Swartz Upper Elementary School



Student Handbook 2026-2027

Swartz Upper Elementary
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Ouachita Parish School System

Vision Statement

Building Bridges to the Future

Mission Statement

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

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Swartz Upper Elementary

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

We welcome you as a student to Swartz Upper Elementary School. As a member of our school, you are expected to follow all rules and regulations that exist for the welfare of the entire student body.

Vision Statement

Cultivating Excellence in Every Student

Mission Statement

We, the stakeholders of Swartz Upper Elementary School, will work together to ensure academic excellence in each of our students in a safe and supportive environment.

Staff Beliefs

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

1. *Our students will become competent readers and writers and apply these skills across the curriculum.*
2. *Our students will read, communicate, and compute mathematically on or above their grade level.*
3. *Our students will broaden their knowledge base and their understanding of the world around them through participation in a challenging curriculum that integrates science, social studies, art, music and technology.*
4. *Our students will exhibit age appropriate interpersonal skills enabling them to interact with children and adults of varied economic and/or cultural backgrounds.*

ACADEMICS

Grading Scale

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 or below = F

Requirements for Promotion

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

Grade 3 – Except for mandatory retention consideration as described below, teachers shall, on an individual basis, determine the promotion of each student according to the local Pupil Progression Plan. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

Retention will be considered for a student scoring at the lowest achievement level on the state end-of-year literacy screener (DIBELS 8.0). Summer remediation will be mandatory for 3rd grade students who score at the lowest achievement level on DIBELS after their retest opportunity at the end of the school year if they do not qualify under one of the good cause exemptions (see Bulletin 1566 – Pupil Progression Policies and Procedures, §701.

Grades 4 and 5 – must pass ELA/Reading, Math, and two other major subjects.

Students are eligible for promotion from grades 4 and 5 by meeting attendance requirements and pursuing passing the necessary courses of study.

Holdbacks

Holdback of students with passing grades in K-8 will be a SBLC decision. SBLC must include parent(s) or guardian. The Holdback Request form can be found on the OPSB webpage of your child's school. The Holdback Request form must be completed NO LATER than February 1 of the current school year in order for your child to be considered by SBLC for holdback.

Homework

Students are expected to come to school prepared with homework and prepared to work.
Parents may be contacted by phone or note the second time homework is incomplete in one week. Conduct sheets will reflect incomplete homework with points being deducted from the homework grade.

Textbook Adoption

Textbooks utilized for core curriculum areas will be determined by each school system. Input from local teachers, principals, administrators, and others determine how access to textbooks in core subject areas will be made available to students. School systems must ensure that each child within the classroom will have equal access to any available instructional materials. Textbook access for students at Swartz Upper will be provided via a classroom set and/or take home copy (in such classes where books are available).

OnCourse

Parents should regularly access their child's grades and test scores using OnCourse.

ATTENDANCE REGULATIONS

Regular attendance is considered essential for a student's successful progress in the instructional program. Elementary students are required to be in attendance a minimum of 167 days a school year in order to be eligible to receive credit for courses taken. Regulations require that a student accumulate no more than a total of 10 absences (excused or unexcused) per year for grades K-8.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

Types of Absences

The days absent for elementary and secondary school students shall include *excused absences, unexcused absences,* and *suspension/expulsions.*

A. Excused absences are absences which are not considered for purposes of truancy, including absences incurred due to extenuating circumstances as listed below.

B. ***Unexcused absences*** are any absences not meeting the requirements set forth in the excused absence-definition, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program.

C. ***Suspension/Expulsions*** are absences for which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site.

A student who is absent, including a suspended student, shall be allowed to submit missed assignments and tests and shall be eligible to receive the same academic credit and grades originally available. The work shall be completed satisfactorily and the amount of time the student shall have to complete the work shall not exceed the number of days missed.

Extenuating Circumstances

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.

2. Extended hospital stay in which a student is absent as verified by a physician or dentist.

3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.

5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.

6. Observance of special and recognized holidays of the student's own faith.

7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a

combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.

8. Absences as verified by the principal or his/her designee as stated below:

    A. Prior school system-approved travel for education;
    B. Death in the immediate family (not to exceed one week); or,
    C. Natural catastrophe and/or disaster.

9. Expectant and parenting high school students shall be granted excused absences as delineated in policy *JQA, Expectant and Parenting Students.*

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

Mental or Behavioral Health Absences

A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any school work missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel including, but not limited to counselor, nurse, and psychologist, for help addressing the underlying issue, which may include referral to medical services outside of the school setting.

School-Approved Activities

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

Child Performers

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

Written Excuses

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within forty-eight (48) hours of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

Reporting Absences

The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness. The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

Appeal of Absences

When a student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

Tardiness

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Check-In Procedure

A student who arrives at school after 7:55 a.m. is considered tardy and must report to the office to be signed in by a parent/guardian. Tardies are recorded on the student's attendance record. Tardies will be handled as follows:

1st Tardy -	The teacher will give the student a warning.
2nd Tardy -	The parent will receive a letter or phone call from the teacher or principal.
3rd Tardy -	The principal will conference with the student, parents, and teacher. Any student with three (3) tardies will be required to show new proofs of residence.
4th Tardy -	The Director of Child Welfare and Attendance will conference with the student and the parents.

Check-Out Procedure

No student may leave school grounds during school time without being signed out in the office by the parent/guardian. Parents/Guardians must go to the office and sign out students. The office staff will call students to the office for check out. Parents/Guardians are not allowed to go to the classroom to pick up students. Designees checking out students must have written and signed permission from the parents. Check out by telephone is not allowed unless approved by a school official.

If a student checks out before 11:30 a.m., he/she is considered absent for one whole day. Likewise, if a student checks in after 11:30 a.m., he/she is considered absent one half day.

A student will be allowed to check out for the following reasons:

- Medical appointments
- Illness or serious injury
- Genuine family emergencies

***Students may not be checked out after 2:30 p.m. or during recess.**

Make-Up Work/Assignments

Steps to follow for obtaining make-up work/assignments:

1. Upon returning to school, the student should ask the teacher for any make-up work/assignments.
2. If a student will miss more than one (1) day of school, call the school **before 10:00 a.m.** to request work/assignments.
3. Assignments may be picked up in the office **after 2:30 p.m.**

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.

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

ELEMENTARY SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE

First Offense:
Parent is called. Cell phone is taken and returned to student at the end of the day. Minor Infraction is written, and parent signs it.

Second Offense:
Parent is called. Cell phone is taken for 1 day. Parent picks up phone prior to 3:00 p.m. Minor Infraction is written, and parent signs it.

Third Offense:
Parent is called. Cell phone is taken for 3 days. Parent picks up phone prior to 3:00 p.m. Major Referral is written. Parent signs it. 1 day in-school detention or 1 day suspension.

Fourth Offense:
Parent is called. Cell phone is taken for 5 days. Parent picks up phone prior to 3:00 p.m. Major Referral is written. 3 day suspension. Loss of cell phone privileges at school for remainder of school year. Parent and student must meet with Child Welfare and Attendance before returning to school.

Fifth Offense:
Parent is called. Major Referral is written with a recommendation for alternative placement. Loss of cell phone privileges at school for remainder of school year.

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.

CHILD NUTRITION PROGRAM PAYMENT POLICY

Swartz Upper Elementary is participating in the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for the school year. All enrolled students of the school are eligible to receive a healthy breakfast and lunch at school at no charge each day of the school year. No further action is required by the parent/guardian.

