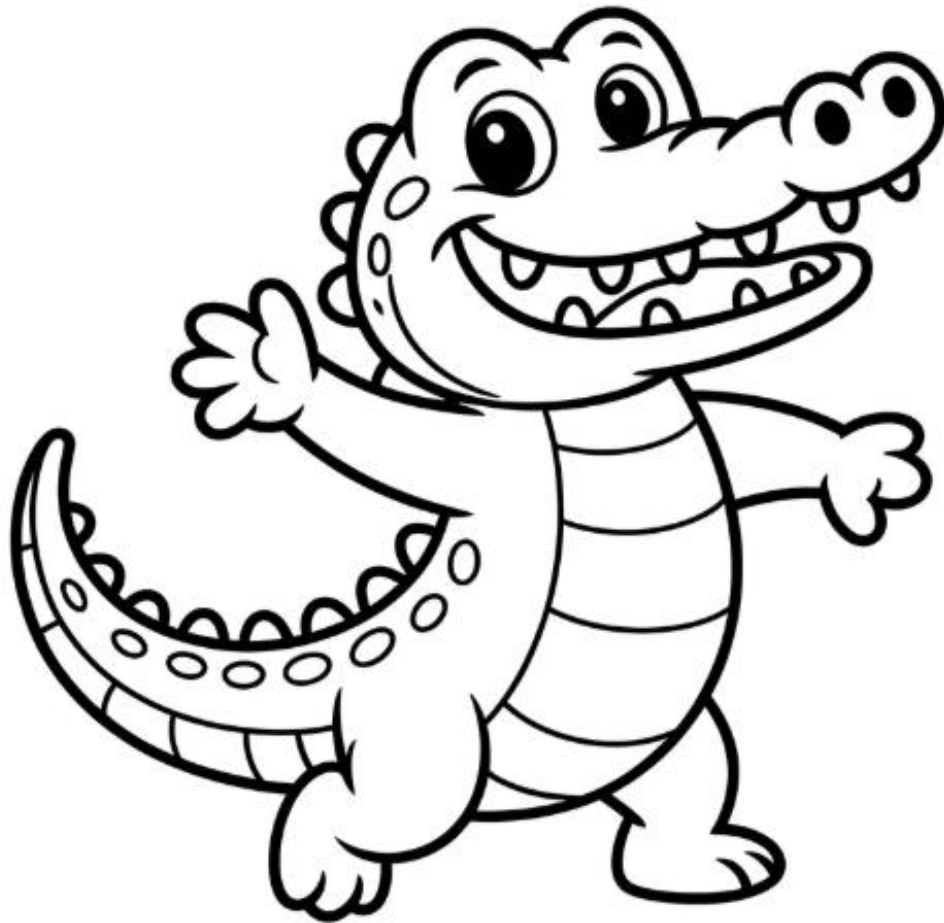


SWARTZ LOWER ELEMENTARY

Student Handbook

2026-2027



235 Swartz School Road * Monroe, LA 71203

Phone: 318.343.8883 Fax: 318.343.2932

www.swartzlower.opsb.net

Hollie Daniel, Principal

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It is our mission at Swartz Lower Elementary,
along with all stakeholders, to ensure that
every child will leave with a love for learning,
strong educational foundation, and having
met or exceeded all benchmark assessments.
Through a safe and positive student-centered
environment, each student will know that it is
being responsible and respectful, having self-
motivation and taking pride in one's work that
will lead to success throughout life.

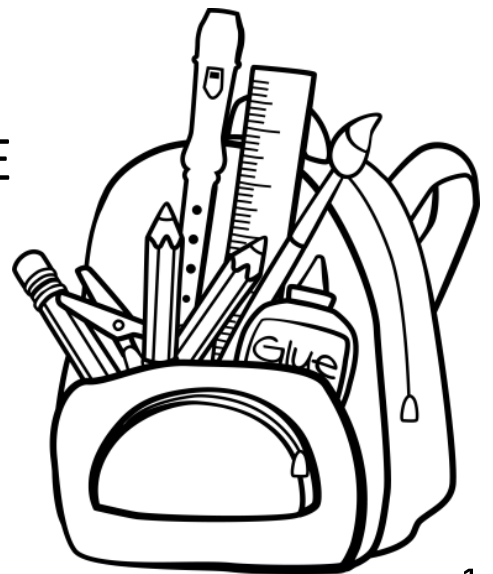
PBIS: Positive Behavioral Interventions and Support-

