

WOODLAWN ELEMENTARY SCHOOL

Student Handbook

2026-2027



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** Contents of handbook subject to change as OPSB policies and procedures are revised.

26-27 Approved Calendar

<https://www.opsb.net/about-us/2026-2027-calendar-at-a-glance>

Woodlawn Elementary School (WES)

Mission Statement

Woodlawn Elementary will prepare all students to succeed in a rapidly changing world by instilling critical thinking skills and a global perspective to achieve readiness for college and careers.

Belief Statements

- All members of the school community- teachers, students, parents, staff, and administrators - must work together in an open and cooperative manner to maintain and continuously improve our instructional program.
- It is important to educate the whole child to meet the intellectual, physical, social, and emotional needs of all children.
 - a. A student's self-esteem is nurtured by positive relationships and mutual respect at home, school, and in the community.
 - b. Disciplinary management is conducive to complete academic, physical, and social education.
 - c. Learning is best accomplished in a safe and nurturing school climate characterized by warmth, support, trust, acceptance, discipline, love, and mutual respect.
 - d. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Instructional practices should incorporate learning activities that address differences in learning styles.
- Higher level thinking, problem solving, technological literacy and creativity are essential skills students must have to be productive citizens.
- High expectations produce high achievers.

WELCOME TO WOODLAWN ELEMENTARY SCHOOL!

Annual Requirements for Enrollment at Woodlawn Elementary

- Letter of the Ouachita Parish Child Welfare and Attendance(CWA) Office
- Two proofs of residence in your name: Ex. – electric, water, cable, rent receipt, lease/mortgage, internet services
 - ** Cell phone bills, tax documents, SNAP documents, bank statements, and other types of bills are not accepted.
- Birth certificate
- Immunization record
- End-of-year report card or current grades from the school from which the student is transferring
- If entering at mid-year, a transfer form from the school the student is leaving.

*****ALL TRANSFER STUDENTS must have a letter from Child Welfare and Attendance(CWA) BEFORE receiving an enrollment packet.*

** If you are living with a relative, etc., you and that person must see Mr. Rodney Lloyd, Director of Child Welfare and Attendance(CWA) located at the Instructional Annex on Thomas Road after downloading the affidavit from opsb.net or picking up a copy at the CWA office. If you receive a letter allowing your child/children to enroll at Woodlawn Elementary, you may then register.

About the Handbook...

This handbook is designed to provide correct and precise communication among all parties involved with each student's education. Woodlawn Elementary School's yearly goals, rules, schedule of events, and expectations are clearly addressed in this handbook. We at WES sincerely hope that teachers, students, and parents will make a conscious effort to refer to this publication as a guide for the following school year. The handbook is updated as changes occur throughout the academic year.

To the Student:

Students, you are to read or have this document read to you. This will ensure that you are aware of certain expectations, policies, rules, and the consequences of breaking these rules. If there are any segments in this handbook that you do not understand, it is your responsibility to ask your teacher to explain them to you. Knowing, understanding, and following the standard procedures of this booklet will make your school days at WES much more enjoyable.

To the Parent:

In order for your child to become a productive part of society, we ask that you **support** our guidance as we strive to motivate your child to his or her highest capacities in life. There must be a collaboration among all parties involved (parents, students, teachers, administrators) in order for any of us to be successful in our ultimate goal, which is to provide the best education possible for your child.

WES recommends or suggests:

1. Regular and on-time attendance! Tardiness impacts the amount of instructional time your child receives. Checking out of school should be done only during real emergencies. Excessive absences may lead to failure.
2. Helping your child with homework. Because of the teacher-student ratio, elementary children need extra reinforcement time after school.
3. Please refrain from criticizing the school and/or school employees while out in the community or through social media such as Facebook, social media sites, etc. The school is the central focus of any community. If you have concerns, please **talk to your child's teacher first**.
4. Read this handbook. If you are unclear about some of the information contained in this booklet, address those concerns with the teachers or administrators.
5. If your child has been absent for more than 2 days, please contact the office.
6. Look for and ask for your child's **weekly graded papers on Tuesdays of each week and the report card every nine weeks. Sign graded papers and return the next day.**
7. If you need to speak with your child's teacher, leave a message with the secretary, write a note, or email the teacher a message to call you. The teacher will get in touch with you as soon as her time allows. Please give the teacher at least a day to get in touch with you. Elementary

