

CENTRAL ELEMENTARY SCHOOL

STUDENT HANDBOOK

★ 2026-2027 ★



Central Elementary School
1163 Hwy. 151 South
Calhoun, LA 71225



opsb.net



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Deb Hamby
Principal



Krissi Allen
Assistant Principal



SCHOOL FEES
★ **FOR ALL STUDENTS** ★

BE BRAVE!
BE A BRAVE!

★ EVERY STUDENT. EVERY DAY. **BRAVE** IN EVERY WAY. ★

The purpose of this handbook is to help make your time here at Central Elementary to be one full of fun, excitement, and unique educational experiences. Understanding rules and expectations are a part of growing up and becoming a more responsible Brave citizen.

I hope that this handbook will help you to understand our school's policies and procedures. I ask that you read it carefully. As a school we do adhere strictly to these policies, procedures, and guidelines. If there is anything in this book that you do not understand, don't hesitate to ask your child's teacher or reach out to Mrs. Hamby or Mrs. Allen.

While you are here, we believe that you will find that our school truly understands the responsibility and that we are doing all which will help our students be prepared for the world which they will soon lead. This task cannot be accomplished by us alone. We know that this task is one that can only be more successfully accomplished through the cooperation and participation of all parents, churches, and members of our community. We invite you to join us in this exciting and very rewarding experience at Central Elementary

Deb Hamby

Faculty and Staff

Third Grade

Mrs. Hudleston	Mrs. Thomas	Mrs. Reeves
Mrs. Aldridge	Mrs. Murray	Mrs. Johns

Fourth Grade

Mrs. Bostick	Mrs. Hopkins	Mrs. Nadler
Ms. Nance	Mrs. Spillers	Mrs. Warner

Fifth Grade

Mrs. Austin	Mrs. Frierson	Mrs. Hamby
Mrs. Johnston	Mrs. Morse	

Speech-Mrs. Ratcliff

Resource – Mrs. Buller (5th) Mrs. Blazier (4th)

Self-Contained Mrs. Dippenaar

Paraprofessionals

Mrs. Bonner Mrs. Bradford Ms. LaBoy

Enrichment Classes

Librarian – Mrs. Holyfield

Computer - Mrs. Bonner

Reading Intervention – Mrs. Spencer

Counselor – Mrs. LaBorde

Office Staff

Bookkeeper – Mrs. Martin **Secretary** – Mrs. McPherson

Nurse – Ms. Sandy

Custodial Staff

Jacob Baker, Gary Harris, Greg Renniger, Carolyn Mullins, Sammy Wyatt

Building Supervisor- Cathy Duke



Beliefs of Central Elementary

We believe that all students:

- 1) Can learn and that each child has his/her own way of learning.
- 2) Are special and unique.
- 3) Deserve a quality education.
- 4) Learn best through hands-on learning experiences.
- 5) Deserve a safe and supportive learning environment.
- 6) Learn best when parents and community members are active in their learning experiences.



Brave Expectations

Be responsible

Respect everyone

Act safely

Value learning

Encourage others



Brave Code of Conduct

1. Follow directions promptly.
2. Stay in your seat and raise your hand to speak.
3. Treat others with respect - speak kindly, keep your hands, feet and personal objects to yourself.
4. Use an "inside voice" and walk at all times anywhere inside the building.
5. Be prompt and ready to begin class on time with all necessary material and assignments.
6. When directed to move from place to place, do so in a quiet and orderly manner.
7. Use restrooms as they are designed to be used. (They are NOT inside play areas!)
8. No TOYS are to be brought to school – this includes balls, SPINNERS, electronic games, radios, stuffed animals, etc. Collectible items such as baseball cards, poke-mon cards, etc. are not to be brought to school.
9. Use all playground equipment properly (jump ropes for jumping; slides for sliding; swings for sitting and swinging – no bailing out, twisting or standing; monkey bars for crossing with hands – not sitting on top or hanging by legs, seesaws for seesawing, etc.)
10. Sticks, rocks, dirt, gumballs, pinecones and other objects are not to be thrown.
11. Contact sports such as tackle football and wrestling are not permitted.
12. Always remain in the area designated for you at that time. Leaving such areas without permission is viewed as a very serious offense.
13. Weapons of any kind are not permitted at school. A pocket knife is considered a weapon.
14. Use of unchaste or profane language is prohibited.
15. Play fighting and/or fighting are not acceptable activities for school grounds. Find acceptable ways of "letting off steam". Fighting, or instigating a fight, is not permitted, and all participants will be disciplined, regardless of who started it.
16. CHILDREN ARE NOT TO BRING GUM or candy to school unless assigned by the teacher.
17. Spitting is an unsanitary habit that is not allowed at school.
18. Students are not to write on their clothes, hands or any other part of their body with a pen/marker.
19. Students are not to bring or wear make-up (base, lipstick, eye colors, glitter) to school. Students are not to bring perfumes, colognes or scented lotions to school.
21. Students are not to bring fundraiser items to school to sell from other schools, organizations or institutions.
22. No student is allowed to sell or trade personal items to other students at school. No student will be allowed to use the office telephone unless he/she has a pass from the teacher.



