GEORGE WELCH ELEMENTARY SCHOOL

STUDENT AND PARENT HANDBOOK

2026-2027

199 Caldwell Road
West Monroe, Louisiana 71291
(318) 397-1100
Fax (318) 397-1383

Vision Statement

We strive to foster a love of learning in ALL students and for our students to see the value they add to the world!

Mission Statement

It is the mission of George Welch Elementary to build supportive, authentic relationships among all stakeholders and to provide intentional, consistent support using the most research-proven strategies to meet the needs of all learners in a safe, positive environment to help them have a productive, successful life

Core Values

Safety - Excellence - Inspiring - Community - Encouraging - Positivity

Our School History

In paying tribute to one of the community's great leaders, the Ouachita Parish School Board, with the support of the taxpayers, built a new elementary school in 1989 nestled in the Forty Oaks Farm area. They elected to name it George W. Welch Elementary School. Mr. Welch was a teacher and then the beloved principal at Crosley Elementary School for many years before he became superintendent of the Ouachita Parish School System. In addition to his many accomplishments in the parish school system and local works, Mr. Welch helped pass legislation that joined the Ouachita Junior College with the LSU system, which we know today as University of Louisiana at Monroe. Mr. Welch passed away in 1986, but his dedication to local education lives on today through our school.

The school opened in the fall of 1989 under the administration of Mr. Vance Smith, who served as principal until the summer of 2013. He went on to serve the school system as Director of Elementary Schools until his retirement. Mrs. Sharon Sanders was appointed principal in the summer of 2013 and served through 2020. Ms. Veronicia Wood served as principal from 2020 through 2025. Mrs. Anna Redding is currently serving her second year as principal.

OUACHITA PARISH SCHOOLS

2026-2027 SCHOOL CALENDAR

Jul-26

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Aug-26

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Sep-26

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Oct-26

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Nov-26

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Dec-26

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IMPORTANT DATES

8/10/2026	First Day of School
10/9/2026	End of Period 1
10/23/2026	Report Cards
1/8/2027	End of Period 2/Midterm
1/15/2027	Report Cards
3/15/2027	End of Period 3
3/19/2027	Report Cards
5/6/2027	Seniors' Last Day
5/10-14/2027	Graduation Week
5/20/2027	End of Period 4
	Students/Paras Last Day
5/21/2027	Teachers Last Day

HOLIDAYS/BREAKS

9/7/2026	Labor Day
10/12-16/2026	Fall Break
11/3/2026	Election Day Closure
11/11/2026	Veterans' Day
11/23-27/2026	Thanksgiving Break
12/21/26-1/1/27	Christmas/New Year Break*
Dismiss for Christmas/New Year on 12/18/26 @ 11:30 a.m.	
1/18/2027	Martin Luther King, Jr. Day
2/15/2027	Presidents' Day
3/26-29/2027	Easter Holiday
3/30-4/2/2027	Spring Break
5/31/2027	Memorial Day

NON-STUDENT DAYS - EMPLOYEE PD

8/3-7/2026	12/11/2026
9/28/2026	2/16/2027

EMPLOYEE WORKDAY - STUDENT FLEX DAY

10/19/26	1/4/27	4/5/27

SCHOOL BOARD MEETINGS @ 12 NOON

7/14/2026	1/12/2027
8/11/2026	2/9/2027
9/8/2026	3/9/2027
10/20/2026	4/13/2027
11/10/2026	5/11/2027
12/8/2026	6/10/2027

Jan-27

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Feb-27

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Mar-27

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Apr-27

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May-27

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Jun-27

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Update to Chromebook Rule: Students may not take home the school-issued Chromebook without permission from the administration and teacher. If your child will be absent for an extended period, please reach out to your child's teacher to make arrangements for work and the Chromebook and power cord. Any violation of this rule will result in disciplinary action.

Welcome to George Welch
Home of the Wranglers

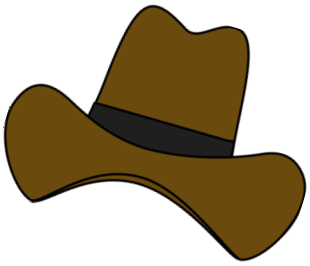
Dear Parents and Students,

Welcome to our school! At George Welch Elementary School we service approximately 415 kindergarten through fifth graders. It is our goal to not only provide your student with an excellent academic experience and strong educational background for the future but to also help them grow socially and emotionally. Our faculty and staff believe in going the extra mile to meet the needs of all our students. It is our goal for our students to maximize their academic talents and grow into well-rounded productive citizens.

Please use this book to acquaint yourself with the policies and procedures of our school. Feel free to contact us with your questions or concerns. An open line of communication among stakeholders is key to the academic success of all students!

Sincerely,

Anna Redding, Principal



Meet our Office Staff!

Erin Foster, Secretary

erin.foster@opsb.net

Leslie Swillie, Bookkeeper

leslie.swillie@opsb.net

Hillary Boulware, School Nurse

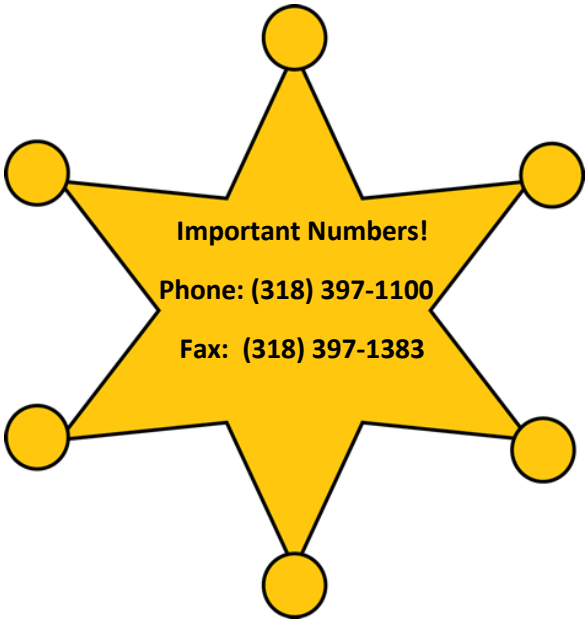
hdixon@opsb.net

Meredith Brown, Assistant Principal

meredithbrown@opsb.net

Anna Redding, Principal

aredding@opsb.net



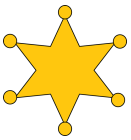
Office Hours 7:30AM—3:45PM

George Welch Faculty and Staff

Kindergarten:	Mrs. Jennifer Guerriero	jguerriero@opsb.net
	Mrs. Amy Kirkland	akirkland@opsb.net
	Mrs. Zoie Purdy	zoiepurdy@opsb.net
First Grade:	Mrs. Brittany Ellis	brittanyellis@opsb.net
	Mrs. Kelsi Priestly	kelsi.priestly@opsb.net
	Mrs. Nicole Waldrop	nicolewaldrop@opsb.net
Second Grade:	Mrs. Annie Barnett	annie.barnett@opsb.net
	Mrs. Lindsey Brown	lindseysivils@opsb.net
	Mrs. Selby Cagle	scagle@opsb.net
	Mrs. Lauren Matthews	llaurenmatthews@opsb.net
Third Grade:	Mrs. Jada Adcock	jada.adcock@opsb.net
	Ms. Jennifer Loveridge	loveridge@opsb.net
	Mrs. Lacey Townsend	lacey.townsend@opsb.net
Fourth Grade:	Mrs. Jennifer Callender	jcallender@opsb.net
	Mrs. Kacie Conville	kacie.conville@opsb.net
	Ms. Jennifer Jeter	jennifer.jeter@opsb.net
	Mrs. Sami Valentine	samantha.valentine@opsb.net
Fifth Grade:	Ms. Sylvillis Labbe'	sylvillislabbe@opsb.net
	Mrs. Sarah Moore	sarahmoore@opsb.net
	Ms. Taylor Weeks	taylor.weeks@opsb.net
Gifted Education:	Mrs. Carol Souther	souther@opsb.net
Special Education:	Mrs. Kelly Fleming	kellyfleming@opsb.net
	Mr. Patrick Wagener	patrick.wagener@opsb.net
	Ms. Kelly Chriceol	kelly.newman@opsb.net
Talented Art Education:	Mrs. Amanda Collie	amandanorris@opsb.net
Dyslexia Specialist :	Ms. Hester Jane Burnside	burnside@opsb.net
Speech/Language:	Mrs. Kelly Spillers	kelly.spillers@opsb.net
Librarian:	Mrs. Jennifer Green	jgreen@opsb.net
School Counselor:	Mrs. Amanda LaBorde	alaborde@opsb.net
Music:	Mrs. Debbie Nugent	nugent@opsb.net
P.E. Para:	Mrs. Rebecca Duke	
STEM/Art Para:	Mrs. Sarah Adcock	
SPED Paras:	Ms. Brytni Johnson	
	Ms. Tia Jones	
	Ms. Kaitlynn Spradling	
Maintenance Department:	Mr. Earl Carroll	
Cafeteria Manager:	Mrs. Delphia Goodson	delphia.goodson@opsb.net
Cafeteria Techs:	Mr. LeeRoy Collins, Ms. Tiffany Cole and Ms. Teresa Lewis	
Housekeepers:	Mrs. Kristin Jenkins, Ms. Juanita Mannings, and Ms.Sharon Wiley	
Bus Drivers:	Mrs. Janis Byrd, Mrs. Tanjaneka Gahagan, Ms. Tiffanie McCotry, and	