- teachers cannot leave their students unattended to make phone calls.
8. Know your child's teacher(s). Address your concerns at pre-arranged parent-teacher conferences, rather than with other parents. Give the teacher a chance to speak on his/her behalf. There will always be a solution.
 9. **Keep the school office informed of any updated information with valid telephone numbers and emergency contacts through the online portal. In the event of an emergency, and all contact numbers have been attempted and deemed "not working," disconnected, etc., the Ouachita Parish Sheriff's Office or Child Protection Services will be contacted and will make a home visit for the purpose of parent/guardian contact.**

**What You, as Parents or Guardians, can Expect from
Woodlawn School's Administrators and Teachers:**

- A. Report card with your child's grades for the nine week period. Report card dates are in the handbook.
- B. Graded test papers sent home to you **EVERY Tuesday**.
- C. Progress report dates are in the handbook.
- D. Updated grades of assignments and test scores will be posted in the OnCourse Portal. If you are having difficulty with OnCourse, please come by or call the school and ask to speak with the school technologist.
- E. Communicate with your child's teacher either by email, letter, or telephone when needed.

If at any time during the school year, you see that you are not receiving any of these expectations listed above, please feel free to call the school and talk with either of the administrators, Annie Pitman or Kristy Fine.

NINE WEEKS GRADING PERIODS

End of Marking Period 1: 10-09-26 <i>Report Cards to Students: 10-23-26</i>	End of Marking Period 2: 1-08-27 <i>Report Cards to Students: 1-15-27</i>
End of Marking Period 3: 3-15-27 <i>Report Cards to Students: 3-19-27</i>	End of Marking Period 4: 5-20-27 <i>Report Cards to Students: 5-21-27</i>

Progress Report Dates

Marking Period 1: 09-15-26	Marking Period 2: 11-17-26
Marking Period 3: 02-09-27	Marking Period 4: 04-20-27

AWARDS PROGRAMS

TBA	<i>All information regarding awards programs will be sent home at a later date.</i>
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Field Day – TBA second semester

GRADING SCALE

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

Arrival and Dismissal Times

Woodlawn Elementary students report directly to the cafeteria if eating breakfast or if not eating to homeroom classes from the bus and car drop-off. The tardy bell rings at 7:50 A.M. Students are tardy at 7:50 and a parent must sign in the student at this time. Major content instruction begins at 7:50 A.M. School dismisses at 3:10 P.M., with the buses leaving by 3:20-3:25 P.M. Car pick-up begins at 3:10 PM.

**** Due to capacity and safety issues and concerns, students may only change from bus to car pick-up. Students will not be allowed to ride the bus home with other students; they must ride their assigned bus. Signed and dated notes from parents for any changes from bus to car pick-up/car pick-up to bus are required to be sent to school with the student. The student will give the note to his/her homeroom teacher first thing in the morning. It is very important that all changes to the way a student goes home are made no later than 2:00 PM. This allows adequate time for both the teacher and student to be informed of the change.**

- ***NO checkouts after 2:45 PM except in extreme emergencies.***

ATTENDANCE

Attendance Requirements

Students in grades K-5 can miss no more than a total of 10 days (excused or unexcused) in the school year. PK students may be dropped from the program for excessive absences.

Per district attendance policy: 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. Excuses are dated as they are submitted to the office for documentation.

Excused Absences:

- Personal illness with physician's verification. **Physician's excuses must be submitted immediately upon student's return. If not submitted within 3 days of returning to school, the excuse will not be valid.
- Serious illness in the family with documented verification.
- Death in the family (not to exceed one week).
- Recognized religious holidays of the student's own faith.
- Legal appointments with proper documentation.

Unexcused absences are any absences other than those listed above and may result in the student receiving failing grades in those subjects for the work not completed during the unexcused days. Students shall not be excused from school to work on any jobs including agriculture and domestic service, even in the student's own home or for his/her parents or tutors. In addition, students' absences may not be excused to accompany a parent or sibling to a doctor's appointment in which the student (himself/herself) is not treated by the doctor.

Upon the 5th unexcused tardy(late arrival or early checkout) or absence, the parent(s) will be **required to conference with the Director of Child Welfare and Attendance, Mr. Rodney Lloyd at the Ouachita Parish Instructional Annex located at 910 Thomas Road, West Monroe, LA, before the student(s) may report to class.

Documentation of the conference must be presented to the school administration at that time.