Brave Dress Code

1. All students are expected to attend school clean and well-groomed.
2. No fake nails will be allowed. This is a distraction that hinders attention and typing on the chromebooks.
3. No make-up is allowed.
4. No leggings or tight biker shorts will be allowed at all.
 4. No attire will be allowed that has obscenities, alcohol, or tobacco advertisements. No doom attire (skull and cross bones) will be allowed, including belts.
5. Crop tops, See-through garments, tight fitting clothing, bare-backs, halter tops, low-cut blouses, and tank tops are prohibited.
6. GIRLS shorts, skirts, dresses and skorts must be KNEE LENGTH ONLY (to the knee). This policy will be enforced, and students will be asked to call home for a change of clothes. Girls should wear shorts under dresses. No biker shorts or knit stretch shorts allowed. .
7. BOYS Shorts must be KNEE LENGTH ONLY. No mid thigh shorts.
8. Earrings are not acceptable for male students.
9. Hair styles must not cause a distraction. Students are not to have colored hair or colored braids. No mohawks are allowed because they cause a distraction. Principal will make the final decision.
10. Each student shall wear enclosed shoes and have them properly tied or buckled. No Crocs, slides, flip flops or Ugg shoes or shoes with no back or tiny strap.
11. Hats, caps, etc. are not permitted except on designated "hat days".
12. No Crossbody bags, belt bags (fanny packs), backpack charms or other accessories are allowed. These are a distraction and not necessary for learning. A backpack is all that is needed.
13. No sleeveless shirts such as undershirts, tank shirts, or muscle shirts for boys.
14. Rips or Tears in jeans must be below the knee.
15. ONLY CLEAR PLASTIC WATER BOTTLES. No Cirkul water bottles. No Stanley Cups. NO CUPS WITH STRAWS, too many are getting spilled. No outside name brand drinks in plastic bottles.

School Fees

Annual school fees are \$50.00 and are due on registration day. School fees cover the cost of a variety of supplies and materials including: printing & binding of student workbooks, Ink & toner for the copy machine, repair & maintenance of copy machine, Smartboards, copy paper, Promethean Boards, Promethean supplies and car tags.

Office Hours

Our school office opens at 7:45 am during the school year. The secretaries arrive between 7:30 and 8:00am. During the school day the principal may not be in the office to receive a phone call. If this is the case, please leave a message and she will return the call generally between 3:30 and 5:00 pm. Anyone wishing to have a conference with the principal is welcome to call and make this request. An appointment convenient to both you and the administrator will be scheduled as soon as possible. While we will try to talk with you if you come without an appointment, our first obligation is to take care of our students. That often requires the administrator to be in classes or in the halls, working with children, meeting with teachers, other parents, or other administrators in previously scheduled conferences.

Entrance to the Building

Parents and visitors are to enter our school through the main front door after 7:45 and sign in as a visitor, regardless of the purpose of the visit. If your visit is before 7:45 or after 2:00, you must park in the visitor section of the parking lot north of the building. (Buses use the front entrance between 7:00-7:45 and 2:00-3:30.) After you register you will be given a badge to wear and you are expected to wear this badge throughout your visit. PLEASE REMEMBER TO RETURN THE BADGE BEFORE LEAVING. Anyone who is not an employee of the school system who is seen on our campus without the identifying visitor's badge will be asked to leave. This is for the protection of our students. All entrances other than the main entrance are locked at 7:40 when classes begin.

Registration

Students enrolling must first take 2 hard copy proofs of residence (lease + one bill) to the Child Welfare and Attendance Office on 920 Thomas Road, West Monroe, LA to be approved to enroll in the school. Once all is approved from CWA these documents are required up-to-date Louisiana Health Card, certified birth certificate, social security card, (these three things you had to present when your child registered for kindergarten). For new students to OPSB, the last report card and any other pertinent information from the previous school are necessary to ensure proper grade placement. Enrollment forms must be filled out **completely with several emergency contact names and phone numbers**. The information on these forms is to be updated anytime there is a change.