SCHOOL WIDE POSITIVE BEHAVIOR EXPECTATIONS AND PROGRAMMING



Students Taking Academic Responsibility

The Wrangler Way



Strive for success
Think before you act
Act responsibly
Respect others

Be a Wrangler STAR!

Programming

George Welch Elementary works to recognize and promote positive behavior in all areas of our students' lives. Our positive behavior plan includes both comprehensive and individualized strategies for the prevention of behavior problems. Through this plan we set for expected behaviors in all areas of school and these behaviors are taught and reinforced throughout the school year. At the elementary level, we strive to teach our students appropriate behavior in the educational and social setting. We make great efforts to recognize academic success and positive behavior through incentives and also through praise and support!

Incentives

- The Wrangler Way Character Individual Recognition Program: Recipients are selected monthly from every homeroom by peers and teachers
- Mid and End of Nine Weeks Recognition Parties for students who have a 100 average in conduct. (No conduct marks earned during the period of time.)
- Students can earn Wrangler Bucks and spend them at The General Store (school store).
- Individual Classroom Programming

The Wrangler Way embodies the ideas of STAR and our core values that we expect our students, faculty, staff, and other stakeholders to uphold.

Each area of our school has a set of expectations to help our students be a Wrangler

STAR in the Classroom

Strive for success

Take your time

Ask questions

Respect others

STAR in the Computer Lab

Stay seated

Take care of computers

Ask before proceeding

Return headphones carefully

STAR in the Hall/Restrooms

Stay in line

Think before you act

Act Responsibly

Remain quiet

STAR in the Cafeteria

Stay in a single line

Talk quietly

Appreciate our cafeteria and staff

Return your trays carefully

STAR in the Playground

Share equipment

Treat others nicely

Accept friendships

Run with caution

STAR on the Bus

Stay seated

Talk softly

Aisles stay open

Remain facing forward

STAR in the Library

Speak softly

Take care of books and tools

Appreciate the library

Read quietly

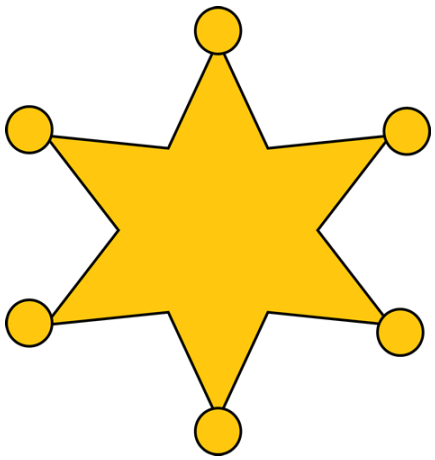
STAR at Car Pick Up

Spot your number

Take all items for home with you

Always wait for the vehicle to stop

Remain quiet



STUDENT CODE OF CONDUCT

The Ouachita Parish School Board and George Welch Elementary School believe in the philosophy that education is the foundation for building a better way of life and enables each individual student to face the challenges of the global society. Student's conduct plays a vital role in being a successful contributor to society.

George Welch Elementary expects students to be able to perform at his/her fullest potential. In order to develop competent, responsible, motivated individuals, the school must provide a safe environment that is conducive to learning. Therefore students shall be expected to know and understand the following general rules of conduct and apply these rules on a daily basis. Students shall be expected to:

1. Attend school whenever classes are in session,
2. Respect all school personnel, other students, and visitors at all times,
3. Be on time for school and all classes,
4. Refrain from negative behaviors that cause physical, emotional, or any other type of injury to others
5. Knows the rules, policies, and procedures of the school and follow them at all times, and in general, conduct themselves at all times in a manner that is educationally and socially acceptable at school, which extends to the bus, bus stops, school sponsored events, etc.

The George Welch School Handbook is available online. This handbook identifies and explains rules, policies, and procedures that are either school system wide or specific to our school. Also, this handbook outlines the procedures to be followed by teachers and principals when called upon to discipline students in violation of any rule, policy, or procedure at school. We follow the policies and procedures of OPSB and Louisiana Law.

Discipline and the Teacher

- Discipline problems are handled by the classroom teacher; however, major discipline problems or minor discipline problems that are not resolved through the process and procedures in the classroom, must be referred to the administrative team for consideration of further discipline, suspension, or possible expulsion in the most extreme cases.
- To minimize discipline issues, teachers will: teach & model expectations, procedures, and routines; create an environment in which these are the norm; be professional with all comments and actions; present consequences as a choice; practice peer mediation/ restorative justice; redirection to appropriate behavior; provide warning for inappropriate behavior; reteach expectations; maintain communication with parent or legal guardian. These are referred to as **Best Practices**.

Field Trips, Special Events, Parties, Etc.

In order to participate in school field trips, special events, parties, students must demonstrate an ability to make appropriate choices and follow rules. Students with a conduct average below a **85/B** may be excluded from the non-academic events listed above.

Minor Infractions

Most common minor infractions fall into one of four categories.

- Disturbance
- Defiance
- Disrespect
- Inappropriate Behaviors

If a student receives a conduct mark for inappropriate behavior, he or she will lose free play or time at recess or non-core instructional time. It is the teacher's discretion as to what to impose based on the time of day. Students are also excluded from the privilege of concession stand.
Other consequences may be imposed based on behaviors and the severity of the behavior.

Consequences for Minor Infractions

Students are expected to follow school rules and district policies at all times. When a student chooses to exhibit behaviors contrary to these expectations, he or she will be subject to the following steps. **A student receiving 4 minor infractions will be referred to the school administrators.** If the student receives an infraction, he or she has been provided ample opportunity to correct the behavior, and **Best Practices** have been followed. All minor and major infractions will be posted in On Course and will be viewable by the parent in On Course Connect.

1st Infraction: The student has already received 2-3 conduct deductions (marks) for this type of behavior. It will be noted on the weekly conduct sheet.

2nd Infraction: If the behavior continues or is accompanied by additional behaviors, the teacher will address behaviors and reteach appropriate behaviors with consequence based on behavior, severity of the behavior, etc. The teacher will call the parent or legal guardian to discuss the behavior concerns and to work together to eliminate or at least minimize the inappropriate behavior.

3rd Infraction: If the initial behavior consistently continues/escalates or is accompanied by additional behaviors, the teacher will address behaviors and reteach appropriate behaviors with consequence based on behavior, severity of the behavior, etc. The teacher will contact the parent via email, messaging, or phone. The Gold Minor Infraction will be sent home. It must be returned the following school day with both the student's and parent's signature. Failure to do so will result in an automatic Fourth Infraction.

4th Infraction: When the behavior or behaviors occur again, the student will be referred to the school administration for disciplinary action. This will be considered a Major Infraction, which could result in detention, suspension, or expulsion. The administration will use the District Discipline Policy to determine the disciplinary action.

Each week, the parent or legal guardian will receive a conduct sheet and minor infraction report. This may come home daily or weekly. If it comes home weekly, the teacher will message the parent or legal guardian with any conduct marks received. For grades K-2, each conduct deduction or mark is a –5 points from a 100 point weekly grade. All weekly conduct grades are averaged into one grade each 9 weeks. For grades 3-5, each conduct deduction or mark is a –3 points from 100 point grade every 4 1/2 weeks. Two 100 point grades will be averaged for one grade each 9 weeks. A student must maintain a B average or higher in conduct for the nine weeks to attend any field trips or participate in any special non-core instructional events or celebrations.

