

# **Lenwil Elementary**

## **Pre-K – 5<sup>th</sup> Grade**

112 Arrant Road, West Monroe, LA 71292  
(318) 323-3604 Fax # (318) 323-7796  
[lenwil.opsb.net](http://lenwil.opsb.net)



### **Student/Parent Handbook**

### **2025-2026**

**Whitney Futch, Principal**

Irene Tivet Correro, Curriculum Coordinator

Jill DeBruhl, Secretary

Gayle Rushing, Bookkeeper

Dear Parents and Guardians,

Welcome to Lenwil Elementary School! This handbook will help you understand the expectations and procedures of Lenwil School. Please read it carefully at the beginning of the year and look back at it any time you have questions later.

Our goal is to help every student grow and reach their full potential academically and socially. Our teachers and staff work hard to help each child reach this goal. However, this kind of quality education is only possible with the help of the entire school staff, students, and parents working together! Please feel free to share with us any ideas or problems you or your child may have.

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

Sincerely,

*Whitney Futch, Principal*

## **Lenwil Elementary Vision statement**

Lenwil's vision is to educate the whole child through emotional, social, and intellectual support. Using a rigorous curriculum in all core subjects, our students will meet yearly growth targets as they become motivated, independent thinkers and problem solvers.

## **Ouachita Parish Vision Statement:**

Building Bridges to the Future

## **Ouachita Parish Mission Statement:**

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

## Table of Contents (Alphabetical)

	<b>Page Number</b>
<b>Attendance</b>	<b>4</b>
<b>Bell Schedule/Procedures for Arrival and Dismissal</b>	<b>5</b>
<b>Cell Phone Policy</b>	<b>6-7</b>
<b>Class Parties/Birthdays</b>	<b>7</b>
<b>Computer Access and Internet Safety</b>	<b>7</b>
<b>Discipline/Expectations</b>	<b>8-9</b>
<b>Dress Code</b>	<b>10</b>
<b>Grading/Reports/Pupil Progression</b>	<b>11</b>
<b>Health and Wellness</b>	<b>12-14</b>
<b>Homework</b>	<b>15</b>
<b>Money/Personal Check Policy</b>	<b>15</b>
<b>Parent Involvement</b>	<b>16</b>
<b>Personal Property</b>	<b>16</b>
<b>Rights of Students with Disabilities</b>	<b>17-18</b>
<b>Student Privacy</b>	<b>19</b>
<b>Student Safety/Crisis Management</b>	<b>19-20</b>
<b>Transportation</b>	<b>20</b>

# **ATTENDANCE**

In compliance with Louisiana law, elementary students cannot miss more than 20 days EXCUSED and/or UNEXCUSED in a school year to be eligible for promotion to the next grade. The parent of any student that is frequently tardy or absent will be asked to meet with the OPSB Director of Child Welfare and Attendance.

It is very important to get classwork for your child when they miss school. If your child will be absent for more than 1-2 days, please call the office and arrange a convenient time to pick up make-up work.

Absences that can be counted as EXCUSED are:

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

Excuses by physicians should be submitted to the school **WITHIN 2 SCHOOL DAYS** of the student returning to school; however, students should bring a written explanation of all absences.

**\*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 of truant students and parents to the Ouachita Parish Sheriff's Truancy Officers and the OPSB Director of Child Welfare and Attendance.**

**You can view the OPSB District Policy for Student Absences and Excuses here:**

<https://www.opsb.net/about-us/policy-manual> (Search File: JBD)

**TARDY POLICY:** We recognize that there will be instances when your child may be tardy, but they are missing instructional time that could affect their learning. 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 five unexcused tardies may result in the names of tardy students and parents being reported to the Ouachita Parish Sheriff's Truancy Officers.

# **BELL SCHEDULE AND PROCEDURES FOR ARRIVAL AND DISMISSAL**

## **2025-26 Bell Schedule:**

7:30 am - Students may enter the school

7:55 am - Tardy Bell

2:45 pm - PreK Dismissal

2:50 pm - K Dismissal

3:00 pm - Dismissal for Grades 1-5

**ARRIVAL:** Students can be dropped off in the car line beginning at 7:30 a.m. Teachers are not on duty before this time. Our school day officially begins at 7:55 a.m.