Truancy

Students are expected to be punctual in arriving for classes. After the 5th tardy/early check-out and/or 3rd unexcused absence, the parent(s)/student(s) will be referred to the Ouachita Parish Truancy Deputies. You will then be monitored on a regular basis by the Truancy Deputies, following the guidelines that have been set by the Ouachita Parish School System and the District Attorney's office indicated below:

1. Prior to coming to the school, the officer will call to see if the student is

present.

2. If the student is at the school, the officer will ask for the best time to come and talk to the student.
3. The Principal, Assistant Principal, or School Counselor may be present for the conference with the student and the officer.

Truancy

Truancy officers may and will arrive at WES before school begins, during lunch periods, recesses, or when school is dismissed. There is no legal prohibition to prevent an officer from talking to a student, regardless of age, provided that the student is not a suspect in a criminal matter. If your child is ill and must be out of school for more than two days, contact the school.

NOTE: When arriving late for school, parents must accompany the tardy student(s) into the school and sign the student(s) in through the school office. Parents will be called to return to the school if tardy students are sent into the building without a parent.

Student Check-Outs

NO CHECK-OUTS AFTER 2:45 PM

Photo identification will be required and no exceptions will be made.

No student will be permitted to check out of Woodlawn Elementary for any reason without parental or legal guardian permission. Each child will have a list of designated “check-out” people. Only those on the list will be able to check out the child. **Photo identification will be required and no exceptions will be made.** If early check-outs occur before 2:45 PM five times, the truancy officers may be notified. Students checking out of WES and returning the same day must report immediately to the office and check back in, accompanied by a parent or guardian.

Zone Policy

If a student is reported to be out of zone for Woodlawn Elementary, the parent will be required to furnish the school office with two proofs of residence to maintain enrollment. If appropriate proof of residence cannot or is not provided by the parent within 3 days of notification by the administration, the student will be dropped from the Woodlawn Elementary roster.

TRANSPORTATION

Car Drop-Off and Car Pick-Up Policy

Students are not allowed to exit the car to come into the building before the 7:25 A.M. bell has rung and a duty teacher is present. Please **DO NOT** park at Dollar General and send your child across the street. You must be in the car drop-off line to drop off your child. Parents are not allowed to park in the faculty/staff facing the covered walk-way. Please have your child ready to exit promptly to ensure that all students enter **before the 7:50 A.M. tardy bell.** If a student wants to eat breakfast, they must be in the cafeteria by 7:40 A.M.

In the afternoon, parents or authorized persons must get into the car pick-up line and follow pick-up procedures. A car sign with the student(s) name(s) must be in the passenger side of the front window area so that the duty teacher(s) can call for the students. WES will supply the first sign. **If there is no Woodlawn sign in view, the person(s) must park in a parking spot and check the student(s) out through the school office with proper identification.**

- Students shall exit/enter the vehicle on the **passenger side.**
- Students **SHALL NOT exit/enter the vehicle on the driver's side.**
- Parents are not allowed to walk students to class.
- Parents should walk students to the front door if the student is refusing to exit the vehicle.
- Proceed slowly through the parking lot.

- DO NOT ALLOW YOUR CHILD TO UNBUCKLE UNTIL THE TIME TO EXIT THE VEHICLE.

MISCELLANEOUS

Announcements or Advertising

Anyone wanting to post announcements or advertisements on the walls of the school must obtain permission from the principal. The only types of advertising or announcements to be allowed will be those pertaining to WES.

Cafeteria (Breakfast/Lunch)

Nutritious meals are served daily. All students at WES will receive breakfast and lunch at no cost. Any extra items must be paid for at the time of purchase. Availability of food may dictate whether the cafeteria has extras or not.

Breakfast is served in the cafeteria each morning beginning at 7:25 A.M. for Grades K-5. **Students must be in the cafeteria by 7:40 AM in order to eat breakfast.** PK students will eat breakfast in the cafeteria with their class after 8:00 AM.

- ❖ **There will be no outside visitors for breakfast. Visitors for lunch will begin after the 1st nine weeks and are limited to twice a semester, excluding special events.**
- ❖ **State regulations prohibit soft drink cans, glass bottles, or packaged foods from fast food restaurants in school cafeterias. These will not be allowed to be brought in for student consumption at Woodlawn Elementary.**
- ❖ **Clear, plastic water bottles are for lunch and snack purposes only. Metal and other bottles/cups are not allowed.**

Electronic Devices Brought to School

Gameboys, CD players, MP3 players, lasers, smart watches, smart glasses, or any other electronic devices are **not permitted on school campus and/or bus.** If these items are confiscated, they will not be returned to the student until the last official day of school of the current school year. The school is not responsible for items brought to school without permission or parent knowledge.