Major Infractions

The following infractions require an immediate referral to the office and are handled by the administrative team. Any behaviors/situations not listed are handled at the discretion of the administration having discretion in assigning consequences based on the severity or frequency of the infraction.

- Willful Disobedience
- Treats and authority with disrespect
- Makes an unfound charge against authority
- Uses profane and/or obscene language
- Commits immoral or vicious acts
- Conducts habits injurious to his/her associates
- Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Lay, in any form
- Uses or possesses a VAP tobacco, lighter, or matches
- Uses or possesses alcoholic beverages
- Disturbs the school or habitually violates any rule
- Cuts, defaces, or injures and part of public school buildings/vandalism
- Writes profane and/or obscene language or draws obscene pictures
- Instigates or participates in fights while under school supervision
- Possess weapon(s) as defined in Section 921 of Title 18 of the US Code
- Possess firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury
- Throws missiles liable to injure others
- Leaves school premises or classroom without permission
- Takes another's property or possessions without permission
- Bullying/Harassment
- Commits any other serious offense
- Cyber Bullying
- Forgery
- Gambling
- Unauthorized use of technology
- Arson
- Criminal damage to property
- Burglary
- Misappropriation with violence to the person
- Discharge or use of weapons prohibited by federal law
- Possesses pocket knife or blade cutter
- Causes serious bodily injury
- Use of OTC medication in a manner other than prescribed or authorized
- Possess of body armor
- False alarm/bomb threat
- Public Indecency
- Obscene behavior or possession of obscene /pornographic material
- Possession and/or use of a cell phone

A major discipline infraction may constitute a larger point deduction in conduct grade based on severity and frequency of behavior.

The administrative team will determine the proper form of discipline. Any of the following measures may be taken:

- Conference with student
- Referral to School Counselor
- Peer Mediation
- Restorative Justice Practices
- Assignment of Incomplete Work
- Referral to an appropriate school level committee (SBLC, IEP Team, 504 Team, etc.)
- Student reprimand
- Loss of Privileges
- Detention
- Suspension (in school or out of school)
- Saturday Seminar
- Initiation of Expulsion Hearing in extreme cases

The principal or designee will provide oral or written notification to the parent or legal guardian if a student is removed from class for a major infraction. The principal or designee will require the parent or legal guardian to have a conference with the teacher and/or principal/designee before the student is readmitted into the classroom; this may be in person, virtual meeting, or by telephone. We will attempt to contact based on the information on the student's registration papers and information in the OnCourse system.

Students suspended from school, whether in school or out of school, will be required to meet with the Child Welfare and Attendance representative or other designated representative before the student will be allowed to return to school pursuant to Louisiana RS 17:416.

Certain major infractions are suspendable without prior infractions.

Students recommend for Expulsion will have a five day suspension followed by a hearing with the Child Welfare and Attendance. Parent/legal guardian attendance and school administrator attendance are mandatory.

ATTENDANCE

Elementary Attendance Policy

Under Louisiana Revised Statute 17:233 students who are habitually absent or tardy, which includes late check-ins and early check-outs, and their parents or legal guardians will be required to meet with the school officials and Child Welfare and Attendance. They can also face fines, court costs, and up to 30 days in jail.

OPSB and George Welch Elementary

- If a student misses three unexcused days or has three unexcused tardies, the parents or legal guardians will receive a letter by mail or email requiring a call to the school to set up a meeting with our PBTT team.
- If a students misses six unexcused days or has six or more unexcused late check-ins or early check-outs (tardies), the parents or legal guardians will receive a letter by mail or email requiring an MANDATORY in-person meeting with Child Welfare and Attendance per state law. The CWA representative and the parents or legal guardians will create a plan to ensure absences or tardies do not continue.
- If a students misses ten unexcused days or has ten unexcused tardies, the parents or legal guardians will receive a letter by mail or email requiring an in-person meeting with Child Welfare and Attendance per state law. Failure to attend the meeting will result in the case being immediately turned over Ito Families in Need of Service (FINS) of the Fourth Judicial District Court for noncompliance. This may result in fines, court costs, probationary periods, and/or court-ordered community service.
- Doctor's excuses must be presented to the school within 48 hours of the student returning to school. They may be faxed (318)397-1383 or emailed to erin.foster@opsb.net
- Contact your child's teacher or the main office if the child will be out for an extended period of time—3 or more days.
- Residency checks **will occur** after five unexcused absences/tardies.
- Excused absences or tardies require an excuse from a physician or nurse practitioner, dentist, or court official. In the case of a death of a family member, a copy of the funeral program or obituary will be accepted. Students performances approved through OPSB are excused. Religious holidays in which we are in school are excused. We will accept up to three parent notes per year, realizing that illness may not always require a doctor's visit. In uncommon or unexpected situations, we will work with you; please contact the office.
- Unexcused absences or tardies will count against the attendance requirement. We do not excuse students for family vacations, birthdays, competitions, etc. It is best to visit the CWA office to complete a Known Absence Form to have a record of the effort you are making.
- If you have a question about whether an absence or tardy is considered excused or unexcused, please contact the office at (318)397-1100.
- Work will be required to be made up within a timely manner. If your child will be absent to two or more days, we will send work. Please contact the office at least 24 hours before pick up. If you choose to not pick up missed work, we will not consider extending the make-up deadline.

Child Welfare and Attendance Office does not accept appointments. They see visitors from 8:00AM—3:30PM, Monday through Friday. They are closed for all school holidays.

STUDENT DROP OFF & PICK UP PROCEDURES

School Hours

7:25 AM - 3:05 PM

Students ***MAY NOT*** be dropped off at school before the 7:25 AM bell. Duty teachers are on post at bell time. For students who do not ride a bus, he/she must be dropped at the designated drop off area at the west side of the building or escorted to the car pick up area gate. Parents must park in the visiting area. No vehicles may be driven or parked in the bus lane in front of the school.

Any snacks for the student that are too heavy for him/her to carry must be left on the snack table in the foyer.

At 7:45 AM the car drop off area closes and students must be walked into the office to be signed in as tardy. All visitors should be out of the building by the 7:40 AM bell.

Afternoon Dismissal Schedule

3:05 PM **Buses and Day Cares**

Buses and Day Care vans load in front of the building. They are the first priority for dismissal.

3:05 PM **Car Pick Up**

Car pick up students walk out to the CPU once their ride has entered through the gate. There is no student pick up in the front foyer or front of the building.

3:15 PM **Walk Up Gate**

The walk up gate is opened and students are dismissed to their parents through the gate. This allows our staff to better monitor who is picking up the students. Parents must park in the parking lot and not in the bus lane.

- **NOTE THAT THERE ARE NO CHECK OUTS OR CHANGES TO THE WAY A STUDENT IS GOING HOME AFTER 2:30 PM.** This is a very busy time in the front office and classroom and it is vital that we are all available to monitor the student safety. According to OPSB's truancy policy, late arrivals and early check outs prior to regularly scheduled dismissal are considered tardy.

INDEPENDENT MONDAY is the first Monday after the first full week of school. Prior to that day parents are allowed to walk their students to the front foyer. On INDEPENDENT Monday, no parents may go past the front office doors.

Procedures for Changes in Regular Dismissal

ALL OF THE FOLLOWING PROCEDURES AND RULES ARE IN PLACE TO PROVIDE THE MAXIMUM LEVEL OF SAFETY FOR OUR STUDENTS.