- **5th grade students**, new to our school, must produce proof of successful completion/requirements for Math/ELA of the LEAP. If no LEAP scores students will be required to take the ELA/Math portions of the LEAP for placement in 4th or 5th
- **3rd and 4th grade students** are required to take a placement test to determine the grade for enrollment.

Arrival and Dismissal

Car Drop off: Students are not to arrive on the school campus before 7:15 and must be picked up by 3:30 pm. When dropping your child off or picking him/her up, please enter from the north end of the building, move through in a single file line of traffic, pull up as far as you can, stop, and then let your child out at the covered walkway. Your child should enter the school through the gate entrance that is unlocked until 7:40.

After 7:40, PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED AT THE LOCKED GATE OR ALLOW THEM TO WALK TO THE FRONT OF THE BUILDING ALONE. Please walk with them or pull around and let them exit the vehicle at the front of the building. Do not attempt to pass other vehicles unless directed by the duty person to do so. **For the safety of all children, WE MUST MAINTAIN a single line of traffic** for dropping off or picking up students. If you need to come into the school, please park in one of the angular parking spaces in the lot north of the building. The southern parking lot is for buses to pull in and unload or load. Cars are not to use this parking lot to drop children off or to pick up children except after 7:40 and before 2:00.

Car Pick up: In order to pick your child up at car pick up, you must display on your rearview mirror the car tag indicating your child's number. It must be in place for your child to enter the vehicle. Mrs. Hamby will come around and put in the number for your child to be released to you. Car Tags will be issued on the registration days. Each family will get 2 free tags and each additional tag is \$5.00.

All children will be put on assigned buses to go home each day, unless we have a note signed by the parents informing us of plans to pick the child up. Please make all plans for after-school care **before** your child leaves for school in the morning. **PLEASE DO NOT E MAIL OR TEXT YOUR CHILD'S TEACHER WITH CHANGES IN TRANSPORTATION FOR THAT DAY.**

School dismisses at 3:00 pm for car pick-ups, 3:05 1st Load, 3:12 2nd Load and 3:20 for 3rd Load for all others. **Please do not pick your child up before 3:00 pm except in an extreme emergency because your child may miss valuable class time.** Students should be picked up by 3:30 pm.

After School Plans

You should establish a routine with your child, so that he/she knows exactly what to do every day after school. This should be the same every day. We realize that even with a very well established routine, there are occasional emergencies that require a temporary change in plans. Anytime there is a change in your regular plans, please notify the school by note or phone. Calls to change a student's routine for a given afternoon MUST be received in our office before 2 pm that day. *If you call after 2 pm, there is a very good chance your child will not get the message and end up where you do not want him/her.* **PLEASE DO NOT EMAIL OR TEXT YOUR CHILD'S TEACHER IN REGARDS TO A CHANGE IN TRANSPORTATION FOR THAT DAY.** Tutoring sessions are scheduled several days a week and occasionally workshops and special classes are also offered. If your child is to participate in any of these activities, please send a note to the teacher. **Students will not be allowed to call home about these activities.** We cannot take verbal messages from your child about these plans. You would be amazed at how confused even the most responsible child becomes at times about after-school plans. **Unless we have a note from you, your child will follow his/her regular after-school transportation routine.**

Attendance and Tardy Policy

The school day begins promptly at **7:40 A.M.** Our tardy bell rings at **7:45 A.M.** Students are expected to be punctual in arriving to classes. **Students arriving at or after 7:45 A.M. are considered tardy. Students checking out before 2:30 P.M. are also considered tardy.** In accordance with Central Elementary School policy, students who arrive at or after 7:45 A.M or who are checked out prior to 2:30 P.M. shall be addressed as follows:

Third tardy- A letter will be sent to the parent outlining the tardy policy.

Fifth tardy - The parent will be asked to sign the tardy/absence policy letter documenting they understand the law.

For every five tardies/early checkouts, (Unexcused), a student will be considered to have one day absence. For instance, if your child is tardy 10 times throughout the year, he/she will have 2 days Unexcused Absences.

Absences Policy (Excused & Unexcused)

Excused Absences - students shall be considered excused from school for:

- Personal illness (with a **physician's excuse**)
- Serious illness in the immediate family (with documented verification)
- Death in the immediate family (not to exceed 3 days)
- Recognized religious holidays of the student's own faith (documentation required)
- Required appearance in court (court issued excuse required)

****Physician's excuses must be submitted after the student returns to school.**

No elementary school student shall accumulate more than a total of ten absences during a school year, UNEXCUSED. On any unexcused absence, after reaching a total of ten unexcused absences, the student and parent will have to meet with the Child Welfare and Attendance Officer at the School Board office and provide a justifiable excuse for that absence, or TRUANCY will be called and the problem corrected.