GREATER GATORS are:

SAFE, RESPECTFUL, and RESPONSIBLE

Our School Mascot: Gators

School Colors: Royal Blue and Green



OUACHITA PARISH SCHOOL SYSTEM

- VISION STATEMENT: Building Bridges to the Future
- MISSION STATEMENT: As a community, Ouachita Parish Schools will Connect learning to the 21st century skills needed for college and career ready students who will excel in a global society.
- BELIEFS:
 - Ouachita Parish students will learn at high levels.
 - Parents, students, teachers and community matter.
 - Safe schools are a top priority.
 - Bridges connect past and present learning to future dreams.

OUR STAFF BELIEVES...

The administration and staff of our school believe it is important to communicate with students and parents. In doing so, we hope to prevent problems before they occur. We urge you to read the following information with your child to gain an understanding of what is expected of our students.

We believe it is our responsibility to educate the whole child. We will create an academically focused, motivating environment conducive to the total development of the individual student by providing exceptional instructional leadership in a climate promoting progressive academic opportunities in which all students are challenged to excel.



Attendance Policy for Ouachita Parish Schools

Attendance Requirements

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 5 (by September 30) to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days or 65,130 minutes to earn credit and be eligible for promotion to the next grade. Although Ouachita Parish School System's policy states a maximum of 10 unexcused days, CWA is gradually implementing this policy. For the 2026-2027 school term, elementary and middle school students must have less than 16 unexcused absences with passing grades to be promoted to the next grade.

This means that students are not to be checked in late or checked out early unless it is due to acceptable reasons outlined by state law and school board policy.

Students shall receive an excused absence upon presenting appropriate documentation for absences that fall into one of the following categories:

1. Personal illness if verified with a doctor's excuse or if sent home by the school sick.
2. Death in the family
3. Serious illness in the family, with doctor's verification
4. Legal appointments with written verification
5. Recognized religious holidays of the student's own faith
6. Unusual circumstances approved by Child Welfare Attendance Office

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

Students are required to SUBMIT ANY APPROPRIATE DOCUMENTATION CONCERNING THE ABSENCE IMMEDIATELY UPON THEIR RETURN TO SCHOOL- within 3 days after an absence.

Students missing 10 or more days will be referred to the School Building Level Committee (SBLC) to determine promotion or retention.

Check-Outs:

The school day ends at 3:00pm. PLEASE NO EARLY CHECKOUTS UNLESS ABSOLUTELY NECESSARY

(doctor's appointments, emergencies).

NO ABSENCES after 2:30pm due to traffic of the buses and car line.

Be prepared to show your ID to check out your child!

Visitors:

All visitors are required to come in the office to sign in and will receive a visitor's badge.

Locked electronic doors will be then opened to allow admittance.

Classroom visits are not allowed due to the privacy of other students.

TARDINESS

***SCHOOL HOURS: 7:50am-3:00pm.**

***There are NO TEACHERS ON DUTY UNTIL 7:30AM.**

***PLEASE DO NOT LEAVE YOUR CHILD/CHILDREN UNATTENDED BEFORE 7:30am.**

*School dismisses at 3:00pm. Teachers are instructed NOT to dismiss children prior to dismissal. On the rare occasion that you must check your child out before this time, you must come by the office and sign your child out. Your child will then be called to the office.

**Please note: If you check your child out prior to the end of the school day, it counts towards an early checkout. An accumulation of 5 early check-outs will result in one count of truancy.

A minimum of 390 minutes of instruction time is required. Please see that your child is on time.

Students arriving after 7:50am are considered tardy unless they have a doctor's excuse.

An accumulation of 5 unexcused tardies will result in the school administration sending the student to Child Welfare and Attendance prior to returning to school.

DROP-OFF/PICK UP INFORMATION:

*Follow all safe driving rules for drop-offs/pick-ups

*Remain in a single line and drop-off/pick-ups curbside.

DO NOT CROSS DOUBLE YELLOW LINE PLEASE.

*Do not drop off in front of the school.

*Students should be ready to exit vehicle when you arrive: jackets on, bags in hand, kisses given, etc.