Field Trips

Field trips will be taken during both semesters to enhance your child's educational experience. If a student is suspended from school or the bus at the time of the field trip, the student shall NOT attend the field trip.

Money paid for field trips will **NOT** be refunded.

A student choosing to stay home on the day of a field trip will be marked absent and it will be unexcused.

NO SCHOOL-AGED SIBLING(S) MAY ATTEND A WES FIELD TRIP.

For safety reasons, **NO** students will be allowed to be CHECKED OUT on the field trip. All students must ride to and from the field trip on the school bus.

In order to attend the END-OF-YEAR FIELD TRIP, a student must have a "C" average in conduct for the second semester and cannot have been suspended from school during the second semester.

ALL tests, classwork, and schoolwork MUST be completed in order for a student to attend a field trip. No exceptions will be made.

Items Brought to School

Fidget spinners, electronic gadgets, toy gadgets, Yu-Gi-Oh cards, baseball cards, football cards, Pokemon cards, sports equipment brought from home, etc. are absolutely forbidden on school grounds and the school bus. If a student is caught with such items, the items will become the property of the school until the last official day of school of the current school year. Keep these items at home.

Lost and Found Articles

Parents are asked to label clothing including tennis shoes, jackets, or other removable clothing. Lost and found articles are kept in a designated classroom where, for a period of time, a child may check for his/her lost articles. Unclaimed

articles that are left will be removed at Christmas and at the end of the school year. These unclaimed items are then taken to the Salvation Army for donation.

Parent Volunteers

In order to maintain the highest level of security for the safety of students and in order to maximize instructional time to enhance student achievement, WES cannot and will not allow parents in the classroom while students are engaged in learning.

RECESS

For student safety: If the temperature or heat index is above 100, the students will have an inside recess. If the temperature or chill factor is below 42, the students will have an inside recess. If the playground is too wet due to recent rain, the students will have an inside recess. There will be indoor activities determined by the amount of space for inside recess. All recess times vary by each grade level. Each student gets the legal required time of 15 minutes of recess.

School Fees//Lost or Destroyed Library Books and/or Chromebooks

It is the responsibility of the parent to pay designated class school fees and in a timely manner and in full. Lost or damaged library books and/or Chromebooks must be returned or the cost of the book paid as soon as notification by the school librarian/school technologist has been made.

School Telephone Use

Parents are requested not to call their children over the telephone, or ask that messages be delivered to them, except in case of illness or emergencies. Students will be allowed to use the office telephone in case of emergency only. Too many students are abusing the telephone privilege by placing calls regarding a forgotten book, homework assignment, lunch money, candy money, or a note left at home. As a result, instructional time is lost and classes are disrupted. Therefore, students will not be permitted to use

the telephone for non-emergency purposes. Teachers cannot be called from classes for telephone calls. However, messages may be accepted or numbers taken for return calls.

Yearbook

Woodlawn Elementary School offers each student the opportunity to purchase a school yearbook each year. The yearbook contains pictures of students in all grades, faculty members, clubs, and activities within the school year. Yearbooks will go on sale during the first semester of the school year. If you purchase one then the price is cheaper. You may also purchase a yearbook at the end of the year, but you risk paying a higher price, along with the possibility of there not being enough to go around. A limited amount is ordered. The yearbook may also be purchased online.

WOODLAWN ELEMENTARY SCHOOL SCHOOL FEES

School fees will be assessed on all students in grades PK-5. Money collected from this fee is used to offset the cost of purchasing classroom instructional supplies, ink/toner, and copy paper for the printing of instructional materials for all students, as well as mail-outs. Please refer to the information below regarding payment for school fees.

Method of Payment:

Check, Cash, or Credit Card (online)

Method of Collection:

Fees should be paid to the homeroom teacher. Please make checks payable to Woodlawn Elementary. Checks returned due to NSF will require subsequent payment be paid in cash, including any additional fees charged by the financial institution.

Due Date:

Fees are due the first day of school and will be considered late if not paid by the end of the 1st nine weeks.

Request for payment will be sent for all accounts unpaid at the end of the 1st nine weeks.