Emergency School Closings

Emergencies do happen, and in extreme cases, schools have to close early. In this event, information will be publicized through an **ALL CALL** from OPS informing you of the school closure or tune in to the radio/TV stations. . **PLEASE KEEP YOUR PHONE NUMBERS CURRENT AT THE SCHOOL.** All special activities and/or tutoring sessions will be canceled if school is closed early. **All students will be put on regularly assigned buses to be sent home.**

When emergencies arise late in the school day, such as tornado warnings, buses will not be permitted to load or leave until cleared by the Civil Defense Director. Please do not put your child in danger by coming to pick him/her up while warnings are in effect. Our building is designated as an emergency shelter, and your children will be much safer inside the school building than in a vehicle on the road. In this type of emergency, you are welcome to seek shelter in the parent center of our school.

Transfer and Withdrawal

Any parent who withdraws his/her child from Central is to notify the school at least one day before you plan to withdraw, so that records can be completed and all materials gathered without interfering with classes. All records are mailed directly to the new school and are not sent by the parent or child. School fees will not be refunded when a student leaves our school. We will, however, give you any instructional materials purchased with fee money, specifically for your child's use during our school year.

Legal Custody

It is the responsibility of the parent who has legal custody of a child to provide a "Record of Legal Custody" which is **signed by a judge**. The parent must also provide a list of people who are authorized to pick up the child from school. The custody papers and list will be kept on file at school.

Visitors

Brief visits to our school by parents, other adult residents of this community or interested educators are welcomed and encouraged, especially during special events. In order to protect the educational program from undue disturbance, and ensure the safety of our students, arrangements must be made in advance with the child's teacher. All visitors are to enter the school through the main entrance and are required to register at the window and receive a visitor's sticker immediately upon arrival on our campus. **Students are released from school ONLY through the school office. Parents are not allowed to go to the classrooms during instructional time.** Trespassing or loitering on school premises is strictly prohibited.

Conferences

Communication with parents is extremely important and strongly encouraged. We want to be certain to keep these lines open, but teachers CANNOT stop and conference with you about your child during school hours, unless this conference is scheduled in advance. Please schedule these conferences with the individual teacher. **Unscheduled conferences cannot be allowed.** If you have difficulty reaching a teacher, please call the office and the secretary will have the teacher return your call.

E-Mail Communication

The best form of communication is email with the teachers. The teachers will make every effort to respond to your email within twenty-four hours. Because of hectic schedules, teachers may not be able to check their email until after school. Therefore, please do not use email for transportation changes, emergency messages, make-up work, and daily assignments. All email addresses for the members of our faculty and staff can be found on our school's website.

OUACHITA PARISH SCHOOL NURSE PROGRAM



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

and school personnel in the adjustment to those problems.

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

- Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in kindergarten and odd grades through 9th grade.
- Pediculosis (head lice) checks on elementary students per parish protocol.
- General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.

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

Accidents and Illness

If a child becomes seriously ill or is seriously injured at school, the school will seek emergency treatment. It is imperative that each parent give at least two emergency telephone numbers where he/she can be reached in case such an event should occur.

Parents will be contacted to pick up children who become ill during the school day. These students **must** be picked up immediately so as not to expose others. Students running a temperature of 100.0°F or more should remain at home and be **free of fever for 24 hours** (WITHOUT TAKING MEDICINE TO REDUCE FEVER) before returning to school, in order to not expose others and to speed their recovery.

If your child indicates he/she is not feeling well in the morning, **please** do not suggest he/she call you during the school day. We will contact you if your child becomes ill. We have found that the power of suggestion is extremely great, and often a child decides he/she is ill just because you have made that option available.

According to OPSB policy, Do NOT send your child to school:

- If in the last 24 hours, your child had had a temp of 100.0 or more.
- If in the last 24 hours, your child has had Nausea, Vomiting or Diarrhea.
- If your child has a wound that is draining, and is not covered OR has the potential to begin draining while at school. (This includes Impetigo.)
- If your child has suspected chicken pox.
- If your child has Head Lice, (live bugs or nits)
- If your child has an Untreated Ringworm (*you must send written documentation of current ongoing treatment for at least 24 hours for return to school, and it must remain covered with a band-aid until resolved.
- If your child has Conjunctivitis or Suspected Pink-Eye. Students may return after being under treatment for at least 24 hours.
- If your child is wheezing and having breathing difficulty, seek medical care immediately. **Your child must be symptom free, without medication, for 24 hours before returning to school. If you have any questions, please call the school nurse. 318-644-58**

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:

- 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.
 - 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.
 - **STUDENTS ARE NOT ALLOWED TO CARRY MEDICATION ON THEIR PERSON AT SCHOOL.** If medication is found in a student's possession, whether it be by prescription or over the counter (THIS INCLUDES ASPIRIN, TYLENOL, COUGH DROPS, COUGH SYRUP, ANTACIDS, ETC.), the student will be subject to disciplinary action as follows:
 - Please include 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.
- If a dosage should change, the nurse must receive a NEW written order from the doctor.
- No eye or ear drops can be administered at school.**

REMEMBER, A PARENT OR GUARDIAN MAY ADMINISTER MEDICATION TO THEIR CHILD AT SCHOOL.