*Exit from passenger side.

*DO NOT DROP-OFF before 7:30am. THE DROP-OFF CLOSES at 7:50. If you do not see a duty teacher out- please pull to the front of the school and walk your child in to sign-in.

*Students should be picked up before 3:15. If you foresee a delay, please call the office immediately.

*Five late pick-ups (after 3:15pm) will result in the school administration sending the child to Child Welfare and Attendance prior to returning to school.

*Handicap parking is reserved for those with a handicap tag.

*Remember courtesy is very important; we need to set examples for our children.

BREAKFAST- Students eating breakfast must be at school on time and in class by 7:50 am.

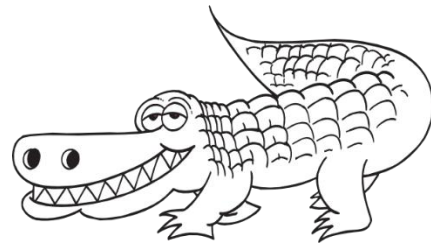
Therefore, please drop your child/children off by 7:40 if your child plans on eating breakfast.

Breakfast will not be served after 7:50am.

Swartz Lower Elementary

235 Swartz School Road

Monroe, LA 71203



Student Name: _____ Teacher: _____

Time In: _____ Time Out: _____ Date: _____

State and parish regulations require that students arrive at school at the appointed time (7:50 am) and complete the school day that ends at 3:00pm so that disciplinary actions do not become necessary. The student must be in class by the time the tardy bell rings (8:00am) and not check-out of school unless a doctor's excuse can be provided. The student who is not in class by the tardy bell or checks- out early will be dealt with as follows:

_____ 1st Tardy/Early Check-Out- The parent will receive a form from the school office.

_____ 2nd Tardy/Early Check-Out - The parent will receive a form from the school office.

_____ 3rd Tardy/Early Check-Out - The parent will receive a form from the school office.

_____ 4th Tardy/Early Check-Out - The parent will receive a telephone call from the principal.

_____ 5th Tardy/Early Check-Out – The parent will meet with the Positive Truancy Behavior Team (PTBT). Signature of Team and Parent:

_____ 6th Tardy/Early Check-Out- The parent and student must conference with the director of Child Welfare and Attendance (318-432-5610) before returning to school.

_____ Child Dropped off. An adult must accompany child to office and sign him/her in.

Thank you so much in helping ensure that your child receives the required instructional minutes set forth by the LA Department of Education and Ouachita Parish School Board.

Medicine/First Aid

Should a child become ill or injured at school, we will contact his/her parent or guardian. The office must have current emergency numbers. Medication cannot be given by school personnel before a scheduled meeting with the school nurse. The school nurse may be contacted at 343-8883. State medical guidelines will be followed to dispense medicine to students at school.

First-aid will be given in emergency situations. We are not allowed to apply medication to injuries. First-aid will be given in emergency situations. We are not allowed to apply medication to injuries. We will apply ice or Band-Aids and contact parents if the injury is serious. Students with a temperature will be sent home and should not be sent back to school until it is normal for at least 24 hours.

Medications

As a general principle, medications are not given at school. However, when circumstances arise in which a student develops a long-term health problem, the following policy will be adhered to:

Any student who is required to take medication during school hours, must have written orders from a physician detailing the name of the medicine, dosage, and exact time to be given on the proper Ouachita Parish Medication Order Form. Parents must meet with the school nurse to sign medication forms before any medication can be administered at the school.

1. Medication must be brought to the school IN A BLISTER PACK by the parent with an appropriate label by the pharmacy. No more than a 25 day supply will be accepted. No "Over the Counter" medications will be given at school unless prescribed by a doctor or dentist with proper paperwork completed (This means aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)

2. IT IS AGAINST THE LAW FOR STUDENTS TO HAVE POSSESSION OF A PRESCRIPTION OR OVER THE COUNTER DRUG. Additional paperwork would need to be completed for these exceptions.

3. A parent may administer any medication at any time to their child without meeting any requirements.

NURSE

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:

1. 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.
2. Pediculosis (head lice) checks on elementary students per parish protocol.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.

The school nurse needs to be notified of any changes that occur in your child's health condition, provide updated telephone numbers and address changes readily, to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year. The school nurse can be reached at 318-343-8883.