- The parent or legal guardian must contact the office via a note or phone call to allow a person other than the parent or legal guardian to check out a student. **There is no "CHECK OUT LIST."** The names of family or friends listed on the yearly entrance form is only used in case of an emergency and the parents/legal guardians cannot be reached.
- All students being picked up from school by a personal vehicle must be picked up at the car pick up area at the west end of the building. **School-provided sign with the child's or family's id number must be visible.** You may also park in a parking spot and use the walk up gate. No dismissal is allowed through the front foyer area.
- If a student is to leave school another way at dismissal, **PARENTS MUST NOTIFY THE TEACHER IN WRITING BY A NOTE OR EMAIL. We do not follow what the student tells us. This should be done before noon to ensure the teacher sees it. Only call the office for a change in case of emergency or in the rare occasions that something unexpected arises.** This allows us to limit the amount of classroom interruptions. Without notification, the student will leave school by his/her regular method. Make sure you also discuss this change with your child. No changes will be accepted after 2:30 PM except in extreme circumstances.
- If a student riding the bus is to be dropped at another location, the parent must make arrangements prior to this day with the principal and bus driver. This must be approved through the Transportation Department. We have the paperwork in the office.
- Students will be allowed to ride the bus home with friends as long as the parents of all parties have sent a note indicating this, and there is ample room on the bus.
- Students will not be called down to the office to wait for parents who are coming to check them out early. We will call the student from class when the parent/legal guardian arrives. This is a safety precaution.
- HALF DAY DISMISSAL TIME IS 11:30AM.



Car Drop Off and Pick Up Area

- When dropping off or picking up students, pull forward to the next available cone in order to unload/load the maximum number of cars. If you are asked to pull forward, please do so.
- Drop off and car pick up is designed to be quick and efficient. In the mornings students must be prepared to exit the vehicle when you stop aligned with the sidewalk. If there is a delay, pull forward to the striped lines.
- Students **must** exit on the passenger side. **NO EXCEPTIONS!** If he/she can not, you must park and walk them in through the front or pick them up at the walk up gate.
- **DO NOT** pull around a car. If there is a need for this, the staff will wave you around.
- No adult should exit the vehicle in the pick up/drop off area. Your student must be able to open/close the door, buckle/unbuckle his/her seatbelt, and gather his/her bag and other items for school.
- The red flag means that the area is closed. Students must be walked in and checked in through the front office.
- To not be considered tardy, your vehicle must be inside the gate prior to the 7:50 AM bell and the red flag being posted.
- Make sure your child knows the color, make, and model of your car. This helps us at pick up!
- Place the id number tag provided by the school on your rearview mirror and make it visible during car pick up.
- ALL STUDENTS must sit in the BACK seat. No exceptions. According to Louisiana Law, passengers must be thirteen years old to sit in the front. All of our students are under thirteen.



SCHOOL DRESS CODE

Student dress, grooming, and personal hygiene are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school.

Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.

No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence, political views, or gang related activities or exhibits profane or obscene language/gestures. Our goal is to reduce distractions that inhibit learning and are addressed as an attempt to enhance the learning environment. <u>Violations are subject to disciplinary action</u>.

1. All students are expected to attend school clean and well-groomed.
2. Clothing with suggestive language or pictures will not be allowed.
3. Midriffs, see-through or sheer garments, spaghetti straps, tight-fitting clothing, bare backs, racer-backs, halter tops, low-cut blouses, cropped shirts, and tank tops are prohibited. If your student raises his/her arms above the head and abdomen is visible, the shirt is not appropriate.
4. Shorts, skorts, and skirts must be mid-thigh or longer and should not cling to the body.
5. Butterfly shorts and/or spandex based/biker shorts are not permitted.
6. Pants and shorts must be worn at waist level, not below.
7. Boys will not wear undershirts, tank tops, or muscle shirts.
8. Clothing with holes or tears, including ripped jeans, are not permitted.
9. Earrings are allowed but should practice caution in wearing earrings that could be a hindrance to active play or cause injury.
10. Hats, caps, decorative headbands (unicorn horns, cat ears, etc.), etc. are not permitted except on designated "hat" or dress up days.
11. Closed-toe shoes with a back that buckle, tie, Velcro, or slip on snuggly are preferable for play at school. Rubber flip flops, loose fitting or backless slip-on shoes, house shoes/slippers, and high heels are not allowed due to a safety issue and lack of durability in some cases.
12. Hair styles and hairdos must be clean and neat. Those that cause disturbance or undue attention will not be allowed.
13. Spandex based pants that fit like leggings and leggings may only be worn under a regular dress or skirt.
14. Hooded garments are strongly discouraged. The hood may not be worn at any time on school campus or the school bus. Students may not wear hooded garments during any standardized testing.
15. Visitors at the school are expected to follow the same dress code as students and employees.

SCHOOL SAFETY

Visitors

All visitors entering the school must sign in and state your reason for visiting. A visitor's pass is REQUIRED before entering the school.

The visitor **may not go** to the classroom or any other locations in the school. If you are here for a meeting, a staff member will come meet you in the foyer.

When visiting during school hours, adults and non-school age siblings must use the restrooms located in the lounge area across from the office.

Student Locator Cards

The office keeps student locator cards on file containing demographic information such as address, parent/legal guardian's name, phone umbers, emergency contacts, allergies, etc.

If there are any changes regarding this information, please update the office as soon as possible. We use this information to contact you in case of illness or emergency.

Student Custody Situations

In order to enforce any legal restrictions against a parent, we must have a copy of the paperwork signed by the judge and notarized on file at school.

Weather Preparedness and Crisis Plan

Throughout the year we conduct fire and tornado drills. We also practice lock down procedures for the protection and safety of your child and school staff. Our district and school have created Crisis Plans to help deal with any situation that may arise.

Should an event arise that requires the school to be evacuated, our evacuation sites are as follows:



Primary Site: McGuire Methodist Church
2075 Arkansas Road
West Monroe, LA 71291
(318)396-6114

Secondary Site: Claiborne Elementary School
1011 Wallace Dean Road
West Monroe, LA 71291
(318)396-8200

In case of school closing or school wide emergency, please watch or listen to the local news. Also check the OPSB site. We will contact parents and guardians through the FinalSite messaging.

To help us reach you, please add the school to your contact list in your phone.

STUDENT PROGRESS

Grading Scale

100 - 89.5 = A

89.49 - 79.5 = B

79.49 - 69.5 = C

69.49 - 59.5 = D

59.49 - below = F



Conferences

Parents/Legal Guardians are encouraged to meet with teachers to discuss the progress of their students. Please feel free to contact your student's teacher or teachers to discuss questions and concerns or schedule a meeting to do so. All appointments must be scheduled directly with the teacher during regular school hours.

To reach the teacher, e-mail is the preferred method; however, you may send a note or leave a phone message with the office. We do not interrupt instructional time for teachers to come to the phone, but the teacher will contact you at the first available moment.

Report Cards, Progress Reports, and Test Papers

Report cards will be sent home with students at the end of each nine weeks. Please refer to the school calendar for specific dates. Progress reports will be sent home at the midway point during the nine weeks.

Test papers are sent home weekly. Each grade varies the day in which they are sent home. Please make sure you look over your child's test papers with him/her. You are asked to sign and return them the following day.

Online Grade Postings

Teachers are required to post the test grades weekly so that you may keep up with your child's progress weekly. To access your student's grades and attendance, you may download the OnCourse Connect app.

Grade Progression Requirements

Kindergarten	Must pass reading, language arts, and math with a C average for the year
Grade 1	Must pass reading, language arts, and math with a C average for the year
Grade 2	Must pass reading, language arts, and math with a C average for the year
Grades 3, 4 & 5	Must pass reading/ELA, math, and 2 other major subjects (Science, or Social Studies)

See Pupil Progression in the Appendix.

Hold Back Request from Parents

For students who have met requirements for passing the grade but parents/legal guardians request to retain the student in the current grade:

- Parent/Guardian must submit a written request explaining the need for holding back to the principal by date TBA by district (**Must be sign by both parents and/or legal guardians if not in same household.**)
- SBLC will meet to discuss the child's behavior/attitude, work ethic, effort made, attendance, tardiness, age, previous retention, etc. A sample of the form is located in the appendix.
- Each student will be looked at individually, but it is the policy of George Welch and OPSB that no student repeat more than once without very extenuating circumstance.
- SBLC will use the form to determine in the hold back will be granted.
- Parents/guardians are then notified by the principal. Holding back in a grade is an SBLC decision.

Honors and Awards

Each nine weeks, we recognize students who achieve an A or B average with an award of some type.

At the end of the year, an Awards Assembly will be held for K-5th grade students who maintained yearlong achievements. Students will be recognized for:

Principal's Award - Students ended the year with a 4.0 GPA and received nothing lower than an "A" on the report card any nine weeks. These students receive a medallion and certificate.

"A" Honor Roll - Students ended the year with a final Grade Point Average of 3.5 or higher but may have a grade lower than an A during a nine weeks. These students receive a medallion and certificate.