Children will have to pay for second servings and extra items if they want them. They will not be able to charge these items. They must have money in their cafeteria account.

If the child transfers to a Non-CEP school, the parent/guardian will have 10 days to submit an application for meal benefits. After 10 days, the parent/guardian will be required to pay for any meals received at the Non-CEP school, if the family does not qualify for meal benefits.

Payments

Payments for second servings and extra items may be made in cash or by personal check (if checks are accepted at your child's school). Checks should be made out to the school cafeteria where the child attends. Parents are encouraged to set up an account for online meal payments (myschoolbucks.com).

Parents are encouraged to send **cash payments** in envelopes with the child's name, cafeteria number, and the amount of money enclosed.

If sending a **check or money order**, parents should note the child's name on the check. If the check is for more than one child, each child's name and amount to be credited to each child's account should be noted.

Prices for Meals

Breakfast		Lunch	
Students	*Free	Students	*Free
Adult Employee	$2.00	Adult Employee	$4.00
Adult or Child Visitor	$4.00	Adult or Child Visitor	$6.00

*There is a charge for extras. The cost depends on the student's food item selection.

NSF (Non-Sufficient Funds) Checks

If an NSF check is received, the person writing the check will be contacted and asked to pay, in cash, the amount of the check plus $5.00 for bank charges assessed by the Child Nutrition Program. No checks will be accepted for payment of second servings or extra items until the outstanding check plus bank charges are paid in full. A second NSF check by the same person/account will result in all second servings or extra items being paid in cash or money order for the rest of the school year.

End of Year Balances

No checks will be accepted for payment of second servings or extra items after May 1st.

Money may be left in student accounts and carried over to the next school year. If a student transfers to another school within Ouachita Parish, their money goes with them. A parent may request a refund of money in a student's account, if a request is placed in writing along with the designation of whom the money is to be given.

Cafeteria Rules and Procedures

1. Walk slowly, talk quietly, and eat carefully.
2. Breakfast will be served from **7:30 a.m. to 7:50 a.m.** Students who arrive after 7:50 a.m. may not be served.
3. Money for second servings or extra food items may be paid directly to cafeteria staff daily or online through the *My School Bucks* link located on the school's webpage.
4. Restaurant lunches or lunches delivered by local food services are not allowed.
5. Canned or bottled drinks are not allowed in lunches brought from home.

COMPUTER USE AND ACCESS

Internet Safety

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Ouachita Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Ouachita Parish School Board.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy EBBB, *School and Student Safety*.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

In its continued efforts to comply with the *Children's Internet Protection Act*, the School Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the School Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the School Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging;"
- Prohibit unauthorized access, including what is now known as "hacking" and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and

- Institutes measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

The student and parent or guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student will be allowed to use school system computers. The student and parent/guardian signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

Computer and Internet Use Terms and Conditions

1. *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited. Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.

2. *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, staff, or District Technology Committee.

3. *Netiquette* - Users shall be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

    - Be polite. Do not send abusive messages to others. Use appropriate language.

    - Do not reveal personal addresses or phone numbers of students or colleagues.

    - Note that Electronic Mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Agreement, the Student Handbook and/or the law. Routine maintenance of the system may also purge files from individual accounts.

    - Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass e-mail messages, or annoying other users using the talk or write functions). Hardware or software shall not be destroyed, modified, or abused in any way.

    - Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.

    - Hate mail, harassment, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.

    - The illegal installation of copyrighted software for use on district computers shall be prohibited.

    - Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.

4. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.

5. *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.

6. *Consequences of Misuse* - School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or language or pictures or violates the *Code of Conduct* for computer use, or any rules contained in the *Acceptable Use Agreement.*

Acceptable Use

The Ouachita Parish School Board *acceptable use* provisions apply to all users of the Internet. Honesty, integrity, and respect for the rights of others should be evident at all times. E-mail shall be limited to teachers and whole classes. Individuals shall not have accounts unless specifically authorized by the parent. In no case shall photographs be permitted. Students shall only be identified by first names.

The use of the Internet, including the World Wide Web, in any Ouachita Parish school must be in support of education and academic research and consistent with the educational objectives of the School Board. Neither the Ouachita Parish School Board nor any of the schools shall be responsible for any financial obligations incurred by users of the Internet.

Internet activities that are permitted and encouraged:

- Investigation of topics being studied in school;
- Investigation of opportunities outside of school related to community service, employment or further education.

The Internet user shall be held responsible for his/her actions and activities. Unacceptable uses of the network shall result in appropriate disciplinary action, including school suspension or revoking of these privileges.

Terms and Conditions of Use

Regulations for participation by anyone on the Internet shall include but not be not be limited to the following:

1. **Personal Privacy and Safety**
    A. Users shall not reveal any personal contact information about themselves or any other person on the Internet.
    B. Users shall 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 shall not transmit any material or engage in any activities in violation of any national, state, or local regulations.
    B. Users shall 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 shall 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 shall not attempt to impersonate another individual using network resources for any reason.

3. **Security**

A. Users shall 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 shall only use storage media (disks, CD's, pen drives, etc.) that have been scanned and found to be free of viruses.
C. Users shall 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 shall only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
B. Users shall not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
C. Users shall not use network resources for commercial purposes.
D. Users shall 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 shall not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
F. OPSB.net email accounts are for employees ***only***. Students shall not be assigned OPSB.net email accounts.
G. Users shall not send or forward email "chain letters" or send annoying or unnecessary messages.
H. Users shall not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.
I. Users shall 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 shall not download, store, or install any unapproved or unlicensed software on school system computers.
B. Users shall 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 shall immediately report to school authorities any website they access that contains inappropriate content.
C. Users shall 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 shall be subject to disciplinary action.

OPSB CHROMEBOOK RESPONSIBLE USE POLICY PROGRAM PURPOSE

The Ouachita Parish School Board (OPSB) Chromebook Implementation is to provide tools and resources for our students. Increasing access to technology is essential to build upon college and career readiness skills. OPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom.

General Information

Acceptable Use Guidelines

Students are responsible for their own behavior at all times in accordance with the OPSB District Handbook for Students and Parents, OPSB Computer and Internet Use Policy and this OPSB Chromebook Responsible Use Policy. Please refer to the discipline provisions found in the above policies with respect to violations.

Distribution of the Chromebook

Chromebooks will be distributed near the beginning of the school year. The procedure for distribution of Chromebooks will be established at each school.

Logging into a Chromebook

Students will log into their Chromebooks using their school issued account. Students should never share account passwords with others.

Returning the Chromebook

Chromebooks will be returned at the end of each school year. Instructions for such will be given at that time. Students transferring out of the District will be required to return their Chromebook. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full.

Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to OPSB policies and all of their corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

1. **Respect Yourself**
   I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself**
   I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others**
   I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites.

4. **Protect Others**
   I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property**
   I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property**
   I will request to use the software and media others produce. I will use available free and open-source alternatives rather than pirating software.

Caring for your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher.

General Precautions

- I will insert and remove cords and cables carefully.
- I will not remove any case or cover issued by OPSB.
- I will keep my Chromebook free of any stickers, writings, or drawings that are not the property of the OPSB.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not place any heavy objects or drop any objects on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or in any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by OPSB, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.

Screen Care

- I will use only my fingers to touch the keyboard or screen.
- I will not spray or wipe my Chromebook with any household cleaning product or wipes. I will use only a soft, dry microfiber cloth or anti-static cloth.
- The hinge of the screen will only open to a slight angle. I will not attempt to open the screen beyond this stopping point as the screen will break if forced.