School Attendance/Illness

Keeping students healthy can be a major effort for both school personnel and parents. 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. Here are some guidelines to consider when deciding whether your child should attend school:

- *Fever is a sign of infection or illness. If your child has a temperature of 100 degrees or above, he/she should remain at home. Children must be free of fever for 24 hours without fever medication before returning to school.
- *Vomiting and diarrhea are often contagious. Your child should be watched closely for dehydration and/or bloody stools. Children must be free of diarrhea and vomiting for 24 hours before returning to school.
- *Children often have runny noses and coughs during the cold and allergy seasons. These 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 discharge. If these symptoms persist, a doctor should be consulted.
- *Ringworm is a fungal infection of the skin and may be spread from one child to the other. There are two types: Ringworm of the Scalp and Ringworm of the Skin. The student must be seen by a doctor and be on medication for 24 hours before returning to school. A note from the doctor is required before being admitted to class.
- *Rashes vary widely, both in appearance and severity. Whereas a small, isolated area may not warrant keeping your child home, a rash covering a large portion of the body would. A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable. If it is necessary to consult a doctor, a letter is required when returning to school.
- *Sores- may be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of a minor injury and then spread to normal skin nearby. This type of infection is contagious and may cause serious problems for the infected child. A doctor's note is required when returning to school and the student must have been on prescribed medication for 24 hours.
- *Pink Eye is another common condition seen in schools. It is contagious and must be treated with a medication prescribed by a doctor. Symptoms include redness, itching, swelling, drainage and excessive matter upon awakening in the morning. (Eyelids may be "stuck" together) Do not send students to school with these symptoms. Students may return to school after being on medication for 24 hours and if the symptoms have disappeared. A note stating the name of the medication used is required.
- *Head Lice are often a problem. Any child can get head lice, but it is treatable with time and patience. Our school system follows a "NO NIT" policy. This means a child must have been treated and must be clear of lice and/or eggs before returning to school. Up to 30% of eggs can survive treatment and require removal before returning to class. Parents are asked to bring student to school where he/she can be checked in their presence, by school personnel, before being admitted to class. Under no circumstances can a child who has been sent home with a letter saying he/she has lice be put on the bus to come to school the next day.

School Policies

1. Students are not to be dropped off prior to 7:30am. Teachers are not on duty before this time. At 7:30am students will be allowed to go to the cafeteria for breakfast.
2. Phone messages to students will not be delivered unless it is an emergency or rare occurrence. Therefore, students must know before coming to school how they plan to go home. In an event that a child must leave school differently from his/her normal routine (car, bus, or with a different person), the office must be notified before 2:30pm or you must write a note to the teacher the morning of the change to notify of any changes. On the rare occasion that your child needs to ride a different bus, a note from the parent must be signed by the principal and given to the bus driver.
3. If the student will miss several days, please call the office by 10am to request to pick up any missed assignments. Assignments may be picked up in the office after 2pm.
4. Students are not allowed to bring toy guns, knives, toys of any kind (unless requested by the teacher), Pokemon cards, baseball cards, cell phones, cameras, electronic devices to school as this upsets the educational setting.
5. Students may not bring any medication, prescribed or over-the-counter.

PARENT-TEACHER COMMUNICATION

We will use Class Dojo (FREE APP!) as the major communication of events, deadlines, date to remember, etc. Teachers will use DoJo for OUTGOING MESSAGES and BEHAVIOR NOTIFICATIONS only. Parent communication with the teacher should take place via email, calling the office to leave a message for the teacher, or a scheduled parent-teacher meeting. DoJo will be used for behavior purposes but conversations regarding the situation will take place via phone or email.

Please feel free to request a conference time with your child's teacher before/after school or during her planning period. Drop-by conferences are not allowed.

Please note: Teacher communication will take place on her scheduled break or after school until 4pm. If messages or emails are not responded to on that particular day, she will communicate on the following school day before 4pm.

The teacher's workday, including communication with parents, ends no later than 4pm.

OPSB Policies

The following OPSB Policies may be viewed on the opsb.net website.

Student use of cell phone or any electronic telecommunication device during school hours.