- If special arrangements need to be made for fee payment, please contact the school at 318- 325-1578 and ask to speak with Mrs. Judy Duckett.
- Send the exact amount; no change given.
- The school fee for all grades, PK -5 is \$40.

Additional Information

1. For safety purposes, clear or mesh backpacks only.
2. Clear, plastic water bottles are for lunch and/or snack purposes only – no metal or other bottles/cups allowed
3. When arriving at school, students report directly to their homeroom if not eating breakfast. If eating breakfast, students should report to the cafeteria.
4. Students are not allowed in the middle school building without permission.
5. Students may not sell candy, gum, etc. at school.
6. Students may not chew gum at school. This is a health concern due to choking and them placing gum in places other than the trash.
7. Parents must make both the teacher and the student aware of the student's home/daycare transportation information. The end of the day is a busy time and having this information confirmed ahead of time will eliminate upset students, worried parents, and end frantic phone calls. *All transportation changes MUST be done prior to 2 o'clock for safety reasons.*
8. No extra textbooks will be issued by WES. If a parent wishes to obtain an extra textbook for any subject, he/she should contact Deanna Temple at 318-432-5000.
9. To protect instructional time, no floral, candy, etc. deliveries at holidays or birthdays are allowed for WES students.
10. Concession –PTO will do concession options with more information to come as it is finalized.
11. Students may bring their own snacks from home. They may not have soft drinks. They may have juice or water. **You will be notified if a child/adult in**

the class has a significant food allergy so that you do not send anything that can do harm.

Students may NOT bring snacks/treats for his/her class. Holiday parties will be an exception.

12. **No snacks will be accepted at the office except for special events/holidays at school. You child will bring his/her snack with them to school.**
13. **Students may not change from one bus to another. They must ride their assigned bus.**

Student Code of Conduct

A school is a place where students are expected to learn. The school must be a safe place. Everyone must work together to make sure students can learn. The WES Student Code of Conduct clearly defines the behavior expected of students. The Code of Conduct will be strictly enforced using discipline measures which may include out of school suspension, in school suspension, loss of privileges, or detention.

Behavioral Rules

These rules set guidelines to tell students what they should do and what happens if students break the rules. The school staff will work to help students behave and will listen to students before deciding if a rule has been broken. Behavioral rules are in effect during the following time and in the following places:

- 1. At school or on school property at any time;*
- 2. Off the school grounds at any school-related or school sponsored activity, function, or event and while traveling to and from such events;*
- 3. On vehicles provided for student transportation by the school system.*

Conduct and Discipline

Woodlawn Elementary School has high standards of conduct for students. We expect consideration of others, good manners, and appropriate student behavior so that each day can be a happy and productive one.

The teachers and staff at WES care for and respect their students, and we expect students to respect each adult who works in our school. Students are expected to obey all WES faculty and staff. Parents will be contacted when support is needed in these efforts.

Ouachita Parish policy clearly states that students must not bring weapons of any kind to school. This includes toy replicas of weapons. In addition, the principal shall discipline a child for willful disobedience, open defiance of authority, use of profane or obscene language and /or conduct, leaving the school grounds without permissions, and/or any other serious misconduct or repeated conduct of a less serious nature.

Detailed offenses for which punishment may result as follows but not limited to:

1. Distraction of other students which alters the teaching process of the classroom or educational activity
2. Quarreling, harassment, or intimidation of students by threat of word to do violence to another student
3. Use of profane language
4. Littering of school property, incidental defacement, computer abuse
5. Failure to follow specific instructions, willful disobedience
6. Physical conflict
7. Inciting other students to create a disturbance
8. Theft
9. Vandalism
10. Leaving class or campus without permission

11. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

The administration may at his/her discretion take the following actions:

1. Student conference
2. Parent conference
3. Parent/teacher conference
4. In-school Detention
5. In-school Suspension
6. Suspension/expulsion in accordance with parish guidelines.

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student(s), will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus.

Dress Code

Personal appearance is important to everyone. The way a person dresses shows a lot about an individual's self-expression. We do not desire to hinder this expression, but we must limit some of the items that are worn in order to maintain an environment that does not distract others from school business.