Preparation and Use

At School

A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to all classes unless specifically advised not to do so by the teacher. School staff will monitor student use of Apps when students are at school. In addition to teacher expectations for Chromebook use, students will be accessing curriculum information and content-appropriate online information in all classes. Any strategy used to circumvent security settings including removing the device from the domain is a violation of this policy. External removable devices are prohibited, including USB drives and flash drives.

Students are bound by OPSB policies and all other guidelines in this document wherever they use their Chromebooks.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher

Managing Digital Work with a Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.

- With a wireless Internet connection, one can access documents and files from any Chromebook or mobile device, anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- All files should be stored in Google Drive, so there's no need to worry about lost homework.
- OPSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.
- If a Chromebook needs repairs, it may require a reload of the operating system. This reload will delete all files stored locally on the Chromebook. The student will need to save all needed files to their Google Drive.

Software on Chromebooks

Originally installed Software

Chromebook software is delivered via the Chrome Web Store. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the district may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the district as well.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by OPSB.

Damaged Equipment

Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage. The price that the District paid for the Chromebook includes: the Chromebook and charger. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and/or the cost of repair or replacement.

OPSB Chromebook Repair Price Schedule

AC Adapter	$ 30.00
Bezel	$ 25.00
Battery	$ 40.00
Camera	$ 20.00
Keyboard	$ 60.00
LCD Screen	$ 80.00
Motherboard	
Dell 3120/3180	$ 75.00
Dell 3100	$140.00
Asset/Service Tag Removal	$ 10.00

Consequences

The privilege of having a computer comes with a new set of responsibilities and new consequences. Violations of this Chromebook Policy may have consequences, including but not limited to:

- Notification to parents/guardians;
- Suspension of network, technology, or Chromebook privileges;
- Complete loss of Chromebook;
- Detention or suspension from school and school-related activities; and/or
- Legal action and/or prosecution

ARTIFICIAL INTELLIGENCE (AI) GUIDANCE FOR STUDENTS

Mission Statement

The mission of the AI Task Force is to ensure the responsible, ethical, and effective use of artificial intelligence in our district by establishing clear guidelines, protecting privacy and academic integrity, empowering educators and students, and aligning AI use with OPSS Keys to Success

What is AI?

A type of technology that develops systems capable of performing tasks requiring human intelligence such as learning, generating text/images, decision-making, and language processing (e.g. generative AI tools like ChatGPT or Google Gemini).

Expectations for Students

Acceptable Use (When allowed by teacher)

- Brainstorming ideas, tutoring or clarification of concepts, grammar and spelling checks, study support and organization, approved assistive technology tools, language translation supports for non-English speaking learners

Unacceptable Use

- Submitting AI-generated work as your own, using AI to cheat on assignments or assessments, uploading assignments without teacher approval, impersonating another person, creating deepfakes or harmful media, entering personally identifiable information (PII) into non-approved AI tools, using AI to bypass required learning

  Deepfakes and Non-Consensual Imagery

  - The creation or distribution of deepfake content or Non-Consensual Intimate Imagery (NCII) is strictly prohibited and will be addressed under bullying and harassment policies.

Monitoring and Disciplinary Actions

- Use of AI on district networks may be monitored.
- Violations of Policy EFAB may result in:
  - ❖ Suspension or revocation of technology privileges
  - ❖ Academic consequences
  - ❖ School disciplinary measures as outlined in the Student Handbook
  - ❖ Additional consequences consistent with district policy

STUDENT DRESS CODE

The policy of the Ouachita Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The School Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board adopts a uniform policy or modifies an existing uniform policy, it shall notify in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

DRESS AND PERSONAL GROOMING

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

The following general guidelines are required:

1. Clothing:

- Clothing with suggestive words or pictures will not be allowed.
- Jeans and pants **should not have any skin showing.** Holes on pants/jeans/shorts will not be allowed.
- Mini skirts should not be worn.
- **Spandex based pants that fit like leggings** may only be worn under a regular dress or skirt.

- All shorts need to be **appropriate length** that reflect modesty, provide appropriate coverage, and conceal undergarments.
- Tanks, halters, crop tops, low cut, and tight shirts will not be allowed.
- Pajama pants will not be allowed.
- Baggy, low-riding pants/jeans/shorts will not be allowed.
- Running shorts will not be allowed.
- Dresses/Skirts may be worn but must be knee length and without spaghetti straps or halter tops. (Girls are advised to wear shorts underneath their dresses/skirts.)
- Hooded garments are discouraged but will be allowed. Under no circumstance is the hood allowed on the student's head at any time while on school campus or on the school bus. If the student violates this rule, the student will then receive behavior consequences. No hooded garments are allowed when students take any standardized test.

2. Body Piercings:

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

3. Hair Styles:

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

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

4. Shoes/Footwear:

- Students **will not be allowed** to wear **house shoes, house slippers, or flip-flops.**
- Other **backless shoes are discouraged** due to safety concerns.
- Heelies or any shoe with wheels will not be allowed.

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

DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct.*

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Consequences for dress code violations may include:

1. Calling home for a change of clothes.
2. Not returning to class until appropriate clothing is brought to school.
3. Uniforms required for repeated violations.

The administration reserves the right to alter and announce changes to the dress code guidelines to address situations that interfere with an appropriate educational environment.

****Parents are also asked to adhere to appropriate dress when visiting our school.**

SCHOOL NURSE PROGRAM

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

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

1. Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in kindergarten and odd grades through 9th grade.

2. Pediculosis (head lice) checks on elementary students per parish protocol.

3. Personal hygiene classes taught to 5th grade girls.

4. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.

5. BSE and cervical cancer classes provided for 7th- 12th grade.

*If you do not want your child to participate in any of the above, then you must let the school nurse know in writing by September 5th.

PLEASE MAIL TO: Swartz Upper Elementary
Attn: School Nurse
400 Lincoln Hill Drive
Monroe, LA 71203

The school nurse needs to be notified of any changes that occur in your child's health condition and provided updated telephone numbers and address changes readily to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year. The school nurse makes weekly visits to the school and can be reached by calling (318)343-172

Immunizations

Requirements for Kindergarten/First Time Enterers:

The table below will help you understand what is required by the LA State Law (Statute 17:170) for **ALL** children entering school:

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

Requirements for Adolescents between the ages of 11 – 18 years:

The table below will help you understand what is required by the LA State Law (Statute 17:170) for **ALL** children between the ages of 11 – 18:

- 1 Tdap – (Tetanus, Diphtheria, & Pertussis) *New
- 1 MCV4 – (Meningitis Vaccine) *New
- 2 Varicella – (Chicken Pox Vaccine) *Must have 2nd vaccine if only 1 noted on record.
- 3 HBV's (Hepatitis B Vaccine) *Should already have from Kindergarten
- 2 MMR's – (Measles, Mumps & Rubella) *Should already have from Kindergarten

Medications

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

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

2. Medication must be brought to the school by the parent in a current container appropriately labeled by the pharmacy. No more than a 25 day supply will be accepted.

3. No "over the counter" medications will be given at school unless prescribed by a doctor or dentist with proper paperwork completed. (This means aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)

4. Students are not allowed to have any medication in their possession with the exception of an inhaler or epi-pen. Additional paperwork would need to be completed for these exceptions.