Family Involvement Policy

Opsb.net Web Publishing Policy

Technology, acceptable use and internet safety policy

Harassment, intimidation, bullying policy

Child Nutrition Program Payment Policy

Ouachita Parish School Board Student Substance Abuse Policy and Procedures

These and all other OPSB Policies are upheld by Swartz Lower Elementary School.

Student Code of Conduct

Swartz Lower Elementary's mission is to ensure academic excellence in each student. The conduct of our students is vital to the success of our educational endeavors.

We believe that all students can learn, achieve, and succeed. We believe that discipline is the product of interaction between home and school and that discipline promotes learning. It is our duty and responsibility to provide a safe and secure learning environment for our students and staff. Thus, a good learning environment is achieved. We expect our students to know and understand the following rules of conduct and apply these rules on a daily basis.

Students are expected to:

1. attend school during school board appointed days and times.

2. respect all school personnel and other students at all times.

3. be responsible and on time for school and all classes.

4. know the rules, policies, procedures at the school and follow them at all times.

5. conduct themselves always in a safe manner that is acceptable at school and in society.

(Please visit page 11 for Our Behavior Management Flow Chart that teachers use to determine minor and/or major infractions.)



Swartz Lower Elementary Behavior Management

Review PBIS- Greater Gators are Safe, Respectful, and Responsible

TEACHER MANAGED

Observe and Identify Problem Behavior
Is it TEACHER or OFFICE managed?

OFFICE MANAGED

Minor Offense #1

- Redirect Student
- Reteach Behavior
- *Classroom Infraction Report

Minor Offense #2

- Redirect Student
- Reteach Behavior
- Teacher contacts Parent (phone or Dojo)
- Teacher assigns class consequence
- *Classroom Infraction Report

Minor Offense #3-4

- Redirect Student
- Reteach Behavior
- Teacher Assigns Class Consequence
- Teacher Calls Parent
- *3rd- *Classroom Infraction Report
- Fourth Minor becomes office referral with documentation

MINOR Behaviors

Shouting out

Non-Compliance

Disrespect

Language

Property Misuse

Preparedness

Tone/Attitude

Minor Dishonesty

MAJOR Behaviors

Abusive Language

Fighting/Physical Aggression

Overt Defiance/ Disrespect

Harassment

Possession/Use of Weapons

Property Damage

Theft

Repeated Minor Infractions (4th)

Classroom Management Systems are set-up to take appropriate corrective action (including consequences) for minor offenses.

Major Offense #1

- Teacher submits Office Referral- Google Form
- Admin counsels student and assigns consequence
- *Parent is contacted by admin!

Major Offense #2

- Teacher submits Office Referral Google Form
- Admin counsels student and assigns consequence
- Parent is contacted by admin!
- Admin sets-up and holds parent/teacher/admin meeting

Major Offense #3-4

- Same process as above and/or meeting with Child Welfare and Attendance

REQUIREMENTS FOR PROMOTION K-2

According to the Ouachita Parish Pupil Progression Plan, the following requirements must be met before a student can be promoted to the next grade.

KINDERGARTEN: Must pass Reading Knowledge, Reading Skills and Math with a final grade of a C or higher.

FIRST GRADE: Must pass Reading Knowledge, Reading Skills and Math with a final grade of a C or higher.

SECOND GRADE: Must pass Reading Knowledge, Reading Skills and Math with a final grade of a C or higher.

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Sign/Return Papers

Sign and return papers are sent home weekly in a special "GATOR" folder.

These papers should be discussed with your child, signed and returned the next day.

Weekly notes will accompany papers.

Contact your child's teacher via note on the front page of the papers, email, or phone call if you have a need to discuss conduct or student progress.

Progress Reports/Report Cards

Progress reports are sent home half-way through each nine weeks. Report cards go home at the end of the nine weeks.

Process for Reports:

- Your child will bring a brown envelope home with the report enclosed.
- Please make sure to take the report out, review with your child and keep at home.
- You will sign the Parent-Teacher Communication Log on the front of the envelope.
- Return to brown envelope only to school the next day.

Online School Payments & Cash

Online school payment is the preferred method of payment for fees and other services.

Online School Payments – The Online School Payments tab can be found on our school website under the MAIN heading. When a Student ID is required, please use the Ouachita Parish School Student ID. To find the school student ID, please refer to your Student Report Card, ask your child, or contact the school main office. There will be a \$1.00 transaction fee added to the total purchase.