"B" Honor Roll - Students ended the year with a final Grade Point Average of 3.0 - 3.4. These students receive a medallion and certificate.

Sportsmanship and Citizenship Awards - Each class selects a boy and a girl who best exhibits the qualities of the award.

Highest Average in Core Subjects - The student with the highest average in reading, math, science, or social studies in grades 3-5 will receive a trophy for the subject area.

Believe & Achieve Award - Students who demonstrate strong work ethic, perseverance in all areas, and significant academic growth

ACCELERATED READER PROGRAM (AR)

Accelerated Reader is a software program that assesses a student's reading level, suggests titles of books at that level, and then assesses whether a student has completed reading a book by asking a series of comprehension questions in quiz form on the computer. Our students will have a user name and password to enter the program at school and complete quizzes. They will earn points for correct answers and be given an accuracy percentage at the end of the quiz. Students in 2nd –5th grade will be given a pretest (STAR) and individual nine week goals are set according to each student's reading ability as indicated by the pretest.

There will be rewards at the end of each nine weeks for all students meeting their individual nine week reading point goal and book level goal. Students must maintain a minimum of 85% accuracy average of test questions answered correctly. All 2nd-5th graders who meet their individual nine week goals for then entire school year with at least an 85% accuracy average comprehension score will receive a reward at the end of the school year.

Those who earn 100 points or more with a minimum of 85% accuracy of correct test answers will receive an additional special reward at the end of the school year. These students will also be recognized as a member of the George Welch 100 Point Club with a yard sign and name recognition in the library!

ACCELERATED READER CODE OF CONDUCT

Each students and parent will sign the Accelerated Reader Code of Conduct at the beginning of the school year. The purpose of the AR program is to encourage reading and improve reading skills. With this in mind, students are expected to follow the rules described below.

- Students may only test on books they have read or that someone has read to them.
- Students may not take a test on a book that has been made into a movie unless they read the book prior to taking the test.
- Students may not take tests for other students.
- Students MAY NOT DISCUSS AR questions with other students.
- Students may not use the book they are testing on to look up answers.
- Students MAY NOT log into the AR program with another student's password or badge.
- ACCELERATED READER CONSEQUENCES

Students who choose to not follow the AR Code of Conduct will face the following.

- The test or tests involved in cheating, by all involved, will be deleted from those students' AR records.
- The students involved will not be allowed to receive ay AR rewards for the remainder of the school year.
- Parents will be contacted.

STUDENT HEALTH

The school nurse's primary concern is for the health, safety, and welfare of all students. We are available as a resource person for any health related concerns your child may have. The nurse provides preventative measures, health counseling, and education.

Medication at School

As general rule, medication is not given at school. When a student develops a health concern and requires medication during school hours the OPSB district policy requires:

- Any student requiring medication at school must have written orders from the physician prescribing the medication. The orders must be on the OPSB order form and parents/legal guardians must meet with the school nurse prior to the administration of any medication at school. The orders must include the name of the student, physician, medication, dosage, and time to administer to the student.
- Parent/legal guardian must sign in medication in the school office.
- Over the counter medication requires the same paperwork and can not be given unless prescribed by a doctor. This includes Tylenol, cough syrup, cough drops, chap stick, etc.
- Students are not allowed to have medication in their possession at anytime. In the rare case that a student is required by a physician to carry an inhaler or epi-pen, further paperwork is required.
- A parent may come to the school to administer medication at any time to his/her child without meeting any requirements.

Mandated Screenings

The school nurse strives to complete the following mandated screenings in elementary schools:

- Vision and Hearing in Grades K, 1, 3, and 5
- Pediculosis (Head Lice) per parish protocol. We adhere to a "no nit" policy.
- General overall assessment of students as needed.

PLEASE KEEP US NOTIFIED OF ANY CHANGES IN YOUR CHILD'S HEALTH CONDITION THROUGHOUT THE SCHOOL YEAR.

Immunizations

Louisiana law requires all students entering public school to be immunized. If your child is missing any vaccinations, the school nurse will contact you.

If you do not wish to participate in immunization, please make the nurse aware at registration so that you can complete the proper paperwork.

Helpful Guidelines for School Attendance

FEVER: Fever is a sign of infection. If your child has an elevated temperature of 100”F or more, he/she should remain at home. **Students must be fever free for 24 hours without requiring fever reducing medication before returning to school.**

VOMITING & DIARRHEA: Both are often contagious. Your child should be monitored closely for dehydration and/or bloody stools. **Children must be free of diarrhea and vomiting for 24 hours without medication before returning to school.**

PINK EYE: This is another common condition seen in schools. It is contagious and must be treated with medication prescribed by a doctor. Symptoms include redness, itching, swelling, drainage, and excessive matter in the eye upon awakening in the morning. (Eyelids may be stuck together.) DO NOT SEND A STUDENT TO SCHOOL WITH THESE SYMPTOMS. **Students may return after being on medication for 24 hours and symptoms have disappeared.**

HEAD LICE: This is often a problem. Any child may get head lice, but it is treat able with patience and time. OPSB follows a “no nit” policy. **This means child must be clear of lice and eggs before returning to school.** Parents are asked to bring the student to the school where the nurse can check his/her hair, prior to be admitting to class.

If there is any change in your child’s health condition throughout the year, please alert the school nurse so that she may be aware in case of emergency.

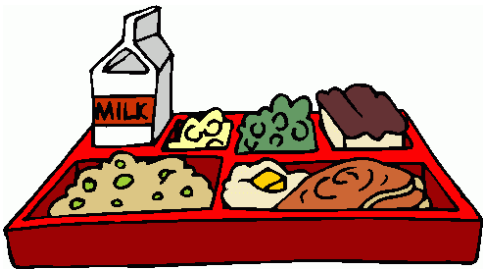
FYI...STUDENTS MAY NOT HAVE CHAPSTICK/LIP BALMS, COUGH DROPS, ANTIBIOTIC CREAMS, ETC IN THEIR POSSESSION. THIS IS ACCORDING TO LOUISIANA LAW AND OPSB/GEORGE WELCH ELEMENTARY POLICY.



FOOD SERVICES

Cafeteria Pricing

Breakfast:	Regular Pricing	$1.00
Lunch:	Regular Pricing	$1.50



Students will have a choice in entrées. They may purchase extras at an additional cost, but you must complete the form if you would like your child to buy extras. Extra servings may not be charged.

While we do not host lunch visitors, we will have special days for parents and grandparents to visit.

Cafeteria Meal Payments

- **OPSB encourages online payment for school meals.** To access this account visit the school website on School Messenger and click the *My School Bucks* tab on the right side of the page after scrolling down to Quick Links.
- You may pay also with money order, check, or cash. Please place in an envelope with your child's first and last name, homeroom teacher, and lunch number written on the outside. If sending cash, please write the amount of cash on the outside of the envelope.
- If writing a check, please write your child's name on the check. If the check is for multiple students, write each child's name and the amount to be credited to each account.
- **NSF (Non-Sufficient Fund) Checks are handled by a check collection agency**.
- Students are **required to pay in advance.** If you receive a letter from the cafeteria with a balance due, please remit the payment immediately.
- Any balances at the end of the year may be carried over to the next year or the parent/legal guardian may request a refund in writing. If a student transfers within the parish, the balance transfers with the student.
- Any questions or concerns regarding your student's account are addressed to Mrs. Polly Norris, George Welch Cafeteria Manager.

Free Meal Status

If your child has received free lunch status or if you are seeking to receive the status, you must complete the appropriate forms each school year. The application can be found online at opsb.net under Departments and Child Nutrition Services.

If you are transferring to our school from a school in which all students receive free meals, you must complete the paperwork. George Welch does not qualify for the program and it does not transfer within the district.

BOOKKEEPING

Checks and Money

In order to maintain accurate bookkeeping, it is very important that all money sent to the school be sent directly to the teacher indicating the purpose for the money. **THE OFFICE DOES NOT ACCEPT MONEY (CASH OR CHECK) FOR PAYMENTS.**

Some helpful hints to avoid a delay in paying for items or events:

- **Online payments for all school related items such as fees, field trips, etc. is available.** Go to www.opsb.net or georgewelch.opsb.net and choose Online School Payments.
- We do not accept checks of cash for field trips or special events/projects.