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

Helpful Guidelines for School Attendance

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

1. **FEVER** is a sign of infection or illness. If your child has a temperature of 100 degrees or above, he/she should remain at home. **Children must be free of fever for 24 hours without fever medication before returning to school.**

2. **VOMITING AND DIARRHEA** are often contagious. Your child should be watched closely for dehydration and/or bloody stools. **Children must be free of diarrhea and vomiting for 24 hours before returning to school.**

3. Children often have **RUNNY NOSES AND COUGHS** during the cold and allergy seasons. These should be watched carefully. **Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough, and/or thick, discolored nasal discharge.** If these symptoms persist, a doctor should be consulted.

4. **RINGWORM** is a fungal infection of the skin and may be spread from one child to the other. There are two types: Ringworm of the Scalp and Ringworm of the Skin. The student **must** be seen by a doctor and be on medication for 24 hours before returning to school. **A note from the doctor is required before being admitted to class.**

5. **RASHES** vary widely, both in appearance and severity. Whereas a small, isolated area may not warrant keeping your child home, a rash coving a large portion of the body would. **A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable. If it is necessary to consult a doctor, a letter is required when returning to school.**

6. **SORES** may be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of a minor injury and then spread to normal skin nearby. **This type infection is contagious and may cause serious problems for the infected child. A doctor's note is required when returning to school and the student must have been on prescribed medication for 24 hours.**

7. **PINK EYE** is another common condition seen in schools. It is contagious and must be treated with **a medication prescribed by a doctor**. Symptoms include redness, itching, swelling, drainage and **excessive matter upon awakening in the morning**. (Eyelids may be "stuck" together.) **Do not send student to school with these symptoms.** Student may return to school after being on medication for 24 hours and if symptoms have disappeared. **A note stating the name of the medication used is required.**

8. **Head Lice** are often a problem. Any child can get head lice, but it is treatable with time and patience. Our school system follows a **"NO NIT"** policy. This means a child **must be clear of lice and/or eggs before returning to school**. Up to 30% of eggs can survive treatment and require removal before returning to class. **Parents are asked to bring student to school** where he/she can be checked in their presence, by school personnel, before being admitted to class.

We thank you for helping us keep your children healthy.

STUDENT FEES AND FINES

Fees

Swartz Upper Elementary may impose certain student fees or elective class fees to help offset special costs incurred in the operation of specific classrooms or subjects. The dollar amount of general student fees fluctuates from year to year, with the current year's fee being assessed at $45.00 per student. Other fees may be charged by special elective classes for more specific needs and materials for the class (Choir, 4-H Club, etc.). These fees are collected from parents/guardians online or in the form of cash or check. These fees may be paid throughout the school year or prior to June 30 of that school year. A breakdown of the fees may be obtained from the office.

Students who are unable to pay due to financial hardships may submit a request to the School Board to reduce or waive certain fees. Examples of families facing economic hardship include, but are not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

All requests for economic hardship waivers of student fees and any and all supporting documents used in considering the validity of any request for a waiver shall be sent to the School Board Office Director of Federal Programs and are kept confidential.

Fines

Fines are generally assessed by the Library for books that were checked out from the Library but were not returned. This fine is the cost of the book unless the book is returned. This fine may be paid in the form of cash or check. No books may be checked out if a student has an outstanding fine.

TRANSPORTATION

School Bus

1. A copy of the bus rules is given to each student when he/she is registered on a bus.
2. A student may not be registered on more than one bus without special permission from the bus driver, principal, and supervisor of transportation.
3. A student may not ride a bus he or she is not assigned to ride.
4. Please make sure your child knows how he/she is going home each day. Call the school only in an emergency to change plans.
5. Repeated misbehavior may result in temporary suspension from the bus.
6. No balloons or glass containers are allowed on the bus.
7. No transportation changes will be made after 2:30 p.m. except in case of emergency.
8. A student may be referred to the principal or designee by a bus driver or bus aide if the student's behavior warrants.

School Bus Discipline

1st Infraction - A written discipline report by the bus driver/bus aide will be submitted to the principal or designee. The bus driver will notify the parent and the principal will give the student a warning.

2nd Infraction - The student will be suspended from bus riding privileges for a minimum of one to three days.

3rd Infraction - The student will be suspended from bus riding privileges for a minimum of one week. The principal may hold a conference with parent.

4th Infraction - The student will be suspended from bus riding privileges for the remainder of the school year.

At any time, if the severity of the behavior warrants, the student may be suspended from bus riding privileges and/or school on the first infraction. The following actions are considered severe behavior and students will be suspended for a minimum of one to three days or may be expelled for such behavior:

1. Preventing the orderly operation of the bus.
2. Posing an immediate threat to the safety of others.
3. Exhibiting disrespectful or threatening behavior towards the bus driver/bus aide.
4. Destruction of school board property.

Car Drop-Offs and Pick-Ups

Parents transporting their children to and from school should use the front entrance to the school. Parents should drive slowly and observe the following safety rules:

1. Students may be dropped off beginning at 7:30 a.m. Students are to remain in cars until a duty teacher signals that the 7:30 a.m. bell has sounded.

2. Students must be picked up before 3:20 p.m. There will not be a teacher on duty after 3:20 p.m.

3. Do not park in the pick-up lane. If you need to get out of your car, please park in a parking space.

4. Handicapped parking spaces are only for those truly in need of handicapped access as indicated by a tag or sticker on the vehicle.

5. The drop-off line will be single file only. A child will not be allowed to cross through the line of traffic after exiting the car or to get into the car.

6. There will be two (2) lines for car pick-up. Each student will be assigned a car tag number. **This tag should be visibly displayed on the dash of your vehicle until your child enters your vehicle**. Students will be escorted to their cars. Parents in cars without tags will be directed to park and pick up their student inside of the office.

7. DO NOT pull around the other cars to drop-off or pick-up your child. This creates a VERY dangerous situation and could cause an accident to occur.

8. If a child will be going home with another student, a note from both parents stating reasons is necessary and must be submitted to the office for approval.

9. If at all possible, have your child exit or enter the passenger's side of the car. Asking your child to get out or get in on the driver's side of the car is very dangerous due to other cars driving through the open lane.

10. If you walk up to get your child, please let one of the duty teachers know that you are taking him/her. They must be watching the children and cars at all times and need to know who the children leave with.

11. Any student with three (3) late pick-ups will be required to show new proofs of residence.

12. If there are persons who are prohibited from picking up your child, please make sure that you have let the office know who these people are so that the duty teachers can be informed of this.

GENERAL SCHOOL PROCEDURES

Change of Address/Telephone Number

If at any time during the school year, a student moves to a different address or changes telephone numbers, the office must be notified. Parents are required to give a number where they can be reached in case of an emergency. Also, the office must have 2 proofs of current address on file.

Change in Transportation

Students should know how they are to get home from school before they leave for school in the morning. Transportation changes will not be made after 2:30 p.m. except in case of an emergency.

Permanent changes in transportation can only be made in person in the school office. As a security precaution, we will no longer take permanent transportation changes over the telephone.

Conferences

Parent-teacher conferences may be arranged by either the parent or the teacher. To request a conference with your child's teacher(s), please send a note to the teacher or call the office and leave a message for the teacher to return your call.

In any case where a teacher, principal, or other school employee is authorized to **require** the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address show on the student's registration card.

Crisis Management Evacuation Plan

To ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning, our school has a crisis management plan in place. Should an evacuation of the school ever become necessary for any reason, the students, teachers, and staff will proceed to the Swartz/Lakeshore Recreation Center located at 520 Lincoln Hill Drive.