**Children arriving after 7:55 must be signed in through the office and will receive a tardy.**

## **MORNING ROUTINE:**

CAR RIDERS will be dropped off on the east side of the school at the Multipurpose Room doors. Parents may line up in the line one car behind the other in the right hand lane. There **WILL NOT** be a double lane. **Please do not drop children off at the front office or anywhere else other than our car drop off lane.** This is for your child's protection. We have duty teachers in place in certain areas.

BUS RIDERS will be dropped off at the front awning to enter the school.

All children in grades 1– 5 will go to the cafeteria for breakfast before going to class. Please have your child at school before 7:45 am if they will be eating breakfast. Pre-K and K students will go straight to class and eat breakfast during their class's assigned time beginning at 7:55 am.

**DISMISSAL:** Our school day ends at 3:05 p.m. The teacher must be notified in writing if there is a change in a child's regular transportation home. No changes can be made after 2:30 p.m. For the safety of our students and staff, parents must remain in their cars until your child is brought to you by a duty teacher. **On half days, we will begin as usual, but the dismissal time will be 11:30 a.m.**

**CHECKING IN/OUT DURING SCHOOL HOURS:** All students must report to the office with a parent/guardian/contact on the list for that student when checking in or out during the school day. All students must be checked in or out by an ADULT using the log in the front office. We encourage scheduling doctor and dental appointments around school hours, whenever possible. A student is considered to be in attendance for one-half day when he/she is physically present for 25-50% of the day. A student is considered to be in attendance a whole day when he/she is present 51-100% of the school day.

**VISITORS:** All visitors must enter through the main office. Parents and other visitors will not be allowed to enter the school unless they are attending a scheduled parent meeting or activity with a teacher or staff member.

## **Cafeteria**

Using federal grant money, all of our students, pre-k – 5<sup>th</sup> grade, eat free for breakfast and lunch. If your child is eating lunch from home, it will need to be sent that morning. No outside food can be brought in from a fast food restaurant in its original packaging, but you may put it in Ziploc bags or some other general container.

## **Cell Phone Policy**

Lenwil Elementary follows the Ouachita Parish School Board Policy on cell phone use. You can see this policy here: <https://nutrikids.gabbart.com//OuachitaCAPS/Policies/JCDAE-21b.htm>

The Ouachita Parish School Board shall prohibit students from using or operating cell phones, cameras, video 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 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 the 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.

**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.

## **CELL PHONES PROHIBITED WHILE DRIVING IN SCHOOL ZONES**

Law prohibits most use of electronic devices like smartphones in school zones during designated hours (7:20-8:30; 2-3:30). The prohibition does not apply to the use of a hands-free wireless device or various types of radios.

There are also exceptions to the new handheld device rule. A person may use a wireless device in a school zone if they are reporting an accident or crime. A person can also get on their phone in a school zone if he is sitting in a parked car at the time.

People caught violating the ban on handheld devices in school zones will be fined up to \$175 for the first offense and \$500 for subsequent offenses. If the person who committed the violation was in an accident at the time, they can be fined double the normal amount.

## **CLASS PARTIES/BIRTHDAYS**

All grades will have a class party for Christmas and Valentines. We may also have classroom activities for other holidays and special occasions.

No flowers, candy, balloons, gifts, etc. may be given or delivered to the students. Cupcakes or pre-packaged snacks may be sent on your child's birthday, but only bakery or store bought for safety purposes. These can be dropped off at car pick up or in the front office. Homemade treats will not be allowed at this time.

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

- The entire class is being invited (or all boys or all girls only)
- The invitations are given to the teacher for distribution at the end of the day.

## **COMPUTER ACCESS AND INTERNET SAFETY**

You can view the OPSB District Policy on STUDENT COMPUTER ACCESS AND USE here:  
<https://nutrikids.gabbart.com//OuachitaCAPS/Policies/IFBGA-18.htm>

Families will receive the [OPSB Chromebook Responsible Use Policy](#) at the beginning of each year.

All personal electronic devices fall under the cell phone policy guidelines.