PARENT SCHOOL COMMUNICATION

An open line of communication between parents/legal guardians and the school is vital to a student's success. We encourage parents to benefit from the many opportunities we provide.

School Website: georgewelch.opsb.net

Facebook: George Welch Elementary or @georgewelchelementarywm

Instagram: George_Welch_Elementary

District App: You can download the OPSB app. Here you can tailor to receive alerts and notifications from your children's school(s).

OnCourse Connect: This system is taking the place of Student Progress Center. Download the app (blue icon with a white cloud) or visit oncourseconnect.com to set up an account. Click forgot password and follow the steps provided.

Google Classroom: Find materials and assignments if your child is absent. This could be updated to OnCourse throughout the year.

Email: Refer to the list of faculty and staff for email addresses.

Phone: You may call the office to leave a message for the teacher at (318) 397-1100.

GEORGE WELCH PTO

Purpose

The goal of the George Welch PTO is to bring students, faculty, staff, families, and community together for the better of all. We work to support the school through volunteerism and fundraising. We invite all family members to take part in our PTO to help enrich the lives of our students at George Welch Elementary.

Volunteer Opportunities

The George Welch PTO offers many opportunities for families to become more involved with our school. While you may not have time to serve as an officer or chair a committee, we are always in need of those you can donate their time to serve as a committee member, volunteer to help with school activities, serve as a room mom or support, etc.

PTO Meetings

We will have 2 meetings each year usually on Tuesdays or Thursdays at 6:00 PM. Look for notes and information on our website about upcoming meetings, events, and opportunities.

Follow us on Facebook at George Welch Elementary PTO!

GENERAL INFORMATION

Personal Property

It is best that all personal items (jackets, coats, lunch boxes, backpacks, notebooks, etc.) be labeled with the student's first and last name. If it is misplaced, we can easily return the item to the owner. Lost and found is located in the concourse by the doors in the far left hand corner. Students may check here for items that have been turned into the office. Glasses, money, and jewelry will be kept in the office.

Students are not allowed to bring personal items to school such as stuffed animals or toys unless authorized by the teacher or administration. We can not guarantee the safety of valuables. Money brought by students should be limited to concession. Any other money, such as lunch, field trips, pictures, etc., should be labeled appropriately and turned into the teacher upon arrival.

Textbooks, Workbooks, and Library Books

Textbooks, workbooks, and library books are provided for the students. If they are lost, misplaced, or destroyed, it is the responsibility of the student to pay for the item.

Cell Phones/Electronic Devices

Cell phones and/or electronic devices are not allowed at school per Louisiana state law. If a student brings a cell phone or electronic device we will follow the OPSB discipline policy for elementary schools.

Social Media

Social media is an outlet to spread good news and information to many people at one time. Unfortunately, it can also be a tool to make threatening, harassing comments and bully. Any comments made by students or parents/legal guardians that are considered bullying, threatening, or harassing will be taken seriously and reported to the authorities.

Classroom Snacks

When providing snacks for your student's class, please keep in mind that some children have allergies. Avoid any snacks that contain peanut butter, peanuts, or peanut by-products. Please check with your child's teacher to see if any ingredients should be avoided due to allergies. **Classroom snacks must be purchased from a store or bakery and individually wrapped.**

While snacks and treats are permitted, they must be dropped at the table by the office. Parents/legal guardians/visitors are not allowed into the classroom to hand out treats/ snacks.

Phone Calls

Students may not call home due to illness and emergencies. The nurse or front office staff will call parents if needed. We do not call students out of class to come to the phone. Please make sure your student has everything he/she needs for the day. Students will not be allowed to routinely call for missing supplies or information about dismissal. We are trying to help your child develop responsibility and organization.

Water Bottles

Students may bring disposable or refillable water bottles to school. We have water fountains available to students throughout the building.

Celebrations

Any celebration or non-instructional activity must be authorized by the principal. All parties are planned and designed for the enjoyment of the students at George Welch. Guidelines for visitors will be sent home prior to the event. Younger and older siblings are not allowed to attend classroom parties. Guests should be limited to parents/legal guardians. Non-school age siblings **MAY NOT** be present.

Invitations to Non-School Events

Students may only pass out invitations to parties if every member of the class receives an invitation. Selective invitations are not allowed; you must mail or contact the student outside of school. Teachers and staff are not allowed to give out class lists, addresses, or phone numbers due to Personal Identifiable Information and FERPA. If a child is found passing our selective invitation, we will take them up and the parent/legal guardian must come to the school to pick up the invitations.

Gifts, Sales Items, and Students

Students are not allowed to exchange gifts with one another at school, nor may children receive deliveries at school brought by an outside vendor or a visitor.

Students may not sale or trade items to other students at school. Students participating in non-school fundraisers may ask the faculty and staff if they would like to support the fundraiser.

Field Trips

Field trips are designed to support academic standards or function as a reward. The trips are planned for the enjoyment of the student. If guests are invited, please limit it to parents/legal guardians because you are there to assist the teacher. Children/siblings who are not enrolled in the class or grade attending the field trip **MAY NOT** attend. Guests are not permitted to ride the school buses due to liability. Students may be excluded from the field trip due to a conduct grade below **85/B average** or a **major office referral** within the 4 weeks prior to the field trip.

All required school feeds must be paid before field trip payments can be accepted.

Photographs/Internet Photos/Videos

We request permission to use your child's photo on our website, bulletin boards, newspaper articles, school or class social media pages, and yearbook. **We will never reference your child online by name or any other identifiable information; if we want to recognize them by name for accomplishments, we will seek your permission before publishing.** We may publish his/her name in articles or the yearbook. We will never sell these pictures, and they will only be used for school purposes.

Library Books

Students in grades 1st-5th check out books weekly from the library. Please help your child to keep the book in a safe place (their school bag) so that the books are not lost or damaged. Fines are not charged for overdue books, but students are not allowed to check out new books until outstanding books are returned. If the book is lost or damaged, the student must pay for the cost of the book and may not check out books until this matter is settled. If the book is found after it has been paid for, the student may keep the book or donate it back to the library. We do not issue refunds because a replacement book has been ordered.

Yearbooks

Each year George Welch Elementary publishes a yearbook of student pictures and school events for sale to the student body. Yearbooks are purchased in the fall and winter online. There are no books for purchase at the end of the year when the books arrive. The cost is determined by the company's cost to the school.

FREQUENTLY ASKED QUESTIONS

- Who can check my child out of school?

  Parents/legal guardians only unless the parent or guardian sends a note or calls the office informing us of whom will check out the student.

- What if I want to prohibit my child's other parent or legal guardian from checking out our child or speaking to the teacher?

  We can only enforce these types of actions if there is legal documentation signed by a judge and notarized. We must have an up-to-date copy on file at the school to enforce.

- Why did you ask for my id to check out my child OR why didn't you ask for my id?

  In order to ensure the safety of every student, we may ask for identification to verify you are allowed to check out the student. As we begin to learn faces and names, we ask less frequently. Often we are able to visually confirm the identify without asking for id by school personnel in the office at the time.

- May I walk my child to class in the morning?

  No, the safety of all children is our highest priority. The front doors will remain locked . We will open them for bus drop off only.

- Why do I have to pull forward and closely to the car ahead in the car drop off/pick up line?

  We want to maximize the number of students exiting/entering the vehicles to avoid traffic backing up on Caldwell Road. We also ask you to do this to prevent drivers from "pulling around" other vehicles.

- Why does my child have to exit/enter the vehicle on the passenger side at car drop off/ pick up?

  This procedure is the best method for the safety of your child(ren). We ask drivers to not pull around other vehicles, but unfortunately, it happens. A child exiting or entering the vehicle on the driver's side could be hit by the passing car.

- Why can't I pay for field trips, fees, etc. in the office?

  OPSB has strict guidelines on collecting and receipting payments. All payments must be sent to the teacher to adhere to the policy.

- How can I get in touch with my child's teacher?

  Email is the best option and addresses are located in the front of the handbook. You can join Class Dojo to communicate, send a note, or call the office to leave a message.

- May I bring my child's sibling(s) with me to a class field trip?

  No, field trips are only for the students in that class.

- Can I send a special delivery to school for my child?

  No, special gifts/deliveries are not allowed for students.