Dismissal of School Due to Weather

When school is closed due to inclement weather, parents need to listen to local radio and television stations for information. If schools are forced to close during the school day, information will be transmitted over local radio and television stations. Students will be sent home their normal way. Please make sure your child knows what to do if school is dismissed early for any reason.

Field Trips, Extracurricular Activities, and End-of-Year Activities

Students will be given the opportunity to participate in school-planned field trips, extracurricular activities, and end-of-year activities. A permission slip must be on file with the teacher for each child going on the field trip or participating in the activity. To be eligible to participate, the student:

1. MUST maintain at least an 85/B average in conduct each nine weeks and not have any Major Infraction Referrals.
2. MUST not have been suspended during the nine weeks.
3. Should have paid any fees.

Participation in activities and field trips may be determined by the PBIS/discipline committee.

Refunds for field trips and activities will not be issued.

In-School Suspension (ISS)

In-School Suspension (ISS) is used to address and resolve discipline problems without actually sending the student home. ISS may be assigned if a faculty designee is available. Parents will be notified when their child has been assigned to ISS.

When a student has been assigned ISS, the student will be isolated from other students and monitored by a faculty designee. The student will complete all class assignments, including tests. The student is marked "present" at school. The student will not be permitted recess time or electives and will eat lunch in isolation. The student will not be allowed to attend any classes. No talking, playing, or sleeping will be permitted. Any student who does not follow ISS rules will be suspended.

Medicine/First Aid

Should a child become ill or injured at school, we will contact his/her parent or guardian. The office must have current emergency numbers.

Medication cannot be given by school personnel before a scheduled meeting with the school nurse. State medical guidelines will be followed in order to dispense medicine to students at school. (See *Medications* for more detailed information.)

First-aid will be given in emergency situations. School personnel is not allowed to apply medication to injuries. We will apply ice or Band-Aids and contact parents if the injury is serious.

Students with a temperature of 100 degrees or above will be sent home and may not return to school until they are free of fever for 24 hours without fever medication.

Miscellaneous

1. Electronic devices, toys, sporting equipment, cards, and games are not allowed at school. The school will not be responsible for lost or confiscated items.
2. **Backpacks must be clear. Water bottles must be clear. Liquid inside water bottles must be clear.**
3. Do not send large sums of money to school with your child unless it is required for a field trip, fund raiser, etc. Any money sent to school needs to be in an envelope with your child's name, amount, homeroom teacher and what the money is for clearly indicated on the front.
4. No personal deliveries will be accepted at school. (Birthdays, "Special Occasions", Valentines, etc.)
5. Birthday treats must be pre-approved by the teacher.

Phone Calls

Students will only be allowed to use the phone in case of school emergencies or illness and with staff permission. They are expected to bring all homework, supplies, projects, notes from parents, money, etc. with them when they come to school in the morning.

Photographs/Internet Photos/Videos

From time to time we take pictures of activities during school. We would like your permission to use the pictures on our school website, bulletin boards, newspaper articles, and the yearbook. We will never reference your child online by name or provide any specific information regarding your child. However, we may publish his/her name in articles and in the yearbook. We will never sell these pictures, and we will use them exclusively for school purposes. Please sign the back page in this handbook indicating your permission.

PTO

The Swartz Upper Elementary PTO works throughout the year to aid in school functions. All parents are encouraged to be a part of this dedicated organization. If you would like to be involved in the Swartz Upper Elementary PTO, please contact your child's teacher or the school office. Each classroom will have a room mom/dad to contact other parents about the activities and needs of the school.

Reporting of Abuse or Neglect

Louisiana Law states that all school personnel or child care providers are mandated by law to report child abuse and neglect if they have reason to believe a child in their care is being abused or neglected.

Sign and Return Papers

Parents should expect sign and return papers to be sent home each Wednesday. Test papers from the previous week and a conduct/homework record are stapled together and placed in the student's Swartz Upper Elementary folder. Look for notes, calendars, and other information in this folder also. Please review the material, sign and return in the folder.

Students who do not return papers may not receive a new set for the week. Instead, they may receive a note that explains why they do not have papers.

Social Media

Online behavior must reflect the same standards of respect as face-to-face communications. This communication is a reflection on the entire community. Look for opportunities to provide value to your school and community. Any comments made by students or parents/legal guardians that are considered threatening or harassing will be taken seriously and will be reported to the appropriate authorities.

Visitors

Visitors are always welcome. However, we require that parents and visitors report to the office to obtain an official pass before entering the school.

“Bridges of Ouachita” HOMELESS EDUCATION PROGRAM

“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 windows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions (doubling/tripling up because they have no place of their own to live where they can safely and 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 “schools 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 preschool 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 procedures are to be followed for enrolling any homeless child residing within our district:

1. The person who has the responsibility for enrolling a homeless child in school must contact the District Liaison Supervisor at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law. (Forms are also available at each school.)
2. Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the school where the child will be attending and completing the enrollment process. Student information will also be sent to the Food/Nutrition Supervisor, SIS Coordinator, and Child Welfare and Attendance.
3. As a result of this procedure, copies of enrollment process or 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

Robin Wilhite, District Liaison Supervisor
(318)432-5330
Ouachita Parish Media Center
1600 North 7th Street
West Monroe, Louisiana 71291

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

BULLYING AND HAZING

The Ouachita Parish School Board, through its designee, is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents or legal guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities, or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

BULLYING

Bullying shall mean:

1. A pattern of any one or more of the following:
    A. Gestures, including but not limited to obscene gestures.
    B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
    C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
    D. Repeatedly and purposefully shunning from activities.

2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, at any designated school bus stop, in any other school bus or any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. The pattern of behavior as provided above shall have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or shall be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Each elementary and secondary school shall institute a program to prohibit and prevent bullying. The program shall:

1. Define bullying as provided above.

2. Ensure each student, each student's parent or legal guardian, and each school administrator, teacher, counselor, bus operator, school employee, and volunteer is aware of his/her duties and responsibilities relative to preventing and stopping bullying.

3. Provide for a process for reporting and investigating alleged incidents of bullying.

4. Provide for appropriate discipline of a student found guilty of bullying.

5. Provide for appropriate remedies for a student found to have been bullied.

6. Provide for procedures for investigating and reporting each school administrator, teacher, counselor, bus operator, and school employee for failure to act as provided.

HAZING

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

The School Board, through its designee, shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided. The form shall be available on the website of each public elementary and secondary school.

Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, or any parent or legal guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or legal guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any chaperone supervising a school function or activity. Any report shall remain *confidential*.

School Personnel

Any school employee, whether full- or part-time, and any chaperone supervising a school function or activity, who witnesses or learns of bullying, hazing, or similar behavior, immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or chaperone on the same day as the employee or chaperone witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents or legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board, through its designee.

INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student shall be in accordance with the following:

1. Timing – The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation – An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

   The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. Parental Notification – Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parent or legal guardian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

   Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

   All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged perpetrator shall be in compliance with the following:
   A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged perpetrator.
   B. Parents or legal guardians of the alleged victim and of the alleged perpetrator shall be informed of the potential consequences, penalties, and counseling options.

   In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or Article 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation – At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians of each involved student, the principal or his/her designee or School Board, through its designee, shall:
   A. Prepare a written report containing the findings of the investigation, including input from the involved students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of each involved student.
   B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
   C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.