Cash – When sending cash with your child, please enclose it in an envelope labeled with your child's name, homeroom teacher, and a description of what the money's for. Students are discouraged from bringing more money than they need to spend to school each day.

STUDENT BIRTHDAYS AND PARTIES

Due to classroom sizes and mandated instructional time, individual classrooms will not have parties unless permission has been granted from the principal. Clowns, balloons, flowers, etc., will not be delivered to the classrooms. If a parent wishes to send a cake, cupcakes, or cookies for the whole class in observance of their child's birthday that is acceptable. The teacher will give the treats to the children immediately before afternoon recess or near the end of the school day. No party invitations may be given out at school unless every student in the homeroom classroom is given an invitation. The only classroom party that is permitted is the Christmas party. Valentine's Day and Easter are left to teacher discretion, but Valentine's cards may be exchanged in class and Easter egg hunts are permissible.

Care of Property

Clothing identification- All clothing, backpacks, and school supplies should be clearly labeled with the student's first and last names.

School books and materials – There is no charge for student textbooks. Students shall be required to pay for lost and/or damaged items issued by the school. Rolling backpacks are prohibited.

Chromebooks – Chromebook insurance is included in school fees. If this is not paid, parents are responsible for all damages/replacement costs. Do not remove the OPSB assigned asset tag. Students are responsible for the care and safekeeping of all school materials provided for their use.

LUNCHROOM GUIDELINES

1. All students should enter the lunchroom quietly, in an orderly manner.
2. Any student creating a disturbance during lunch will be asked to sit at the end of the table or he/she will be dismissed from the cafeteria to the office. Quiet talking is allowed at the lunch table. Loud talking and disturbing noises are prohibited.
3. Students are expected to get utensils, condiments, and extra servings before they are seated.
4. All students will return to their seats when their plates have been put away. They will line up behind their teacher and follow her back to the classroom when lunch is finished.
5. No food, milk bottles, or straws can be taken from the cafeteria.
6. Federal law prohibits lunches in their original purchased containers. They may be brought into the cafeteria wrapped in foil or plastic wrap only. No carbonated drinks may be brought into the cafeteria in their original containers but may be consumed from thermos or plastic containers.

Playground Guidelines

1. All students should play in assigned areas only.
2. All playground equipment should be used properly.
3. The areas around the back fence are off limits to all students.
4. The throwing of any object(s), i.e., dirt, sticks, pinecones, rocks, or woodchips is prohibited, and this behavior may be punished by loss of privileges or suspension from school.
5. The recess bell is the signal for play to cease and lining up to begin. All students should wait in an orderly manner for their teachers to escort them to their classrooms.
6. Fighting, name calling, excluding peers, and rough play are prohibited and may be punished by loss of privileges or suspension from school.

Rainy Day Recess Guidelines

All students will go to the restrooms and will be allowed to get water immediately prior to recess.

Running or boisterous play is prohibited in the classrooms during rainy day recesses. The teacher may allow various board games to be played by the students. Because of safety factors, activities during these recess times must be structured and well planned. There will be duty teachers in position and they will be easily accessible to all students.

Bus Discipline

The bus driver oversees all passengers on his/her bus. The bus driver's chief responsibility is to safely transport all students in his/her care to and from school. No student may ride two different buses (one bus in the morning and a different bus in the afternoon). If the student habitually misbehaves or causes the driver to lose concentration, the student may be suspended from riding the bus to and from school. The lives of other children will not be placed in jeopardy because of the inappropriate behavior of a few habitual offenders. Parents will be notified with a bus disciplinary report before this drastic measure is taken, unless it is an automatic expulsion offense.

- First infraction – The bus driver will contact the parent.
 - Second infraction – The bus driver will submit a written disciplinary report to the principal. The principal will counsel with the student in the office and the principal will contact the parent either by phone or in writing, describing the inappropriate behavior exhibited by the student on the bus. The student may lose recess or other privileges.
 - Third infraction – The student may be suspended from riding privileges for a minimum of 3 days. The principal may hold a conference with the bus driver, parent, and student.
 - Fourth infraction – The student may be suspended from riding the bus for the remainder of the semester or school year.
- *At any time, if the severity of behavior warrants, the student may be suspended from riding the bus on the first infraction.