## **DISCIPLINE POLICY/SCHOOL RULES**

In order to provide a safe, orderly learning environment for each student, procedures and rules of conduct must be established and followed. Students will bring home a daily conduct report so that parents can be informed about their child's behavior. The principal has the discretion of interpreting the behavior. The following behaviors are unacceptable and could lead to an office referral after warnings:

1. Willful disobedience, disrespecting, or defying school personnel
2. Dishonesty
3. Leaving class without permission
4. Bringing personal property to school unless needed for class work or activity. The item(s) will be held in the office until a guardian comes to get them.
5. Buying, selling, or giving items to other students without the teacher's permission. This includes money for concessions.
6. The following violations will lead to an office referral and possibly suspension:
  - Fighting or participating in a fight
  - Profanity, abusive, or obscene language, writing or gestures.
  - Possessing or using tobacco, drugs, alcohol, weapons, matches, cigarette lighters, or fireworks.
  - Stealing
  - Vandalism
  - Threatening to do bodily harm to another student, teacher, or school personnel
  - Searching for inappropriate things on the computer

### **IMITATION OR TOY WEAPONS**

Any object in the form of a weapon, whether it be imitation, facsimile, or a toy, shall be banned from school campuses, buses, and all school activities. The uninvited presence of an imitation, facsimile, or toy weapon on school campuses may cause confusion, fear, and disruption to the academic goals and educational process. Any student violating this policy may be suspended for a duration as determined by the principal and/or recommended for expulsion.

**Students who have been suspended, had multiple office referrals, and/or have a C or below average on their report card in conduct will not be allowed to participate in field trips or fun activities for the current nine weeks.**

## **Lenwil Elementary School-Wide Expectations:**

Lenwil Tigers know how to ROAR!

R- We are RESPECTFUL.

O- We OBEY.

A- We ACT SAFELY.

R- We are RESPONSIBLE

<p><b>Playground Expected Behaviors:</b></p> <p><u>Respectful:</u> Share equipment and take turns. Practice kindness with everyone.</p> <p><u>Obey:</u> Enter and exit quickly and quietly. Follow rules on playground equipment. Listen and follow directions from duty teacher.</p> <p><u>Act Safely:</u> Keep hands and feet to self. Leave dirt, sticks, rocks on the ground.</p> <p><u>Responsible:</u> Line up quickly when recess is over. Throw away all trash in the proper container.</p>	<p><b>Bus Area Expected Behaviors</b></p> <p><u>Respectful:</u> Use quiet voices. Respect everyone and their property.</p> <p><u>Obey:</u> Face the front. Follow bus rules.</p> <p><u>Act Safely:</u> Stay seated. Walk to and from the bus. Keep hands and feet to self.</p> <p><u>Responsible:</u> Remain in your bus line until dismissed. Go directly to the bus area when called.</p>
<p><b>Hallway Expected Behaviors</b></p> <p><u>Respectful:</u> Practice kindness with everyone. Respect displayed work.</p> <p><u>Obey:</u> Walk facing forward on the pawprints. Do not touch the wall.</p> <p><u>Act Safely:</u> Keep hands and feet to self. Be careful with doors.</p> <p><u>Responsible:</u> Be on time for all classes. Walk quietly past other classrooms.</p>	<p><b>Restroom Expected Behaviors</b></p> <p><u>Respectful:</u> Flush toilet and wash hands. Give privacy.</p> <p><u>Obey:</u> Be quiet Do not write on restroom walls or stalls.</p> <p><u>Act Safely:</u> Keep hands, feet, and objects to self. Do not play in the restroom.</p> <p><u>Responsible:</u> Use restroom and supplies properly. Put paper towels in the trash can.</p>
<p><b>Cafeteria Expected Behaviors</b></p> <p><u>Respectful:</u> Use quiet voices. Use good manners.</p> <p><u>Obey:</u> Enter and exit quietly in a single file line. Keep food in the cafeteria.</p> <p><u>Act Safely:</u> Stay seated. Keep hands, feet, and objects to self.</p> <p><u>Responsible:</u> Clean up after yourself. Wait quietly in line until served.</p>	<p><b>Assembly Expected Behavior</b></p> <p><u>Respectful:</u> Raise hand to speak.</p> <p><u>Obey:</u> Sit still and quietly.</p> <p><u>Act Safely:</u> Walk when entering and exiting.</p> <p><u>Responsible:</u> Give the speaker your full attention.</p>