D. Maintain reports/complaints and investigative reports for three (3) years.
E. As applicable, provide a copy of any reports and investigative documents to the School Board, through its designee, for disciplinary measures, or to the Louisiana Department of Education, as necessary.
F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

Handling Evidence

Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent or legal guardian, or school employee may report, in writing, the incident to the School Board, through its designee. The School Board, through its designee**,** shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board, through its designee**,** does not take timely and effective action, the student, parent or legal guardian, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board, through its designee**,** shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board, through its designee**,** has no other school under its jurisdiction serving the grade level of the alleged victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.

2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.

3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, through its designee**,** which shall be public or private at the option of the parent or legal guardian. The School Board, through its designee**,** shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board, through its designee**,** to transfer the student back to the original school. The School Board, through its designee**,** shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

FAILURE TO ACT

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board, through its designee. Upon finding a reasonable expectation that the individual failed to act, the School Board, through its designee**,** shall suspend the individual without pay. The length of the suspension shall be determined by the School Board, through its designee**,** based on the severity of the bullying inflicted on the victim. The School Board, through its designee**,** shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board, through its designee. Upon finding a reasonable expectation that the individual failed to act, the School Board, through its designee**,** shall suspend the individual without pay. The length of the suspension shall be determined by the School Board, through its designee**,** based on the severity of the bullying inflicted on the victim. The School Board, through its designee**,** shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus operators, with respect to bullying, in accordance with state statutory provisions.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such conduct, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

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 (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:

    A. The student's name;
    B. The name of the student's parent or other family members;
    C. The address of the student or student's family member;
    D. 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
    E. Race and ethnicity data.
    F. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
    G. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is

authorized to perform a function or service on behalf of the Ouachita Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the Ouachita Parish School Board would otherwise use employees and is under the direct control of the Ouachita Parish School Board with respect to the use and maintenance of education records.

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.

FERPA website: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

PARENTAL/STUDENTS AND FORMER STUDENTS (AGE OF MAJORITY) NOTIFICATION REGARDING THE DESTRUCTION OF EDUCATIONAL RECORDS

This notification is intended to inform all parents, legal guardians, students, and former students of the school system policy regarding the destruction of educational records. All records of students served under the Individual's with Disabilities Education Act (IDEA) in the Ouachita Parish School System will be destroyed in accordance with one of the following conditions:

1. Students who reach the age of 25 and who completed their education in some form in the Ouachita Parish School System.

2. When student permanently transfers to another district outside of Louisiana.

3. All records of student will be scanned in accordance with copyright law and therefore the district will retain a digital copy of IDEA evaluations and Individual Education Plans (IEP).

POLICY ON PARENTAL INVOLVEMENT

The Ouachita Parish School System believes that good communication between the school and the family must exist and is vital to the success of each child. The Ouachita Parish School System also recognizes that an emphasis on academic achievement alone will not ensure that all students are able to achieve a high level of performance and meet challenging content standards. An effective home-school partnership for learning must be developed at each school to ensure student success and achievement.

Swartz Upper Elementary School will strive to involve parents of its student clientele by:

A. Inviting parents to participate in the joint development of a parental involvement policy and involving parents in the school review and school improvement process.

B. Providing an annual orientation meeting where parents will meet their child's teacher(s) and be reassured of their right and responsibility to be involved in their child's education.

C. Providing a flexible number of meetings and activities throughout the year to assist parents in understanding the federal, state, and local academic content and student achievement standards. Meetings will focus on how parents and teachers can work together to monitor their child's progress in order to improve student achievement.

D. Providing continuous communication to assist parents in understanding the school curriculum, student progress, and achievement. Communication will be provided through newsletters, handouts, the school handbook, student achievement reports, Student Progress Center, and/or the school report card.

E. Coordinating and integrating parental involvement strategies with other agencies.

F. Conducting an annual evaluation of the parental involvement policy/program and adjusting the components as necessary.

PARENT AND VISITOR CODE OF CONDUCT

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Swartz Upper Elementary, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected Code of Conduct as set forth in this policy.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study and ensure homework assignments are completed.
- Review the Student Handbook with their child and sign it.
- Inform school officials of attendance issues.

Public Conduct on School Property:

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the school:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- Visitors are expected to adhere to the dress code, same as the students. Individuals should dress in appropriate attire.
- All visitors to the school must report to the office of the principal upon arrival at the school. They will be required to sign the visitors' register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return to the office and inform the staff they are leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. Authorities will be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school properties contained in this Code of Conduct.

Conduct Prohibited on School Property:

NO PERSON SHALL:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, or district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate or harass any person on school property.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restriction of vehicles.

- Possess, consume, sell, or distribute alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. No loitering on or about school functions.
- Refuse to comply with any order of school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Persons in Violation of the Code of Conduct:

- The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- Access to the school and its functions may be denied to visitors with previous Code of Conduct violations.
- The district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Suggestions to Parents:

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

- Recognize that the teacher, like the parent, has the child's best interest in mind.
- Talk with your child about school activities; show an active interest in daily papers, report cards, progress made, and notes home.
- Teach your child respect for law, property, authority, and the rights of others.
- Work with the school in regard to recommendations made in the best interest of the child.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Ouachita Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the Board. In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

- Using vulgar or obscene language or gestures
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instruction of a security officer or school district employee
- Interfering in any way with an athletic or co-curricular event
- Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with School Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

CLEAR BAGS

To ensure stakeholder safety at all Ouachita Parish Public Schools events and facilities, the Ouachita Parish School Board has instituted a clear bag policy allowed at all events including but not limited to school assemblies, graduation or award ceremonies, sporting events, and school board meetings. Anyone who brings bags that do not meet the criteria outlined will not be permitted entrance. Prohibited bags will not be held at the gate but must be returned to owner's vehicle. While safety measures can sometimes be inconvenient, stakeholder and student safety must be a priority.

The following bags WILL be allowed at events:

- Clear bags of any size.
- Small wallet not to exceed 4 x 6 inches.
- Medically necessary bags AFTER thorough inspection at the entrance.

TEACHER BILL OF RIGHTS (LA RS 17:416.18)

A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:
    1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
    2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
    3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
    4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
    5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
    6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
    7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
    8. A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.
    9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
    10. A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section. Acts 2003, No. 1252, §1, eff. July 7, 2003; Acts 2008, No. 155, §1, eff. June 12, 2008; Acts 2013, No. 329, §1.

SCHOOL-WIDE POSITIVE BEHAVIOR PLAN

Please take the opportunity to read this school plan, discuss it with your child, and demonstrate your support by signing the sheet at the back of this book and returning it to your child's teacher. Thank you for being supportive of your child's opportunity to learn and become a responsible student.

Swartz Upper Elementary is a safe and productive place to learn. To ensure that all students are allowed to do their personal best every day, we will implement a School-Wide Positive Behavior Plan which is a set of comprehensive and individualized strategies for achieving social goals and learning outcomes by emphasizing prevention of problem behaviors. The plan requires a set of expected behaviors for all areas of the school campus. These behaviors will be taught in the classroom and reinforced throughout the year.

In accordance with Ouachita School Board Policy and the State of Louisiana, students are accountable for their behavior on school property, at school-sponsored activities, at school bus stops, on the way to and from school, and in other locations off school grounds if their behavior has a negative impact on other students, teachers, support staff, or school activities. We want parents to know that school rules are designed to protect all children. Those who choose to break the rules are treated firmly, but kindly and appropriately.