The following actions are considered severe, unacceptable behavior and students shall be suspended immediately for a minimum of three (3) days from riding the bus to and from school.

1. Fighting
2. Possession of alcohol or drugs
3. Possession of a weapon
4. Assault
5. Destruction of School Board property
6. Intentional disrespect (ex. – cursing the driver)

26-27 School Fees

School fees help provide the materials and resources your child uses every day—like books, classroom supplies, technology, and activities that make learning engaging and effective. When fees are paid on time, we're able to make sure every child has what they need to fully participate, feel included, and succeed in class. To continue to provide the best educational experiences for our students, it is crucial to make paying school fees a priority.

Swartz Lower Fee Break Down 26-27	
MATERIAL	COST
PAPER AND COPIES FOR INSTRUCTIONAL USE	9.00
WORKSHEET/TEST/MATERIALS	10.00
T-SHIRT	15.00
PARENT/TEACHER COMMUNICATION FOLDER	2.00
BUS AND CAR TAGS	2.00
INCENTIVES/AWARDS/POSITIVE BEHAVIOR	3.00
CHROMEBOOK INSURANCE	4.00
TOTAL:	\$45.00

Deadline to pay school fees so that your child receives his/her class shirt will be: Thursday, September 10th. No late payments accepted.

We understand that families may face challenges, and we're here to work with you. If you need support or a payment plan, please don't hesitate to reach out to our bookkeeper, Debra Gammill. The information to reach Mrs. Gammill is: dgammill@opsb.net or 318-343-8883.

Student and Parent Dress Code

Decisions about appropriateness of clothing items will be made on an individual basis. Anything that is too tight, too short, too revealing, causes distractions or disruptions in class (examples include: wild-colored hair, mohawks, temporary tattoos, etc.) will result in a phone call to a parent. Please note, many slogans and pictures (wrestling, music groups, alcohol, legal or illegal substances, etc.) that are found on many shirts are not permitted at school because of their violent or questionable nature.

GIRLS

PANTS AND CAPRIS: Must be worn at waist, no hole or frays. Leggings may be worn with a shirt that is mid-thigh or longer

SHORTS: Length must be to mid-thigh or longer. No big-legged, extra-long shorts

DRESSES- SKIRTS: Length must be to mid-thigh or longer

SHIRTS: No offensive pictures, slogans or ads. No tank tops or Spaghetti straps.

SHOES: Tennis shoes. No heels, no cleats. Do NOT send your child to school in flip-flops. They are not appropriate for recess and P.E.

EARRINGS: Stud earrings only for girls.

Non-standards haircuts, hairstyles and/or hair colors are strictly NOT allowed. No visible temporary or permanent tattoos allowed.

BOYS

PANTS: Must be worn at the waist, no holes or frays. No BAGGY pants allowed

SHORTS: Length must be mid-thigh or longer. No extra-long, big legged shorts

SHIRTS: No offensive pictures, slogans or ads. No tank tops. Sleeveless shirts are acceptable- if the top of sleeve is 3 inches.

SHOES: Tennis shoes preferred. NO cleats. DO NOT send your child to school in flip-flops. They are not appropriate for recess and P.E.

EARRINGS: Earrings are not acceptable for male students.

Non-standards haircuts, hairstyles and/or hair colors are strictly NOT allowed. No visible temporary or permanent tattoos allowed.

The school reserves the right to make any decision on questionable clothing.

**Students not adhering to dress code policy will remain in the office and parents will be contacted. The principal and or his/her designee shall be the final interpreter of the dress code.

*****Parents- WE ASK THAT YOU ADHERE TO APPROPRIATE DRESS WHEN VISITING THE SCHOOL. Please use our dress code policy as a guide.**

PERSONAL PROPERTY

All outer garments should be well labeled. This includes items such as coats, hats, bookbags, and notebooks. Students are advised to leave valuables at home and to bring only the amount of money needed for that day to pay for concessions, lunch, etc. Extra paper, pencils, and notebooks should be kept at home until needed.

Backpacks will be permitted this year. Please keep to a small backpack so that it will fit in our lockers that have limited spacing.

Lost or misplaced items will be put in the LOST AND FOUND in the hallway. All clothing items not claimed after 30 days will be donated to Goodwill or Salvation Army.