Crisis Management

All faculty and staff members will follow the school's Emergency Procedure Guide should an emergency arise. Drills for tornado, fire, intruder, and evacuation will be practiced. In case of a real emergency in which evacuation of the school grounds is necessary, students will be transported by bus to the West Ouachita High School gym or to a location decided by the superintendent.

Weapons and Controlled Substances

Louisiana State Law expressly prohibits the presence of any type of weapon on public school property by any student. Weapons are defined as any implements that could be used to inflict harm on oneself or another person. **Pocket knives are considered weapons.** Penalties for such are severe and carried out swiftly. Expulsion for at least two school semesters is required by law for certain size knives, so make certain they stay home.

Louisiana State Law (R.S. 17:436.1) sets requirements for medications to be administered at school. These guidelines are covered later in this book. However, this law also prohibits any student from having in his/her possession any over-the-counter or prescription drugs. **This includes aspirin, Tylenol, Advil, cough drops, antacids, etc.** Possession of any illegal drug or controlled substance may lead to suspension or expulsion of possibly up to two full years.

Property Damage

A student shall be suspended for damages to any property belonging to the school and shall not be readmitted until payment in full has been made for such damage.

Discipline Policy

All school employees are authorized to hold every student to strict accountability for his/her behavior. Our responsibility is to provide the best learning environment possible for each child. Within each classroom, teachers have a behavior management program in operation. This involves verbal warnings, removing privileges, taking away recesses, etc. In the behavior management program, a student loses points if he/she breaks classroom rules. Keeping this in mind, discipline problems will be handled as follows:

1. When a student loses **20 points during** the nine weeks--parental contact will be made by the teacher. 80/B
2. When a student loses **30-50 conduct** points during one week during the 9 weeks--the student will be sent to the office and will receive lunch/recess detention and warned that continued misbehavior will result in in-school suspension, etc.
3. When a student loses all **100 points** in conduct during the 9 weeks--the student will be sent for a visit to the principal to receive a consequence of out-of-school suspension.

In addition to an out of school suspension, students will automatically lose at least 30 conduct points from their conduct sheet. When a student loses 50 points for the 9 weeks, the student may be placed in in-school suspension for one day or removed from school for the remainder of the day. When these options prove to be ineffective, students will be suspended from school one day (out-of-school suspension). A letter informing parents of the action will be sent home to be signed and is to be returned when the student is able to return to school. A student could receive more than one day of suspension. Students that have 4 office visits for low conduct will receive 2 days suspension from school. When a student has had 4 out of school suspension days they will be required to meet with Child Welfare and Attendance before returning to Central.

Participation in field trips and other school activities or programs will have a conduct grade requirement of 80B. Each 3rd week, the conduct grade starts over at 100. Each mark equals 5 points. The final grade for the nine weeks will be an average of the 3 conduct grades for the 9 weeks. Conduct points deducted range from 15 points-30 points, more for major infractions.

School Bus Conduct

Student conduct is of the utmost importance while riding the school bus. The school bus is considered an extension of the school campus, and all school rules and expectations apply during transportation to and from school and on school-sponsored trips.

The safety of all students is the bus driver's highest priority. Students are expected to follow the directions of the bus driver at all times and demonstrate respectful, responsible, and safe behavior.

When a student violates bus rules or fails to follow the bus driver's instructions, the bus driver will complete a disciplinary referral. The principal or designee will review the incident and determine the appropriate disciplinary consequences and conduct marks in accordance with school and district policies.

Bus Discipline

All disciplinary problems that develop on a school bus traveling to or from school shall be handled as follows and provided the proof given from bus video footage.

- 1) The bus driver shall contact the parents and discuss the problem.
- 2) The student will be written up and referred to the office if misbehavior continues to occur.
- 3) The principal shall contact the parents, either by phone or through the referral form, and the student will be reprimanded. A warning will be given that any further referrals will result in suspension of bus riding privileges for a designated period of time. They will lose conduct points.
- 4) If the student continues to misbehave on the bus, the privilege of riding the bus will be suspended for a designated period. They will lose conduct points.