It is in the best interest of the students and the business at hand that:

1. Clothing should be clean, neat, and simple.
2. Each student should be properly dressed in the **least amount of distracting apparel as determined by the school administration and/or teacher.**

STUDENTS: Boys and Girls

- a. Must NOT wear crop tops, spaghetti strapped shirts, tank tops, or bare midriff shirts. Tops or shirts must be long enough to fully cover stomach area. When a student raises his/her arm, and the stomach is showing, the shirt is not long enough.
- b. Must NOT wear jeans with holes that show skin. Pant legs must be correct length in order to fit student. In other words, the legs are not dragging the

floor. Baggy pants with sagging back pockets and sagging waist lines are prohibited. If pants are low-rise, then a shirt has to be worn long enough to cover any buttocks area when student is leaning over in his/her desk. If pants are falling at the waistline, student will require a belt.

- c. Must NOT wear hats, visors, scarves, stocking caps, or any other headgear. Hats may be worn with permission during special spirit days if the outfits call for one.
- d. Must NOT bring wallet chains, or extremely large or thick key chains.
- e. Must NOT wear clothes that advertise alcoholic beverages and/or tobacco, display weapons, or display any type of profanity or insinuations of profanity or inappropriate content for school.
- f. Must NOT wear hair dyed or streaked with unusual colors such as pink, blue, green, etc. that cause distractions. Natural hair color is acceptable.
- g. May wear shorts at an appropriate length, no shorter than 2 inches above the knee. This is important because students will be active in P.E. and recess.
- h. Because of impaired vision and/or liability, boys and girls must have bangs cut to where the eyes can be seen.
- i. No exposed tattoos (fake or real)

BOYS:

- a. Hair should not cover eyes.
- b. No body piercings (lips, nose, eyebrows, tongue, etc.). No distracting earrings.
- c. No hairstyles that cause distractions (including but not limited to Mohawks, Fauxhawks, man buns, ponytails, etchings, unnatural hair colors)

GIRLS:

- a. Cannot **bring** makeup to school.
- b. Cannot wear a skirt, skort, or shorts shorter than two inches above the knee.
- c. Cannot wear false fingernails or tips. These cause major distractions and hinder students in classroom activities.
- d. Cannot wear distracting earrings, such as large hoop or dangling earrings.
- e. Cannot wear low-cut blouses or shirts.
- f. Cannot wear leggings, **unless worn under a dress or skirt of appropriate length –no more than 2 inches above the knee. Leggings/jeggings cannot be worn with long tops or tunics.**
- h. Cannot have hairstyles that cause distractions (including but not limited to etchings, unnatural hair colors, feathers, headbands with ears/hearts/things that stand up or out)

Student SHOES: Not allowed– flip flops, slides, shower shoes, house shoes, boots/shoes with heels.

Tennis shoes are preferred for safety and physical activity. Crocs, other backless shoes, and slick-bottomed shoes are highly discouraged. Multiple issues arrive with these types of shoes because students fall or slip. Crocs must be worn in sport mode during physical activity.

NOTE:

Students not wearing appropriate footwear such as tennis shoes will not be allowed to participate in playground games (ex. Kickball, dodge ball, etc.) or play on any equipment during physical education or recess. Those students will have alternate assignments during PE. Also, students cannot at any time wear shoes with roller wheels or cleats.

Students with improper attire will be sent home or parents will be called to bring appropriate attire. Any student dressed in a manner that disrupts normal school procedure will be dismissed until attire is corrected.

HOMEWORK AND CONDUCT

Homework is designed to relate meaningfully to classroom learning and should be designed to fulfill one or more of the following purposes:

- Strengthen basic skills and give extra practice on work that has been introduced in class
- Extend and enhance school-learned knowledge and skills
- Reinforce study habits
- Develop initiative, responsibility, and self-direction
- Stimulate independent thinking
- Increase the range and scope of student interests
- Foster worthwhile use of leisure time

The teacher's responsibility:

- The purpose of the assignment will be clearly defined by the teacher

and understood by the students.

- Teachers will assign homework that covers skills previously taught in the classroom.

Assignments will grow out of classroom activities and will be meaningful, interesting, and varied

- Homework assignments will reflect the wide variety of subject areas taught in an elementary classroom
- Assigned homework will be acknowledged and corrected

The family's responsibility:

- Provide encouraging atmosphere, free of distractions, for study
- Provide physical space and time for study
- Provide homework tools, such as crayons, glue, paper, pencils, etc.
- Ensure that your child completes and returns the assignments on time
- Particularly in lower grades, check your child's backpack and folder(s) each and every night for important notes and communication from the teacher.