Cell Phones

As outlined in Louisiana Law R.S. 17:239, students are prohibited from using cell phones or any electronic communication device (this includes smart watches or any device that connects to the internet or is capable of sending or receiving messages) in all public school buildings and on school buses used to transport public school students. The school will not be responsible for any such devices if lost or stolen at school. Phones will be confiscated if they are in sight or being used to call or text. Parents will be notified.

Photographs/Internet Photos/Videos

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

GPals

Gator Parents and Loyal Supporters is our parent teacher organization. This group of parents work year-round to provide extras for our students/staff and faculty. If you would like to be involved, contact your child's teacher or the office. Thank you, parents, for your daily support!

Field Trips

To ensure safety on our field trips, and for liability purposes, the following rules must be followed:

- 1- Only parents/legal guardians of the students involved may attend a school field trip at the invitation/approval of the teacher and/or administration.
- 2- Students must ride the bus to the field trip but may be checked out by the parent. It is imperative to sign-out with the teacher before taking the student away from the premises.
- 3- Only school personnel and students may ride the bus.
- 4- Students are not allowed to attend a field trip if any money is owed- fundraisers, fees, etc.
- 5- Only students that maintain an average of 85/B or higher conduct grade from the previous four weeks, with no major infraction forms, may attend the field trip.

WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. Please monitor area TV, Ouachita Parish School Board Facebook page, radio stations for school dismissal. Also, phone numbers should remain current so you can be reached by our text messages/calling system.

Crisis Management

To ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning, a crisis management plan is in effect. Should evacuation of the school ever become necessary for any reason, the students, teachers, and staff proceed to:

EAST OUACHITA RECREATION CENTER

520 Lincoln Hills Road

Monroe, LA 71203

Alternative evacuation site:

SWARTZ FIRST BAPTIST CHURCH

1953 HWY 139

Monroe, LA 71203

Section 504

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

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 14 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 (FAPE) 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 students with disabilities and their parents under Section 504 will be enforced. TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (ADA), AND SECTION 504 COMPLIANCE Title VI, Title IX, ADA, and Section 504 are federal laws which ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Ouachita Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. To resolve problems which students, employees, or applicants for employment may believe are the result of discriminatory practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Todd Guice
Superintendent
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

Barry Johnson
Section 504/ADA Supervisor
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

PARENT AND STUDENT RIGHTS

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



The following is a description of rights granted by Section 504 of the Rehabilitation Act of 1973, a federal law pertaining 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." An intent of the law is to provide parents the opportunity to participate in and be informed of decisions about their student and their right to agree or disagree with those decisions.

YOU HAVE A RIGHT TO:

1. Have the school system notify you of your rights under federal law (Section 504).
2. Have your child receive a free appropriate public education (FAPE). 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(s).
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 services, 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 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 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 – counsel at your expense. Hearing requests must be made through the Ouachita Parish 504 Coordinator.
14. File a local grievance.

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish's Section 504 Facilitator: Barry Johnson, 800 Claiborne Street, West Monroe, LA 71292, (318) 432-5400.

Parent/Guardian Signature

Date

Revised 4/2020

Artificial Intelligence (AI) and Digital Images (Ivy Daniels Act)

Disseminate or sell, with intent to coerce, harass, intimidate, or maliciously disseminate or sell any video or still image created by artificial intelligence that depicts another person who is totally nude or in a state of undress so as to expose private areas when the person disseminating the video or still image knows or has reason to know that the person is not licensed or authorized to disseminate or sell such video or still image. L.A. R.S. 14:73.14

Possession of any video or still image created by artificial intelligence that depicts another person who is under the age of seventeen years and is totally nude or in a state of undress so as to expose private areas when the person possessing the video or still image knows or has reason to know that the person is not licensed or authorized to possess such video or still image. L.A. R.S. 14:73.14.1

Thank you so much for taking the time to read through our rules and procedures. With your help, we will have a successful school year!

PLEASE LOOK FOR THE SIGNATURE PAGE INSIDE YOUR CHILD'S GATOR FOLDER TO SIGN AND RETURN STATING THAT YOU REVIEWED AND UNDERSTAND THE POLICIES OF OUR SWARTZ LOWER STUDENT HANDBOOK.