## **DRESS CODE**

Student dress, grooming, and personal hygiene are not to adversely affect the students' participation in classes or any school-related activities. Administrators are authorized to determine what is appropriate for school wear and hair styles. No student shall wear, possess, use, distribute, or display any clothing or item that is associated with drugs, alcohol, violence, gang activity, or obscene language/gestures. Any clothing that is too short, too tight, causes distraction or disruptions in class, or is deemed inappropriate for school will result in a phone call to a parent/guardian to bring more suitable attire for the student. Student clothing should not distract from learning. Hair styles are required to be clean and neat. Hairstyles that cause a disturbance or distraction in the classroom will not be allowed.

**PANTS:** Pants should be worn at waist level with a belt, if needed. No oversized, baggy pants allowed. Pants may not drag the floor and must be hemmed. Pants, leggings, or jeggings for girls may not be tight/form fitting without a shirt or dress that reaches mid-thigh (enforced **in grades 3-5**). Jeans and pants should not have any skin showing through rips or tears.

**SHORTS:** Shorts must be mid-thigh or longer, hemmed, and worn at waist level with a belt, if needed. No long, big legged shorts. No short athletic or gym shorts.

**SKIRTS/JUMPERS/DRESSES (Girls):** The length must be mid-thigh or longer, hemmed, and worn at waist level with a belt, if needed. No halter dresses or mini skirts.

**SHIRTS:** No inappropriate or distasteful pictures, slogans, or ads. No fishnet or muscle shirts. No spaghetti straps. No halter tops. No midriff showing. No sheer or see through shirts.

**SOCKS:** Recommended unless wearing sandals.

**SHOES:** Sensible – No shoes with rollers. House shoes, house slippers, or flip-flops will not be allowed. Other backless shoes are discouraged due to safety reasons. Light-up shoes are also not allowed due to the distractions that they could cause.

**HOODIES/JACKETS:** Hooded garments are discouraged, but will be allowed. Hoods may not be worn while inside the school or on a school bus. No hooded garments are allowed inside the classroom during a standardized test.

### **GENERAL:**

- Ear piercings may be worn if not excessive in size. No other piercings are allowed.
- No tattoos (permanent or temporary) should be visible.
- No hats, caps, sunglasses permitted (unless designated by a teacher).
- Backpacks should be large enough to fit a typical school binder or folder. Backpacks with wheels are discouraged.

## **GRADING/REPORTS**

Report cards are sent home at the end of every 9 weeks period. In grades K-5, parents will receive **test papers every Wednesday**. These papers will be sent home in their Lenwil folder. Review these papers with your child, sign them, and return the next day.

Every student has a **DAILY FOLDER**. It will have notes, calendars, announcements, daily work, conduct, and other important things from the teacher and the school. Please check this daily so we can keep our communication open. Please take time to clean out this folder and your student's backpack each week to help your student stay organized throughout the school year.

Click on the following link to view the OPSB Pupil Progression Policy and see the parish guidelines for passing each grade level:

**[Ouachita Parish Pupil Progression Policy](#)**

## **HEALTH and WELLNESS**

**SCHOOL NURSE PROGRAM:** The School Nurse is available as a resource for health related concerns. The nurse can provide preventative measures, health counseling and education and can assist with medical needs as they arise. The school nurse conducts screening/education programs during the year as follows:

1. Mandated vision and hearing screenings per the American Academy of Pediatrics or by special request. Screenings are primarily conducted in kindergarten and odd grades through 9<sup>th</sup> grade.
2. Pediculosis (head lice) checks on elementary students per parish protocol.
3. Personal hygiene classes taught to 5<sup>th</sup> grade students.
4. General overall assessment of students which may include, but not limited to, height and weight, vital signs, listening to heart, lung and abdominal sounds and visual assessments.

