determination as to whether dress/grooming is appropriate.

The principal and/or her designee shall be the final interpreter of the dress code.

Ouachita Parish School Nurse Program

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

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

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

Screening programs performed during the year are as follows:

1. Mandated vision and hearing screenings per recommendation by the American Academy of Pediatrics or by special request of parents or school personnel. Screenings are primarily conducted in kindergarten.
2. Head lice checks on elementary students per parish protocol. At the request of a teacher or parent, the school nurse will perform a lice check for a student or classroom. The parents will be notified immediately if lice/nits are noted in order for the child to be picked up from school. The parent must accompany the child to the office when returning to school in order for the child to be re-checked.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds and visual assessments.

Riser Clinic: Crosley students are eligible for services at the Riser Health Clinic. The clinic is located behind Riser Middle School at 100 Price Drive off Washington Street in West Monroe. Personnel at the clinic can give immunizations and examine sick or injured children.

ILLNESS

To prevent the spread of illness, there is a 24 hour rule. Your child must be free of symptoms for 24 hours before returning to school. A few examples are FEVER, VOMITING, or DIARRHEA. Please see the page titled Helpful Guidelines for School Attendance for more information.

ALLERGIES

If your child has allergies to any type of food product, we must have this in writing from the physician for the cafeteria, teacher & school nurse.

If your child has an environmental allergy, we must also have this in writing from the physician for the teacher & school nurse.

HEALTH CONDITIONS / MEDICAL NEEDS

Make sure the school nurse is aware of any health condition or medical need that your child may have. We often need documentation from the physician in case a care plan is needed at school.

MEDICATIONS

If school personnel is needed to give medication to children during school hours that cannot be given at home, please see the nurse for the proper forms required by state law (R.S. 17:436.1) This includes both prescription, as well as over-the-counter medications (even Tylenol, Tums, or cough drops). Please do not send medications in a zip-lock bag. A pharmacy label is required on all medications, even over-the-counter, and an adult must sign in the medication in the nurse's office, even when bringing refills. The pharmacy needs to provide pills in a blister pack for school use. We can keep no more than a 25 day supply of medication at a time. School personnel are by law not allowed to administer eye drops, ear drops, or topical medications. Please contact the school nurse for further information.

Parents and guardians may come to the school and administer medication to their children as needed without having to meet any requirements.

NOTE: For any of the above needs that require anything in writing, we must have the doctor provide us the information with each new school year using the state forms.

FEVER is a sign of infection or illness. If your child has a temperature above 100.4 degrees, he/she must remain at home.

RUNNY NOSES OR COUGHS are common occurrences but should be watched carefully. Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or thick, discolored nasal drainage. A visit to the doctor may be advised.

RINGWORM is a fungal infection of the skin and is very contagious. Anti-fungal medication must be used on the ringworm site until the ringworm is gone. The area must be covered by a band-aid before returning to school.

RASHES vary widely, both in appearance and severity. Your child should see a doctor if the rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if your child is too uncomfortable.

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 very contagious. The student must be on prescribed medication by the doctor for 24 hours before returning to school.

PINK EYE is very contagious and must be treated with medication prescribed by the doctor. The child may return to school after using the medication for 24 hours and if the symptoms are improving. The symptoms are eye redness, itching, swelling, drainage, and the eye matter may cause the eyelids to be "stuck" together.

THANK YOU FOR HELPING US KEEP ALL OUR CHILDREN HEALTHY!

Immunizations

The table below will help you understand what is required by the LA State Law (Statute 17:170)

for ALL children entering school: Pre-K or Kindergarten.

4 - DPT's - The last one MUST be given ON/AFTER the 4th birthday.
3 - Polio's - The last one MUST be given ON/AFTER the 4th birthday.
2 - MMR's - The last one MUST be given ON/AFTER the 4th birthday.
3 - HBV's - (Hepatitis B)
2 - Varicella – (Chicken Pox) *Or a note from parent stating the child has had disease.

Please strive to have ALL IMMUNIZATIONS completed before your child's entrance to his/her school year if he/she is at least 4 years old.

*IF you receive a letter stating your child's immunizations are NOT current, PLEASE TAKE YOUR CHILD to receive their immunizations or provide documentation otherwise.

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

Children must be in compliance by: 9/30/25.

The school nurse will be accessing the Louisiana State LINKS System (Patient Vaccination Data-base); in conjunction with the information you have provided us, to verify and comply with LA State mandated reporting.

Each time you take your child for shot updates, please send the updated record **OR** a note to the School Nurse who will access a copy via the LINKS system and place a certified copy of the immunization record in your child's folder.

Current facilities offering shots are:

Ouachita Parish Health Unit
361-7281

St. Francis – 920 Oliver Road
966-4700

Ouachita Parish School Board
Policy on Head Lice

HEAD LICE is a treatable problem. Not all nits are killed by the treatments, so it is important to remove them to prevent further hatching.

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

All members of the family should be examined for infestation by a family member. Infested individuals must shampoo with medicated shampoo for lice, such as Qwell, Rid, etc., repeating treatment in 7-10 days. After shampooing, remove all nits with fingernails. (Nylon net is sometimes helpful in removing dead nits). Carefully wash all combs and brushes and soak them for one hour in 2% Lysol solution according to bottle instructions or in the medicated shampoo.

Home control measures include washing all clothing and bedding in hot soapy water. Personal articles that cannot be washed may be dry cleaned or placed in a plastic bag and sealed for two weeks. One of the lice control insecticides may be used to treat mattresses, upholstered furniture and shelves on which head and neck apparels are stored. DO NOT USE insecticide on the head or any other part of the body. Keep all of the affected children's clothing separate from that of other children. All members of a household should be treated.

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

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.