APPENDIX

- OPSB Vision, Mission, and Belief Statements
- Truancy and Attendance Laws
- Education Information for Homeless
- OPSB Web Publishing Policy
- Ouachita Parish School System Technology Acceptable Use Policy
- OPSB Cell Phone and Electronic Device Policy
- Cell Phone Use in School Zones - LAW
- Section 504 Information
- Title VI, Title IX, The Americans with Disabilities Act (ADA), and Section 504 Compliance
- FERPA (Student Privacy)
- Ouachita Parish Pupil Progression Plan
- Louisiana Ivy Daniels Act Information

Any information regarding OPSB policy may be found at opsb.net under the About Us tab.

OUACHITA PARISH SCHOOLS

Vision: Building Bridges to the Future

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

Beliefs:

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.

TRUANCY

The Ouachita Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5^{th}) unexcused absence or fifth (5^{th}) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

GUARDIAN RESPONSIBLE

With regard to any student in grades kindergarten (K) through eighth (8^{th}) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Revised: September, 2008

Revised: September, 2009

Ref: La. Rev. Stat. Ann. §§17:221, 17:221.1, 17:223, 17:228, 17:233

La. Children's Code, Art. 728, 730

CHAPTER 1. GENERAL SCHOOL LAW

PART III. PUBLIC SCHOOLS AND SCHOOL CHILDREN

SUBPART C. SCHOOL ATTENDANCE

17:221 School attendance; compulsory ages; duty of parents; excessive absences; condition for driving privileges

A. (1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

"Bridges of Ouachita, Homeless Education Program"



Jerlyn D. Bobo, ***District Liaison Supervisor***
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 at seq.) (State Law: LA. RS. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00 — 1012.05 and 2.012.00 — 2.012.04.

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

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

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
- An institution that provides a temporary residence for individuals intended to be institutionalized
- A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no widows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity
- Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
- Unaccompanied youth

In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their *"school of origin"* even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the *"best interest of the child"* while disagreements are settled.

Homeless Education Services:

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

Enrollment: (Bulletin 741, Section 341)

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

- 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.)*
- 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.
- As a result of this procedure, copies of enrollment process of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

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

Contact Information:

Jerlyn D. Bobo, District Liaison Supervisor
(318) 432-5330 (318) 432-5297(Fax)
Ouachita Parish Media Center
1600 North 7th Street
West Monroe, Louisiana 71291

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

Ouachita Parish School System
OPSB.net Web Publishing Policy

Purpose

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

Organizational Responsibilities

- The Website Administrator is responsible for developing and maintaining the OPSB district website.
- The Communications Department has the primary responsibility for the content of the OPSB website. All content for the OPSB district website must be approved by the Communications Department.
- A Website Coordinator will be designated for each school in the district. Each school's Website Coordinator will be responsible for all content posted to that school's website. The Website Coordinator is also responsible for insuring that a release form is on file before publishing any identifiable student photos or works.
- The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

Content Standards

- All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.
- All official school board and school web pages should reside primarily on the OPSB web server. If a school chooses to host its website with another provider, the OPSB website will provide a link to the school's website only if the school's website meets all other criteria maintained in this policy.
- All content must be related to curriculum, instruction, or other school or school district related information.
- Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system.
- The OPSB web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.

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

Student Safety

- Student names may be published without a release form. However, no identifiable student photo or student works may be published unless a signed release form is on file for the current school year for every associated student.
- No personal information (other than the student name) should ever be published about a student.
- No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
- Students are not allowed to have or use OPSB assigned email accounts.

Web Publishing Guidelines

- All published content must reflect educational goals.
- All published content should be reviewed for accuracy, correct spelling, and correct grammar.
- All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission as long as the material is on the OPSB web server.
- All published content must be kept up-to-date.
- Do not use spaces in naming pages or directories. Use the underscore character ("_") instead of spaces.
- Graphics should be optimized to minimize page loading times and bandwidth usage.
- School web sites must include:
    - School name
    - Principal's name
    - Full address

Ouachita Parish School System

Technology Acceptable Use Policy

Internet and network resources access is available to students, employees, and guests in the Ouachita Parish School System. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of our users. Our goal in providing this service to students, employees, and guests is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The following *Terms and Conditions of Use* are provided so that network users are aware of their responsibilities. These responsibilities include efficient, ethical, and legal utilization of the network resources. Please read the *Terms and Conditions of Use* carefully.

Terms and Conditions of Use

1. Personal Privacy and Safety

a. Users will not reveal any personal contact information about themselves or any other person on the Internet.

b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities

a. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.

b. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.

c. Users will not attempt to disrupt the network or network resources or destroy data by

spreading computer viruses or worms or by any other means.

d. Users will not attempt to impersonate another individual using network resources for any reason.

3. Security

a. Users will immediately notify system administrators if a possible security problem is

identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.

b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.

c. Users will not attach any device to the network without prior approval by the system

administrators.

d. Users should be aware that all network traffic (including Internet usage and email) is

regularly monitored for inappropriate use.

e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

4. Network Resources

a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.

b. Users will not intentionally waste network bandwidth (listening to online radio stations,

viewing streaming video, downloading large files, etc.).

c. Users will not use network resources for commercial purposes.

d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or

disrespectful language in network communications. This includes personally attacking or harassing another person.

e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).

f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.

g. Users will not send or forward email "chain letters" or send annoying or unnecessary

messages.

h. Users will not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.

i. Users will respect copyrighted material and other intellectual property. Users may not

duplicate or distribute electronic resources without the appropriate permissions,

documentations, or citations.

5. Software

a. Users will not download, store, or install any unapproved or unlicensed software on school system computers.

b. Users will not install any unauthorized or unlicensed school system software on their

personal/home computers.

6. Content Filtering

a. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.

b. Users will immediately report to school authorities any website they access that contains inappropriate content.

c. Users will not attempt to bypass the district's content filters to view inappropriate content.

7. Consequences of Inappropriate Use

a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action

(including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.

b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.

c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.

d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

STUDENT USE OF CELL PHONES AND OTHER
ELECTRONIC TELECOMMUNICATION DEVICES

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

ELEMENTARY SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE

First Offense:

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

Second Offense:

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

Third Offense:

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

Fourth Offense:

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

Fifth Offense:

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

EXCEPTION FOR EMERGENCIES

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

Revised: July 13, 2021

Ref: La. Rev. Stat. Ann. "17:239, 17:416, 17:416.1; Board minutes, 5-22-07, 5-25-07, 6-17-08, 5-19-09, 7-13-21.

CELL PHONE LAW IN SCHOOL ZONES

Sheriff Russell reminds drivers that the Louisiana Legislature passed a new law effective August 1, 2014 prohibiting the use of mobile devices in school zones. "Laws have been in place regarding certain uses of mobile devices while driving for some time, however this new law prohibits any use of a mobile device in a designated school zone with very limited exceptions," Sheriff Russell said. "We all recognize the dangers of using a mobile device in general while driving, but the danger is increased dramatically if the driver is in a school zone. Children's safety is the reason for this law", he added. In an effort to make motorists aware of the new statute and further help insure children's safety, the Ouachita Parish Sheriff's Deputies are placing signs in the parish school zones advising of the new law.

Louisiana Revised Statute Title 32:300.8:

✦ If you're driving through a school zone during posted hours, it is against the law to use your cell phone or other mobile device for **any reason**, including:

✦ Making a phone call.

✦ Texting.

Social networking.
The only exceptions to this rule are if:

✦ You need to report an emergency (including traffic hazards or accidents).

✦ Your personal safety is at risk.

✦ You need to report or avert a criminal act against someone (including yourself).

✦ You are legally parked.

You operate an emergency vehicle and must use your cell phone as part of your job.
If you are caught illegally using your cell phone in a school zone, you will be charged with a moving violation. The fine for a first offense is $175 and any second or subsequent offenses carry a fine of up to $500.



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.

OUACHITA PARISH SCHOOLS
Building Bridges to the Future

General 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 students with disabilities be provided with a free appropriate public education (FAPE).

Section 504 defines a person with a handicap as anyone who has a mental or physical impairment that substantially limits one or more major life activities. The federal law provides the following examples of "major life activities":

- 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 Section 504, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford equal access to appropriate educational services. Appropriate services are those designed to essentially "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 an 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 regulations 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, sometimes called a "504 Plan"} 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 and due process procedures are in place, which parents may access.