Because of our narrow, winding roads and long routes parents are reminded that riding the bus is probably one of the most dangerous activities a school child participates in each day. When students misbehave, the driver's attention is taken off the road. The drivers must hold students strictly accountable for their behavior on the bus in order to ensure a safe ride each day. The privilege of riding the bus is conditional to good behavior and observance of rules and regulations distributed at the beginning of each school year. Parents are to go over these regulations and sign and return the form indicating agreement to adhere to these policies. Failure to do this will also result in suspension of bus privileges.

Cell Phone and Electronic Device Policy

The Ouachita Parish School Board shall prohibit, as outlined in La. Rev. Stat. Ann. 17:239, students are prohibited from using or operating cell phones, cameras, video tape recorders, digital recorders of any kind, or any electronic telecommunication device in all 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 being in the “on” position or mode. 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. This policy is inclusive of any such device as stipulated above in a student’s possession.

Elem.	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
	Parent Called Cell Phone Taken Phone returned at end of day to student Minor Infraction form signed by parent	Parent Called Cell Phone Taken Parent picks up phone prior to 3 pm on the next day Minor Infraction form signed by parent Parent notified next cell phone infraction results in phone taken for 3 days	Parent Called Cell Phone Taken Parent picks up phone prior to 3 pm on the 3rd day Major referral written and entered into computer parent signs 1 day in-school detention or 1 day suspension	Parent Called Cell Phone Taken Parent picks up phone prior to 3 pm on the 5th day 3 day suspension Loss of cell phone privileges at school for remainder of the year Meeting with Child Welfare and Attendance before returning to school	Parent Called Recommend alternative placement Loss of cell phone privileges at school for remainder of the year

If the student or parent refuses to turn in the student’s cell phone, there will be a 3 day Suspension.

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 will have the effect of harming a student, or damaging his/her life or property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property; and
2. If it becomes so severe or persistent that it creates an intimidating, threatening or abusive educational environment for 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 parents/guardians, 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 expulsion, and/or alternative school placement for the remainder of the school year.

LEGAL REFERENCE: LOUISIANA R. S. 17:41613

Child Abuse Policy

Louisiana Revised Statute 14:403 requires any one who works with children to report any suspected cases of neglect or abuse. This extends to all employees of our school system. We do make these referrals whenever information or evidence indicates there is a need to do so.

Tobacco-Free Policy

Louisiana State Law prohibits smoking and/or the use of tobacco products on school property. This applies to all visitors, faculty, staff, and extends to special functions where the school building or grounds are used.

Visitors

Brief visits to our school by parents, other adult residents of this community or interested educators are welcomed and encouraged, especially during special events. In order to protect the educational program from undue disturbance, and ensure the safety of our students, arrangements must be made in advance with the child's teacher. All visitors are to enter the school through the main entrance and are required to register at the window and receive a visitor's sticker immediately upon arrival on our campus. **Students are released from school ONLY through the school office.** **Parents are not allowed to go to the classrooms during instructional time.** Trespassing or loitering on school premises is strictly prohibited.

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Communication with parents is extremely important and strongly encouraged. We want to be certain to keep these lines open, but teachers CANNOT stop and conference with you about your child during school hours, unless this conference is scheduled in advance. Please schedule these conferences with the individual teacher. **Unscheduled conferences cannot be allowed.** If you have difficulty reaching a teacher, please call the office and the secretary will have the teacher return your call.

E-Mail

The best form of communication is email with the teachers. The teachers will make every effort to respond to your email within twenty-four hours. Because of hectic schedules, teachers may not be able to check their email until after school. Therefore, please do not use email for transportation changes, emergency messages, make-up work, and daily assignments. All email addresses for the members of our faculty and staff can be found on our school's website.

Concession Stand

We do offer students the opportunity to purchase snacks at our concession stand during recess. We do not sell candy or soft drinks in our concession stand. The snacks we offer have some nutritional value and are along the lines of pickles, popcorn, fruit snacks, jerky sticks, fruit drinks, water, and some chips. The price of all items in the concession stand is \$1.00. The proceeds from these sales are used to help us provide all of the extra things we use to motivate our students and upgrade various areas of our school.