We will work closely with parents to maintain a great learning environment for each child. Serious situations can be a challenge to each of us. Let us continue to work together at these times in a constructive manner to serve your child. You can help by supporting us at every opportunity and by expressing positive feelings about school to your children. The rules, consequences, and guidelines that follow will be discussed with the students at Swartz Upper Elementary.

The beliefs of the faculty and staff of Swartz Upper Elementary are as follows:

- School is important to students' success in life.
- All the people in a school should be treated with dignity and respect.
- The adults in the school should make Swartz Upper Elementary safe, civil, and productive.
- All students should perceive acceptance and high expectations from school personnel.
- All students should receive frequent feedback on their behavioral and academic efforts.
- All school settings should be structured for student success.
- School personnel need to establish firm and clear limits for students.
- Expectations for student behavior in all school settings should be clear, consistent, equitable, and directly taught to students.
- Student misbehavior should be corrected calmly, consistently, and immediately by any staff member who observes it.
- Addressing chronic student misbehavior is a collaborative responsibility involving the entire staff.

Greater Gator Behavior Expectations

Gators will be…

- **Safe**
- **Respectful**
- **Responsible**

Discipline and the Teacher

1. Discipline problems must be handled by the classroom teacher. Major discipline problems that require consideration of suspension or possible expulsion must be referred to the administrative team.
2. Teachers will be familiar with all school rules and district policies and insist that students conform to these expectations during the school day.

Teachers will use the following to minimize discipline problems:

- Teach expectations, routines, and procedures.
- Follow through on those expectations.
- Be professional with comments and actions.
- Present consequences as a choice.

Lessons will be taught on the following expectations during the first two (2) weeks of school and again at midterm

Swartz Upper Elementary Greater Gator Goals (Behavior Expectations)

Gators will be…

Area	Safe	Respectful	Responsible
Assembly	● Enter and exit orderly and silently. ● Remain seated unless given permission.	● Be attentive and respond appropriately. ● Listen and follow teacher directions.	● Keep hands, feet, and objects to yourself.
Bus	● Remain seated in designated area. ● Keep hands, feet, and objects to yourself.	● Use kind words and low voices. ● Keep the bus clean. ● Listen and follow bus driver and bus aide directions.	● Be responsible for your belongings and actions. ● Be alert and ready to exit the bus.
Cafeteria	● Remain seated. ● Raise your hand if you need a teacher's attention. ● Listen and follow teacher directions.	● Speak softly and quietly. ● Eat only your own food.	● Keep your area clean by picking up and wiping up spills. ● Keep all food inside the cafeteria.
Classroom	● Listen and follow teacher directions. ● Report all unsafe behavior and conditions to the teacher.	● Keep hands, feet, and objects to yourself. ● Use polite words and manners.	● Be prepared with supplies and materials. ● Stay on task, use your time wisely, and complete assignments.
Hallway	● Keep hands, feet, and objects to yourself. ● Listen and follow teacher directions.	● Walk silently in a single line in the hallway. ● Wait quietly to change classes.	● Walk directly to your designated area.
Playground	● Keep hands, feet, and objects to yourself. ● Report all unsafe behavior and conditions to an adult.	● Invite/Include others in activities. ● Take turns during play. ● Listen and follow teacher directions.	● Play in designated area. ● Use playground equipment appropriately.
Restroom	● Keep hands, feet, and objects to yourself. ● Report all unsafe behavior and conditions to an adult.	● Respect each other's privacy. ● Use restroom supplies properly and quickly. ● Keep restroom clean.	● Go – Flush – Wash – Leave

Student Incentives

Students modeling expected behaviors will have the opportunity for the following rewards:

- Greater Gator tickets redeemable for prizes.
- Greater Gator of the Month.
- "Shout Out" over the intercom.

Students who have "A's" in conduct at the end of each nine (9) weeks may be eligible for special events such as popcorn and a movie, popsicle party, extra recess, etc.

MINOR INFRACTIONS

Below are examples of behaviors that are to be handled by the teacher.

- Cellphone/Technology policy violations
- Dishonesty/Cheating/Stealing
- Disturbing class (ex. talking out, making noises)
- Dress code violations
- Inappropriate language/gestures/pictures
- Instigating/Threatening to fight
- Inappropriate behavior outside the classroom
- Not participating during class
- Out of seat/Leaving classroom without permission
- Pushing, kicking, tripping, hitting
- Throwing materials
- Willful disobedience/Disrespect

Minor Infractions result in -5 conduct points and assigned consequences.

MAJOR INFRACTIONS

Below are examples of behaviors that require a referral to the office immediately and will be handled by the administrative team. (For multiple minor infractions, a copy of the student's conduct sheet and documentation of parental contact must be provided.)

- Willful disobedience
- Treats authority with disrespect
- Uses profane and/or obscene language (directed at peers or adults)
- Commits immoral or vicious practices
- Conduct or habits injurious to his/her associates
- Uses or possesses tobacco, marijuana, lighter, matches, vape, or alcoholic beverages
- Disturbs the school or habitually violates any rule
- Cuts, defaces, or injures any part of public school buildings/Vandalism
- Writes profane and/or obscene language or draws obscene pictures
- Instigates or participates in fights
- Leaves school premises or classroom without permission
- Takes another's property or possessions without permission
- Bullying/Harassment/Cyberbullying
- Academic dishonesty
- Misusing internet/Violates electronic and/or technology policy
- Possession of illegal or dangerous substances
- Possession of guns, knives, other weapons, or imitation weapons (ex. toy gun)

Major Infractions result in -10 conduct points and assigned consequences.

****In-School Suspension (ISS) may affect the discipline action taken to keep a student from receiving an Out of School Suspension. ISS or Out of School Suspension results in -15 conduct points.**

DISCIPLINARY PROCEDURES

The discipline ladder reflects the steps in which a student will be disciplined. The ladder is a process where the student controls his or her own fate.

Step 1 **Warning:** The teacher will identify the problem and mark the conduct sheet as needed.

Step 2 **Conference:** Teacher and student discuss the facts that contributed to the misbehavior and the consequences that will result if disruptions continue.

Step 3 **Minor Infraction Report/Form (MIF):** The teacher will write a MIF after repeated conduct marks in a week. Prior to this, a teacher may send home a copy of the student's conduct sheet or contact the parent by phone or e-mail. A MIF will result in 5 additional points being taken from the conduct grade. The MIF must be sent home, signed by a parent, and returned to the teacher. A copy of the MIF should be sent to the office.

A student may earn a Minor Infraction Report/Form (MIF) after one infraction, depending on the severity of the incident.

Step 4 **Parent – Teacher Communication:** The teacher who writes a MIF will contact the parents to advise them of the student's behavior and request assistance from the parents in dealing with the disruptive behavior. If a third MIF is written, a teacher/parent conference is recommended. An additional 5 points will be deducted from the student's conduct grade for each MIF written.

Step 5 **Major Infraction Report:** If a student receives a Major Infraction Report, the student is sent to the principal or assistant principal where details of the incident are discussed with the student. Appropriate alternative strategies are also examined with the student, the parent is notified, and a copy of the report is sent home for the parent's signature. This report becomes a part of the student's permanent record. An additional 10 points are deducted from the student's conduct grade.

Step 6 **In-School Suspension:** A student can be given In-School Suspension in lieu of Out of School Suspension as a strategy to improve unacceptable behavior.