OUACHITA PARISH SCHOOLS
Building Bridges to the Future

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:

Twainna Calhoun
Personnel Supervisor and Title IX Coordinator
Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

Jason Thompson
Personnel Director and Title VI Coordinator
Ouachita Parish Student Support Services
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

FERPA (Student Privacy)

STUDENT PRIVACY AND EDUCATION RECORDS

The Ouachita Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the *Family Educational Rights and Privacy Act of 1974*(FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Ouachita Parish School Board or school or by a person acting for the Ouachita Parish School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the Ouachita Parish School Board (if any); records created or received by the Ouachita Parish School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher

3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).

5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.

6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:

    1. The student's name;
    2. The name of the student's parent or other family members;
    3. The address of the student or student's family member;
    4. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
    5. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
    6. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Ouachita Parish School Board receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

   Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Ouachita Parish School Board to comply with the requirements of FERPA.

FOR MORE INFORMATION REGARDING STUDENT PRIVACY AND EDUCATIONAL RECORDS POLICY OF THE OUACHITA PARISH SCHOOL SYSTEM, VISIT opsb.net. Across the top banner, click ABOUT US. From the drop down menu, select STUDENT PRIVACY.

OPSB Pupil Progression

In accordance with state requirements, Ouachita Parish will promote based on the criteria below for K, 1, 2, 3, 4, and 5.

REQUIREMENTS FOR PROMOTIONS IN K, 1, 2, 3, 4, AND 5.

Kindergarten	Must pass Reading Skills, Reading Knowledge, and Math with a final grade of C or higher.
Grade 1	Must pass Reading Skills, Reading Knowledge, and Math with a final grade of C or higher.
Grade 2	Must pass Reading Skills, Reading Knowledge, and Math with a final grade of C or higher AND must score above Well Below on EOY DIBELS or qualify for Good Cause Exemption. **See explanation below.**
Grade 3	Must pass ELA/Reading, math, and two other major subjects AND must score above Well Below on EOY DIBELS or qualify for Good Cause Exemption. **See explanation below.**
Grade 4	Must pass ELA/Reading, Math, and two other major subjects.
Grade 5	Must pass ELA/Reading, Math, and two other major subjects.

Promotion and mandatory retention of students in grade 2

Second graders scoring Well Below Benchmark after the last screening in the current school year will be retained unless the student meets one of the following Good Cause Exemptions:

- A limited English proficient student has been enrolled in an English Language assistance program for fewer than two years.
- An IEP indicates that the student is assessed using the LAAR.
- A student with an IEP or 504 plan who has previously been retained.
- A student with an IEP or 504 plan who has received intensive reading intervention for two years, as documented by the Individual Academic Support Plan or Individual Reading Plan, and still scores at the lowest achievement level on the literacy screener.
- A student was previously retained in kindergarten, first, or second grade and has received intensive reading intervention for two years, as documented by the Individual Academic Support Plan, still scores at the lowest achievement level on the literacy screener.
- A student has been diagnosed with dyslexia.

2nd grade students must pass Reading Skills, Reading Knowledge, and math with a final grade of C or higher AND must score above Well Below on EOY DIBELS or qualify for Good Cause Exemption.

Summer remediation will be offered for 2nd grade students who score at the lowest achievement level on DIBELS after their retest opportunity at the end of the 2025-2026 school year if they do not qualify under a Good Cause Exemption (see above). DIBELS retest will be the last day of summer remediation.

Students are eligible for promotion from grades K,1,4,5 by meeting attendance requirements and pursuing and passing the necessary courses of study. Students in grades K,1,4,5 who do not meet the grade requirements may be recommended for promotion by the School Building Level Committee.

LOUISIANA DEPARTMENT OF EDUCATION

Ivy Daniels Act

Implementation Guidance for Act 782 (2026)

The Louisiana Legislature enacted Act 782 of the 2026 Regular Session, known as the Ivy Daniels Act, to protect children from crimes involving the creation, possession, dissemination, or sale of improper images created by artificial intelligence.

The Act creates enhanced criminal penalties and establishes requirements for annual dissemination of information to students and parents regarding these offenses and their consequences.

This provides implementation guidance for compliance with R.S. 17:416.20.1.

Purpose

The purpose of this guidance is to assist local education agencies (LEAs), charter schools, and school administrators in implementing the statutory requirements of Act 782 and ensuring that students and families understand the serious legal, educational, and safety consequences of AI-generated image offenses. school threats.

Statutory Requirements

Beginning with the 2026-2027 school year, the principal of each public school shall disseminate information regarding the crime and consequences of unlawful dissemination or sale of images of another created by artificial intelligence as provided in R.S. 14:73.14 and unlawful possession of images of another created by artificial intelligence as provided in R.S. 14:73.14.1.

The information shall be provided:

- During the first five (5) days of each school year;
- To all students enrolled in grades six (6) and above; and
- To each student's parent or legal guardian.

Schools may incorporate the required information into existing orientation programs, student handbook reviews, registration activities, advisory periods, or other annual school safety activities.

Parent Acknowledgment Requirement

The Act requires schools to provide the information to each student's parent or legal guardian in writing, on a form with a signature line acknowledging receipt and understanding of the information.

Schools shall:

- Obtain signed acknowledgments from parents or legal guardians;
- Maintain documentation demonstrating compliance; and
- Retain records in accordance with local records retention policies.

Electronic acknowledgment systems may be utilized when permitted by local policy.

Age-Appropriate Communication

The information provided must be:

- Age appropriate;
- Grade appropriate; and
- Developed with consideration for students participating in special education programs or other specialized educational settings.

Schools should ensure that materials are accessible to all students and families, including those who require accommodations, language supports, or alternative communication methods.

Information To Be Provided

At a minimum, schools shall communicate that:

The following acts are criminal offenses under Louisiana law:

- 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. LA. 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. LA. R.S. 14:73.14.1

Criminal penalties for violation

A violation of LA. R.S. 14:73.14 provides for imprisonment of the offender with or without hard labor for not more than one year, a fine of not more than one thousand dollars, or both. When the depicted person is under the age of seventeen years, the offender shall be imprisoned with or without hard labor for not more than five years, and at least one year of the sentence of imprisonment shall be imposed without benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.

A violation of LA. R.S. 14:73.14.1 provides for imprisonment of the offender with or without hard labor for not more than five years. At least one year of the sentence of imprisonment shall be imposed without benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.

Offenders under the age of 14

When an offender is under the age of fourteen years, the disposition shall be governed exclusively by the provisions of Title VII of the Louisiana Children's Code.

Definition of Educator

"Educator" means any administrator, coach, instructor, paraprofessional, student aide, teacher, or teacher aide at any public or non public elementary school, secondary school or high school in the state of

Louisiana who is assigned, employed, or working at the school or school system where the victim is enrolled, as a student on a full-time, part-time, or temporary basis.

Juvenile Consequences

Students should understand that the prohibited activity made as jokes, pranks, social media posts, text messages, verbal statements, or other online communications may result in a criminal investigation and criminal proceedings.

Relationship To Existing School Safety Requirements

Nothing in Act 782 replaces or supersedes existing requirements related to:

- District Crisis Teams (R.S. 17:416.16);
- Mandatory reporting requirements (R.S. 17:409 and R.S. 17:410);
- School discipline policies;
- Student support services.

Schools shall continue to investigate, assess, document, and respond to threats consistent with state law and local policy.

Recommended Implementation Practices

The Louisiana Department of Education recommends that schools:

- Incorporate this information into student orientation activities;
- Include the information concerning the Ivy Daniels Act in student handbooks;
- Coordinate with local law enforcement and school resource officers;
- Emphasize anonymous reporting systems and available student support.

Compliance Checklist

Each school should verify the following:

- ☐ Information distributed during the first five school days.
- ☐ Information provided to students in grades 6-12.
- ☐ Information provided to parents and legal guardians.
- ☐ Parent acknowledgments collected and maintained.
- ☐ Materials provided in accessible formats when necessary.
- ☐ Documentation retained for monitoring purposes.
- ☐ School safety and threat assessment teams informed of implementation requirements.

Technical Assistance

The Louisiana Department of Education Safe and Healthy Schools Division will provide model informational materials and a parent acknowledgment form to assist schools in meeting the requirements of Act 782.

Questions regarding implementation may be directed to: educationpolicy@la.gov

The Louisiana Department of Education remains committed to supporting school systems in maintaining safe, secure, and supportive learning environments for all students and staff.