Clubs and Activities

4-H Club

Fourth and fifth grade students are eligible to join the Central 4-H club. This club is their first opportunity for your child to be a part of an extracurricular activity at school. Community service and character building are two of the main goals of the club. Members have the option to participate in officer elections, contests and demonstrations at the meetings. Meetings are planned for the 1st Thursday of the month during school hours but could change due to other events going on at school. The membership drive is in the first weeks of the school year. **CONTINUED DISRUPTIONS AND/OR NON-PARTICIPATION IN 4-H MEETINGS WILL RESULT IN DISMISSAL FROM THE CLUB**

Good New Club

Central Elementary in partnership with Ouachita Baptist Church will offer a Good News Club. The purpose of the Good News Club (GNC) is primarily centered around evangelism and discipleship among children. This club will open to all grades and will require students to stay after school one day per week for a six week period each semester. This is a wonderful and optional opportunity for any student. We will send more information as we set days and times.

Fellowship of Christian Students- FCS

FCS provides a supportive community where students can deepen their faith in Christ through prayer, Bible study, worship, and fellowship with like-minded peers. **Students must have a permission slip signed by the parent or guardian to participate.** This group meets once a month in the gym at 7:30 am.

Cross Country Team

All students are eligible to be a part of the cross country team. Practices will be held after school and meets are held on Saturday mornings at various schools in the area. Notes will be sent out to join at the first of school. The cost to be a member of Cross Country is \$25.00



Child Nutrition Program

Breakfast and Lunch

Nutritious meals are served daily. Breakfast is served for shuttle bus students beginning at 7:15 and will continue until 7:40 each morning. **Children arriving after 7:40 should eat breakfast at home.** The breakfast line closes at 7:40. Accommodations shall be made for late buses. Classes begin at 7:45.

State regulations prohibit carbonated drinks, glass bottles, or packaged foods from fast food restaurants in school cafeterias. Other drinks such as Gatorade and Kool-Aid may be brought in thermoses or plastic bottles with no labels but must be drunk in the cafeteria.

Breakfast prices for the 2024-2025 school year are as follows:

Students FREE
Reduced Students FREE
Adult Employees \$ 1.50
Visitor \$ 2.50

Lunch prices for the current school year are as follows:

Elementary Student FREE
Reduced Student FREE
Adult Employee \$ 3.00
Visitor \$6.00

For the current school year, all students' breakfasts and lunches will be FREE of charge.. NO STUDENTS WILL BE ABLE TO PURCHASE SECONDS UNLESS THE STUDENT HAS MONEY IN HIS/HER ACCOUNT. THE STUDENT MAY ALSO PAY CASH AT THE TIME. OTHERWISE, THERE WILL BE NO CHARGING.

Visitor's Meals

As with most federally funded programs, State and Federal regulations dictate procedures. A few of the regulations which apply directly to visitor meals are as follows:

- 1) A visitor is defined as an individual who is not employed by Ouachita Parish School Board, such as parents, visiting children not currently enrolled in Ouachita Parish School System (regardless of age), and Senior Citizens.
- 2) Principals may invite visitors on campus to eat in the school cafeteria. The meal must be paid for by the visitor. Otherwise, meal service is prohibited for "passers-by".
- 3) Parents are encouraged to visit the school on invitation and must pay for their meals. The Ouachita Parish Child Nutrition Program invites parents and family members throughout the school year to eat with their children on special days such as "Mom's Day", "Dad's Day", "Grandparent's Day", Christmas and other holidays.
- 4) **Parents may join their child at lunch on a day of their choosing up to five times during a school year.**
- 5) **State regulations prohibit carbonated drinks, glass bottles, or packaged foods from fast food restaurants in school cafeterias.**
- 6) Meals are priced as a whole unit. State regulations do not allow "a la carte" (by the item) sales. The charge for Visitor Meals in OP is \$4.00 for lunch and \$6.00 for lunch.
- 7) Elderly persons (60 years and older) may eat in the school cafeteria on a daily basis if they live in the neighborhood or are part of the RSVP program. They pay the visitor price of \$6.00 per plate.
- 8) All foods available to adults shall be a part of the regular meal served to the children. In other words, whatever is offered as part of the plate dinner to adults must be offered to the students.

Report Cards

Report Cards are prepared and issued to parents each nine weeks. Please sign and return the correct portion promptly.

If you have any questions regarding your child's achievement, please make an appointment for a conference with the teacher. The teacher's conference time will be at a time when he/she is not engaged in teaching, or when there are no students in the room. Conference time must be pre-arranged between parent and teacher. ***Conferences which have not been scheduled ahead of time are not allowed.***

Grading Scale:

A=90-100

B=89-80

C=79-70

D=69-60

F=59-50

Requirements for passing are as follows:

Grade 3 - Must pass reading, math, and 2 other major subjects

As of 2024-2025 School Year- 3rd grade must pass the Literacy Screener

Grade 4 - Must pass reading, math, and 2 other major subjects and LEAP

Grade 5 - Must pass reading, math, and 2 other major subjects and LEAP

Major subjects are:

Grade 3 - Reading, Math, Spelling, English, Science, Social Studies

Grade 4 - Reading, Math, ELA (English/Spelling/Handwriting), Social Studies, Science

Grade 5 - Reading, Math, ELA (English/Spelling/Handwriting), Social Studies, Science

A PASSING GRADE FOR ANY SUBJECT IS 59.50 AS THE FINAL AVERAGE.