**If you DO NOT want your child to participate in any of the above then you must notify the school nurse in writing.**

**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.

**ALLERGIES** – If your child has allergies to any type of food or environmental surroundings, we must have this in writing from the physician for the cafeteria, teacher & school nurse.

**IMMUNIZATIONS:** Louisiana State Law (Statute 17:170) requires that all students be immunized against childhood diseases in accordance with the immunization schedule and the Office of Public Health. An up-to-date immunization record must be provided for school records.

**EMERGENCIES:** Parents are notified if their child is injured or becomes ill at school. If an injury occurs, only simple first aid will be administered. It is important that the school has a working phone number where parents can be reached and names of relatives, friends, or neighbors who will assume responsibility for the child if parents cannot be reached.

**MEDICATION:** The policy of the Ouachita Parish School Board states that medications are not given at school; however, when circumstances arise in which a student develops a long term health problem, the following policy will be adhered to:

1. Any student who is required to take medication (prescription or over-the-counter) during school hours must have written orders from a physician detailing the name of the drug, dosage, and exact time to be given. Medication forms must also be signed by parents.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy. Please request that medication be filled in a "blister pack".
3. Students are NOT allowed to have any medications in their possession on school grounds including cough drops, antacids, vitamins, etc...
4. Parents must bring ALL medications with doctor's orders to the office.
5. A student that is taking a new medication (that they have never taken before) will need to be observed for 24 hours on the medication by a parent before taking the medication at school.

***A parent or guardian may come to the school and administer medication to their children as needed without having to meet any requirements.***

## **Health Guidelines for School Attendance**

**FEVER** is a sign of infection or illness. If your child has a temperature above 99 degrees, he/she must remain at home. He/She must be free of fever for 24 hours without the aid of fever medication before returning to school.

**VOMITING OR DIARRHEA** is often contagious. Your child should be watched closely for dehydration and/or bloody stools. He/She must be free of vomiting or diarrhea for 24 hours without the aid of medication for these symptoms before returning to school.

**PEDICULOSIS (LICE) POLICY-** Ouachita parish has a nit-free policy. School nurses and/or school personnel will check heads periodically during the year. Upon finding evidence of head lice, a parent/guardian will be notified and required to pick the student up from school. The hair and scalp must be treated as indicated and all nits (eggs) removed from the hair before returning to school. **A parent/guardian should accompany the student to the front office upon returning to school. Student's should be re-checked and cleared by school personnel before being readmitted to class.** It is not necessary that a child be excluded from school once treated and the nits removed. The length of time a child is absent from school is totally dependent on the parents' expediency in treating the hair and removing all nits.

**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.

## **HOMEWORK ASSIGNMENTS**

The amount of homework is left to the discretion of the teacher. Students are expected to complete their homework each day that it is assigned. Students are to bring their homework, books, pencils, and/or pens, paper, and other necessary materials to class every day. *When your child misses school, it is important to get their work from the teacher so they won't be so far behind when they return to school.* To request missed work for a sick child, please call the office before noon. A teacher needs time to prepare work to be sent home. Work requested after noon may be picked up the next school day.

## **HOMEWORK ASSISTANCE SERVICES**

**Homework Louisiana** ([www.HomeworkLa.org](http://www.HomeworkLa.org)), a service of the State Library of Louisiana, offers **FREE** online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a **live tutor**. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

## **MONEY/PERSONAL CHECK POLICY**

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

**We are accepting payments online this year using a credit or debit card, but we are not able to accept personal checks.**

**SCHOOL FEES:** For the 2025-26 school year, Lenwil students will pay a school fee of \$20 and a chromebook insurance fee of \$5.

**Online payments for school spirit wear, field trips, donations, etc... may be made here:**  
[LENWIL ONLINE PAYMENTS](#)

## **PARENTAL INVOLVEMENT**

Parents are encouraged to participate in their child's education by providing individually wrapped snacks, communicating frequently with teachers, helping with parties and activities for the students, and other things the teacher may need from you. Meetings and activities will be held throughout the year. You will be notified of these meetings on the school calendar, school website, our school Facebook page, and notes that will be sent home.