If your child is absent, whenever possible, contact the school office so that missed classwork and assignments can be made available in the office for pick-up and completion. Please note that teachers cannot always provide homework assignments in advance. Students will be responsible for missed written assignments. Many hands-on classroom activities, however, cannot be made up.

The student's responsibility:

- Make sure assignments are completely understood
- Complete homework accurately and neatly
- Turn in assignments on time

Harassment, Intimidation, and Bullying Policy

The Ouachita Parish School Board directs students, school board employees, and school volunteers to report any incidents of harassment, intimidation, or bullying of a student by another student. For purposes of this policy, the terms “harassment”, “intimidation”, or “bullying” shall mean any intentional gesture or written, verbal or physical act that:

1. Under these circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his/her life, placing a student in reasonable fear of harm to his/her person or damaging his/her property: and
2. Is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school.

BULLYING POLICY <https://www.opsb.net/about-us/policy-manual>

Fighting

Fighting at the school or school-sponsored events during and after school hours is strictly forbidden. It is the student’s responsibility to report to the adult in charge or the office any problems encountered with another student or any problem seen between other students that may need the office’s attention. Each student is to do whatever is necessary to avoid being in a fight. Any student being involved in a fight will be subject to suspension, regardless of the times previously sent to the principal.

Cell Phone Policy

<https://www.opsb.net/about-us/policy-manual>

Cell phones should be put away and in the OFF position if at school and on bus.

1st Offense – Parent called. Phone is taken. Parent must pick up phone prior to 3:00 PM. Written minor infraction to be signed by parent.

2nd Offense — Parent called. Phone is taken for 1 day. Parent must pick up prior 3:00 PM the next day. Written minor infraction to be signed by the parent. Next infraction will result in the phone being taken for 3 days.

3rd Offense – Parent called. Phone is taken for 3 days. Parent must pick up phone prior to 3:00 PM after 3 days. Written referral entered into system. 1 day ISD or 1 day suspension.

4th Offense— Parent called Phone taken for 5 days. Parent ust pick up phone prior to 3:00 PM after 5 days. Written referral for 3 day suspension with a CWA conference before the student can return to school. Loss of cell phone privileges at school for the remainder of the year.

5th Offense – Parent called. Recommend alternate placement.

Suspension Policies

BUS

All disciplinary problems which develop at a school bus stop or on a school bus traveling to and from school will be handled by the Principal/Assistant Principal at WES. The bus is treated as an extension of WES and all problems will be handled as if they were in the classroom at the school. Failure to comply with the rules and regulations listed in the school bus pamphlet will result in the following actions:

First Infraction:	Written discipline report by the bus driver is submitted to the principal and/or assistant principal. Bus driver contacts the parent/guardian. Principal and/or Assistant Principal talk with student. (Warning)
Second Infraction:	Written discipline report is submitted by the bus driver. Bus driver contacts the parent/guardian. Student shall be suspended from bus riding privileges for a minimum of one (1) day.
Third Infraction:	Written discipline report is submitted by the bus driver. Bus driver contacts the parent/guardian. Student shall be suspended from bus riding privileges for a minimum of three (3) days. Principal and /or assistant principal may hold conference with the parent/guardian.
Fourth Infraction:	Written discipline report is submitted by the bus driver. Bus driver contacts the parent/guardian. Student shall be suspended from bus riding privileges for a minimum of five (5) days. Principal and /or assistant principal may hold conference with the parent/guardian.
Fifth Infraction:	Written discipline report is submitted by the bus driver. Bus driver contacts the parent/guardian. Student is suspended from bus riding privileges for the remainder of the school year. Principal and /or assistant principal may hold conference with the parent/guardian.

*The severity of the infraction will determine if the discipline ladder is followed in sequential order. Fighting on the bus could be an automatic 3-day bus suspension. Students will be given a list of rules and regulations regarding school bus behavior.