Sign and Return/Progress Reports

Sign and Return papers are sent home on Tuesdays. Unless there is a Monday holiday and they will be sent home on Wednesday of that week.

Progress Reports are sent home at the midpoint 5th week of the 9 weeks



Brave Award Criteria

PBIS

Students will be able to earn special privileges at the end of each nine weeks for attendance, good behavior and good grades.

Awards will be issued at the end of the year for the following:

1. **Good Citizen** – given to a boy and a girl in each class who have modeled outstanding leadership and citizenship. Students receiving this award are selected by their classmates and teacher. (trophy)
2. **Perfect Attendance**—No absences for the entire year (trophy)
3. **“All A” Honor Roll** – all A’s academically – no other grade in any major or minor subject on report card (trophy)
4. **“AB” Honor Roll** – All A’s and B’s academically – no other grades in major or minor subjects on report card (trophy)
5. **Principal’s List** – 100 in conduct every nine weeks for the entire year (medallion)
- 6.. **Exemplary Conduct**—An “A” in conduct each nine weeks for the entire year (certificate)
7. **“Most Caring”**-- Someone who has gone over and beyond in caring for others throughout the year
- 8.. Students are also rewarded for points earned in AR in a variety of ways.

Accelerated Reader (AR) Program

Accelerated Reader AR is a computerized reading program designed to increase total reading through recreational **reading**.

Accelerated Reader Rewards

- Point Clubs – Name on Wall
- Nine Weeks Six AR reward for meeting AR goals
- Trophy in class for top earning class in each grade level for nine weeks
- End of the year AR award for students having met AR goals every nine weeks

Accelerated Reader Testing Rules

- Do not talk.
- Do not share your password.
- Do not use another person's password.
- Do not test for someone else.
- Do not let someone else take a test for you.
- Do not watch another student taking a test for answers.
- Do not take tests on books you have not read recently.
- Do not use the book for test taking.

Accelerated Reader Testing Penalties:

- **1st Offense:** Secret Password Issued and a score of "0" entered for that test.
- **2nd Offense:** Limited computer use with supervision and all points removed for the nine weeks.
- **3rd Offense:** Office referral AR is revoked for the rest of the school year.

"I hereby state that I understand the Honor Code with regard to the use of the Accelerated Reader Program. I understand that cheating is wrong and will result in the above penalties."

Your child will be given this agreement to sign at the beginning of the school year.

Appendix



Computer Use Policy

1. Acceptable Use.

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

2. Network Etiquette.

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

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

3. The following behaviors are not permitted:

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

Inappropriate use of the computer and Internet access may result in the temporary or permanent cancellation of that privilege. As with any other serious violation of school or district rules and regulations, consequences of violation include the possibility of suspension or expulsion from school. Should a student violate this policy, he/she may lose computer and Internet access privileges. Users agree to report any misuse of electronic information. *Last revised April/2002*



MEDIA AND INTERNET WEB PAGE PERMISSION

Central Elementary requests that each parent or parent guardian return a permission slip regarding use of their child's name or image for media purposes. This permission slip will be given at the beginning of the school year for the student and parent to sign and return to school. Media may be in the form of a public newspaper or the Meadow Park web pages. Permission must be received from parents or parent guardians in order for a student to have their name and/or picture posted in any of these media. The purpose of posting a student's name, picture, and/or work is to highlight student achievement and promote our school and its events.

Please make sure to sign the permission form included in the registration packet.



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 entity receiving federal funding. 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." Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).

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

- o 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. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. 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. 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.

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.

Barry Johnson

**Director of Secondary Education/Title IX Section 504 Coordinator
Coordinator Student Support Services Ouachita Parish School
Board 800 Claiborne Street, West Monroe, LA 71291
(318) 432-5400**

PARENT AND STUDENT RIGHTS Section 504

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.

"Bridges of Ouachita, Homeless Education Program"

*1600 North 7th Street
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 et 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 windows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthily 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 discrepancies 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 contact the District Liaison Supervisor at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law. (*Forms are also available at each school.*)
- 2) Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the school where the child will be attending and completing the enrollment process. Student information will also be sent to the Food/Nutrition Supervisor, SIS Coordinator and Child Welfare and Attendance.
- 3) As a result of this procedure, copies of the 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.