Step 7 **Suspension:** Students will be suspended from school for one, two, or three days. The length of the suspension will be determined by the administrative team. The number of offenses and the severity of the case will determine the length of suspension. State law mandates that after a child is suspended a conference is to be held with the parent, child, teacher, and principal in the school office before the child can return to class. Fifteen conduct points will be deducted.

Steps 5, 6, and 7 WILL BE ADMINISTERED AT THE DISCRETION OF THE PRINCIPAL.

The disciplinary procedures will serve as the basic format for disciplinary measures used by Swartz Upper Elementary. Based upon the circumstances surrounding the misbehavior, the teacher or administrator may choose to modify the procedure. The modification may be to move forward or backward in the procedure. **Major offenses may result in immediate expulsion.**

Suspendible Offenses – as mandated by state law, a student may be suspended from school and possibly **expelled** if he/she:

- is guilty of willful disobedience/refusing to comply with authority
- shows intentional disrespect toward a teacher, principal, superintendent, bus driver, or member or employee of the local school board on or off campus
- uses profane or obscene language or gestures
- is guilty of immoral or vicious practices or conduct/habits injurious to others
- uses or possesses tobacco/smoking products or alcoholic beverages in any form in the school building or on school grounds (including school buses)
- disrupts the school habitually or habitually violates school rules

- cuts, defaces or damages any part of a public school building or any property belonging to said building (including school buses)
- writes, draws or has possession of profane or obscene materials
- is found carrying firearms, knives or other implements which may be used as a weapon which may inflict harm or injury. This includes matches, lighters, fireworks, or mace and look alike weapons including toy guns.
- throws objects on school ground which are liable to injure other persons
- instigates or participates in fights while under school supervision
- leaves the school premises or classrooms without permission
- skips class or is habitually tardy or absent
- is in possession of questionable articles/items
- takes another's property or possessions without permission
- commits any other serious offenses which are covered by state law, i.e. theft, possession of drugs and narcotics, injury to another student/teacher
- bullying, harassing, or cyberbullying others
- extreme dress/dress code violations
- academic dishonesty
- misusing internet or violates electronic/technology policy

Swartz Upper Elementary maintains a "no-fight" tolerance rule. Any student(s) who instigates or participates in a fight or carries a message of a fight while under school supervision will be recommended for suspension. (Bus fights will fall under the regulations for behavior on the bus.)

After the second suspension from school for any reason, counseling with the student and parent is required.

After the 3rd suspension, the student and parent must schedule a conference with Child Welfare and Attendance before the student can return to school.

A student who is suspended will not be permitted to participate in field trips, extracurricular activities, and end-of-year activities unless approved by the PBIS/discipline committee.

A suspended student will be allowed to make up work and/or tests missed due to an out-of-school suspension; days of suspension count in ten (10) day rule of absences.

A student suspended/expelled at the end of school (last 1-3 days) will have the suspension/expulsion extended to the next school year.

A student may be expelled from school at any time for a serious violation of rules.



POLICY STATEMENT

Section 504 Compliance

The policy of the Ouachita Parish School System to provide a free and appropriate public education (FAPE) to each student within its jurisdiction, including students with disabilities, regardless of the nature of severity of the disability.

It is the responsibility of the Ouachita Parish School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Due process rights of disabled students and their parents under Section 504 will be enforced.

TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (ADA), AND SECTION 504 COMPLIANCE

The Title VI, Title IX, ADA, and Section 504 federal laws 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:

Jason Thompson
Chief of Staff
Title VI and Title IX Coordinator
Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318)432-5000

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

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

SWARTZ UPPER ELEMENTARY SCHOOL

2026-2027 CALENDAR

August 3-7 (No Students)……..…….....Mandatory Employee In-Service

August 10……..…….....……...Grades 1-12 Students Begin Full Day

September 7 (Holiday)……..……..……Labor Day

September 28 (No Students)……..…….…….…Mandatory Employee In-Service

October 12-16 (Holiday)……..…….……..…….....Fall Break

October 19 (Flex Day)..…….…….....Mandatory Employee Workday/Student Flex Day

November 3 (Holiday).....Election Day Closure

November 11 (Holiday)..…….…….…….Veterans' Day Observed

November 23-27 (Holiday)……..…….…….Thanksgiving Break

December 11 (No Students)……..…..……..Mandatory Employee In-Service (Half Day)

December 21-January 1 (Holiday)……...……...Christmas/New Year's Break

January 4 (Flex Day)……..……Mandatory Employee Workday/Student Flex Day

January 18 (Holiday)……..……..…….Martin Luther King, Jr. Day

February 15 (Holiday)……..…….…….Presidents' Day

February 16 (No Students)……..…Mandatory Employee In-Service

March 26-April 2 (Holiday)…..……..……Spring Break

April 5 (Flex Day)…….……Mandatory Employee Workday/Student Flex Day

May 20..…….……..……Students' & Paras' Last Day

May 21……..……..…….Teachers' Last Day

End of Nine (9) Weeks	Report Card Dates
1st: 10-9-26	1st: 10-23-26
2nd: 1-8-27	2nd: 1-15-27
3rd: 3-15-27	3rd: 3-19-27
4th: 5-20-27	4th: TBA

Signature Page for 2026-2027

Parents, please mark all 6 statements, sign the bottom and return to your child's teacher.

Student's Name _____ Teacher's Name _____

Swartz Upper Handbook

I have read the Swartz Upper Handbook with my child and understand the contents.

_____Yes _____No

Attendance Policy

I understand the attendance policy.

_____Yes _____No

Medication Policy

I have read the Ouachita Parish Medication Policy as stated in the handbook.

_____Yes _____No

Medical Emergency Treatment

I give permission for my child to ride in an ambulance or other vehicle to the nearest hospital and to seek emergency treatment at that hospital in case of an emergency.

_____Yes _____No

Permission for Field Trips

My child has permission to go on school sponsored field trips during school hours. ***
(Students must have a B average in conduct to attend.)

_____Yes _____No

Published Student Information Release Form

I give permission for my child's name, photograph and works (art, written papers, voice, verbal statements, etc.) to appear on the school or school district's website or newspaper.

_____Yes _____No

_____ _____

Parent/Legal Guardian (**Print**) Parent/Legal Guardian (**Signature**)

_____

Date

***Parents will be informed of field trips and cost via notes from teacher and/or Dates to Remember.

***Students who owe for missing or damages to textbooks will not be allowed to attend field trips.

***Participation in end of year field trips/activities and out of parish trips will be determined on an individual basis.

Statements of Compliance

Statement of Compliance for Students

At Swartz Upper Elementary students are expected to exhibit a commitment to learning and to achieving success. In order to do so, students have a responsibility and must be committed to do the following:

- Attend school daily, except when absent for reasons due to illness or other excused absence.
- Arrive at school on time each day.
- Demonstrate significant effort toward completing all required homework assignments.
- Follow school and classroom rules.

By signing this form, I understand my responsibilities as a student and commit myself to honoring what is expected of me.

_____ _____

Student's Signature Date

Statement of Compliance for Parents

Although most structured learning takes place in the confines of the school, parents play an important role in their children's education. In order for students to be successful in school, parents must commit themselves and agree to do the following:

- Ensure that his/her child attends school daily except when absent for reasons due to illness or other excused absence.
- Ensure that his/her child arrives at school on time each day.
- Ensure that his/her child completes all required homework assignments.
- Attend all required parent and teacher or principal conferences.

By signing this form, I understand my responsibilities as a parent and commit myself to ensuring my child's success in school.

_____ _____

Parent's Signature Date