**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 3 local persons who may be contacted in case of an emergency. It is very important that our records be kept up to date. Be sure you have permission to give a person's name as a contact.

**PARENT / TEACHER CONFERENCES:** Parent -Teacher conferences are encouraged. Conferences may be requested by parents or teachers. Please contact your child's teacher if you wish to have a conference. Conferences cannot be held without prior arrangement because teachers must be in their classrooms with their students. If you have scheduled a conference, please check in first at the office. If you need to reschedule a conference, please contact the office at 323-3604.

## **PERSONAL PROPERTY**

All coats, hats, book bags, notebooks, etc. should be labeled with the student's name. "Lost and Found" is located in the multipurpose room. 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, selling, or trading among students is prohibited. The wearing of expensive jewelry or watches is not recommended.

**The School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students, for the purpose of enforcing compliance with any health, safety or security policies, rules, or regulations.**

# RIGHTS OF STUDENTS WITH DISABILITIES

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.

**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**

---

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.

## **STUDENT PRIVACY**

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."

You can view the OPSB district Student Privacy Policy here:

<https://www.opsb.net/about-us/student-privacy>

## **STUDENT SAFETY AND 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, our school has a crisis management plan in place. Should evacuation of the school ever become necessary for any reason, the students, teachers and staff will proceed to New Hope Worship Center at 131 Arrant Road.

Questions or concerns about our school safety plan should be directed to our principal, Mrs. Futch.

**DISMISSAL DUE TO WEATHER:** Make a plan of what your child is to do on regular rainy days and in case of 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 Check the OPSB app, OPSB Facebook Page, LISTEN TO LOCAL TV or RADIO for current information in regard to school closings. Students may have virtual assignments if school is canceled due to inclement weather.

## **TRANSPORTATION**

**Bus Safety** – Student safety on the bus is a must and rules set to achieve this will be strictly enforced. Bus drivers will contact the parents of any student who refuses to follow bus safety rules or is disobedient to the driver. If the behavior continues, the student will be referred to the office. **Parents must be visible to the driver of all Pre-K – 2<sup>nd</sup> grade students for the safety of the child. The driver will wait only a short amount of time so their schedule will remain as accurate as possible and then return the student to the office.**

1<sup>st</sup> referral – Warning

2<sup>nd</sup> referral – 3 days suspension from the bus

3<sup>rd</sup> referral – 5 days suspension from the bus

4<sup>th</sup> referral – Suspension for the remainder of the year from the bus.

- **There are some extreme behavior situations that can result in the student being suspended on the first referral.**

**Transportation Changes** - Please make sure that your child knows how they will be going home each day before coming to school. We ask that you do not make frequent changes to your child's transportation schedule so that mistakes are not made.

## **District Contact Information for 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  
Personnel Director/Title VI Coordinator  
Ouachita Parish School Board  
North 7th Street, West Monroe, LA  
(318) 432-5000

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

Dr. Angela Crumpton  
Director of Secondary Education/Title IX Coordinator  
Ouachita Parish School Board  
North 7th Street, West Monroe, LA  
(318) 432-5000

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



# Lenwil Elementary School

## Parent and Family Engagement Policy

### 2025-26

In support of strengthening student academic achievement, Lenwil Elementary School receives Title I, Part A funds and, therefore must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

Lenwil Elementary School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents and families play an integral role in assisting their child's learning.
- Parents and families are encouraged to be actively involved in their child's education at school.
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Lenwil Elementary School agrees to implement the following requirements as outlined by ESSA Section 1116:

#### A. ANNUAL TITLE I MEETING

Lenwil Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

*During the 1<sup>st</sup> nine weeks of the school year, Lenwil Elementary School will hold its Annual Title I meeting to inform parents of the requirement of Title I and the school's participation, as well as the parents' right to be involved.*

#### B. FLEXIBLE NUMBER OF MEETINGS

Lenwil Elementary School will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).



### **C. JOINTLY DEVELOPED**

Lenwil Elementary School will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school's parent and family engagement policy and the joint development of the schoolwide program plan.

*At the beginning of the school year, we will meet with parents and other stakeholders. During this meeting, parents will receive information about the school's Parent and Family Engagement Policy and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys, and questionnaires. Parents may submit comments/recommendations on the plan to the school administrator, Whitney Futch, at [futch@opsb.net](mailto:futch@opsb.net). The plan will be sent home at the beginning of each school year and will be posted to the school's website at [lenwil.opsb.net](http://lenwil.opsb.net).*

### **D. COMMUNICATION**

Lenwil Elementary School will provide parents of participating children timely information about programs under Title I, including:

- a. a description and explanation of the curriculum in use,
- b. forms of academic assessment used to measure student progress,
- c. achievement levels of the challenging State academic standards, and
- d. if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

*At the beginning of each school year, the Lenwil Elementary Parent and Family Engagement Policy will be sent home and made available on the school's website. The policy will also be discussed with parents during parent-teacher conferences at the beginning of the school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and/or surveys.*

*Parents will be involved in planning, reviewing, improvement, and revising of the policy through a yearly review. All parents will be afforded the opportunity to participate each year in the review.*

### **E. DISSENSION PROCESS**

Lenwil Elementary School will submit any comments/concerns to the OPSB Director of Federal Programs if the schoolwide plan and/or parent and family engagement policy is not satisfactory to parents.



*Any comments/concerns can be emailed to the Director of Federal Programs, Anthony Killian, at [killian@opsb.net](mailto:killian@opsb.net) or phone at 318-432-5330.*

## **F. SCHOOL-PARENT COMPACT**

Lenwil Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

*To ensure that parents are a part of this decision-making process, Lenwil Elementary will hold an annual parent meeting to review and discuss any desired changes to the jointly developed school compact. This compact will outline how the school faculty and staff, parents, and students all take part with a shared responsibility of improving student academic achievement. This compact will serve as a joint agreement not only detailing the school's role in providing high quality instruction and curriculum, but also the responsibility of both students and parents for meeting and supporting in the learning process. The compact will give details on how parents will have reasonable access to staff, receive ongoing reports on student progress, and various opportunities to volunteer at the school.*

## **G. BUILD CAPACITY OF PARENTS**

Lenwil Elementary School will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - the State's academic content standards
  - the State's student academic achievement standards
  - the State and local academic assessments including alternate assessments
  - the requirements of Title I, Part A
  - how to monitor their child's progress
  - how to work with educators to improve the achievement of their children
- Educate school personnel, specialized instructional support, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.



- Coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.

*Lenwil Elementary School will offer parent workshops on an as needed basis. We will continue to encourage parents to use online resources such as the OPSB website ([www.opsb.net](http://www.opsb.net)), Lenwil Elementary teachers' webpages and Google Classrooms, i-Ready, and Ouachita Parish Public Library ([oplib.org](http://oplib.org)). Some websites will require parents to contact the child's teacher for online access information. In an effort to help parents support their child's academic success, we also have other resources and reading material available. Parents will also be encouraged to attend the district-wide Parent Advisory Council meetings, where they can get materials, training and resources to improve their child's achievement.*

## **H. ACCESSIBILITY**

Lenwil Elementary School, in carrying out the parent and family engagement requirements of this part to the extent practicable, shall provide full opportunities for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

*Parent volunteers will be asked to work within the community to garner support for events such as educational nights, field trips, PTA Meetings, parent conferences, parent advisory meetings, and other parent events. Surveys will be sent out to parents to gather input from parents regarding topics of need and to identify barriers to parent participation. Parent workshops will be held as needed (interpreters may be arranged to assist with non-English speaking parents and/or parents with disabilities) to encourage parental involvement with academics. Family and community stakeholders will be made aware of the training sessions through resources such as newsletters, event flyers, use of the school marquee, social media, phone calls, and the school website.*



## Lenwil Elementary Student Handbook

**The 2025-2026 Lenwil Elementary Student Handbook may be found on our website at [Lenwil.OPSB.net](http://Lenwil.OPSB.net)**

Students and parents should read the handbook and return this page to your child's teacher.

I have read the 2025-2026 Lenwil Elementary Student handbook and understand its contents. I may request a paper copy of this handbook and will direct any questions about the handbook to the current principal, Mrs. Whitney Futch.

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_