CAMPUS

Violations that may cause suspension include, but are not limited to the following:

1. Leaving the campus or a classroom without permission.
2. Fighting on campus
3. Stealing
4. Use/possession of drugs, alcoholic beverages, vapes, tobacco products
5. Gambling
6. Disturbing class to where others can't learn.
7. Shooting fireworks.
8. Using profane language.
9. Inappropriate, obscene, or threatening gestures, comments, drawings, or notes.
10. Being disrespectful to teachers, principal or other school personnel.
11. Using or possessing any form of tobacco, including e-cigs, vapes, patches, etc.
12. Willful disobedience
13. Bringing firearms, knives, other weapons, or anything used as weapon.
14. Bringing lighters or any other fire hazards.
15. Aggressive behavior toward other students and/or staff

*****The Principal/Assistant principal will have the discretion of interpreting the behavior.*****

Suspension from school site:

Suspension will be used when all other disciplinary measures have been unsuccessful. Suspension from the school site will lower the nine weeks conduct grade by one letter grade. (Ex. 80 to a 70)

Any student suspended cannot return to school until one or both parents have had a conference with the principal/assistant principal. In some cases, it may be

necessary for the student and parent to meet with Mr. Rodney Lloyd, OPSB Child Welfare and Attendance Director.

Property Damage

Any student known to deface or destroy school property, whether it is on the school site or on any of the school buses will be made to fully restore the damaged property. Students found guilty of vandalism are subject to immediate suspension and may not be readmitted until full restitution has been made for such damages.

Woodlawn Elementary Cell Phone Policy: in accordance with Ouachita Parish School District Guidelines

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

ELEMENTARY SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE

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

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

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

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

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

Revised: July 13, 2021

STUDENT HEALTH POLICIES AND PROCEDURES

School Nurse

Ouachita Parish School Nurse Program

The school nurse program continues to expand their services and fulfill their duties to provide the best health care for Ouachita Parish schools. The school nurse is available to help with any concerns parents may have concerning their school-aged children.

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

1. Mandated vision and hearing screenings. Screenings are primarily conducted in kindergarten and odd numbered grades through the 9th grade.
2. Scoliosis screenings on 4th and 6th graders or by request.
3. Pediculosis (head lice) checks periodically.
4. Personal hygiene classes taught to 5th grade girls.
5. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.

IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE, THEN YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING ON OR BEFORE SEPTEMBER 18.

Please Mail To: Ouachita Parish School Nurses
 701 St. John Street
 Monroe, LA 71201

The school nurse needs to be notified of any changes that occur in your child's health condition, and provide any updated telephone numbers or address changes readily, in order to facilitate the care of your child. The health needs should be submitted in writing to your school nurse each school year. The school nurse may be reached by calling (318) 338-5330 or by calling your school.

MEDICATIONS

The Louisiana State Legislature has passed a new school medication law. The Ouachita Parish School Board has established new guidelines and procedures in order to be in compliance with this law.

If your child will be taking medication while at school, the appropriate forms must be completed and returned to the school nurse. Parents must meet with the nurse.

You will be responsible for giving your child's medication at school until you are able to meet with the nurse and complete all the necessary legal documents.

- A parent may at any time come to the school to administer medication without the required paperwork.
- Please make arrangements to meet with your school's nurse prior to the start of school. This will allow time for your child to be ready to receive medication beginning at the first full day of school. This includes any **Prescription** and **Over the Counter** medications, anything by mouth, insulin, glucagon, inhalers, Epi-pens, etc. **Any** medication brought **must** have a current pharmacy label. The label **must** have the **exact same time** of administration on it as the doctor's order form does.

THE FOLLOWING ARE REQUIRED BY LAW:

1. A doctor's order form. Please inform your doctor that each medication ordered **MUST** be on a separate Medication Order Form. Annual renewals for continued medication require new orders each school year.
2. Have the pharmacy label the 25 day supply of medication. If it is a medication such as Adderall, Ritalin, or any controlled substance, have them put it in a blister pack for school use. **NO** tablets or pills will be accepted in a pharmacy bottle. It is school board policy that they must be in a **BLISTER PACK**. Most pharmacies provide this service free of charge. If your pharmacy does not, you may want to try Wal-Mart, Super One, or Brookshire's pharmacy.
3. Bring completed forms, labeled medication in the most current bottle, and the student to meet the school nurse. The rest of the paperwork will be completed at this time.

If the dosage of the medication should change, the school nurse must receive a written order from the doctor or dentist stating what changes have been made, and a new pharmacy label issued, whereby a child-proof cap bottle must be given to the school nurse with the correct dosage and dispensing information. If the medication and dosage should change and a written statement from the doctor **is not** received, then that child will not be given his/her medication.

NO OVER THE COUNTER MEDICATION CAN BE GIVEN unless prescribed by the doctor or dentist. It must be labeled by a pharmacist with the child's name and correct dosage and dispensing information. **(THIS MEANS ASPIRIN, TYLENOL, COUGH SYRUP, COUGH DROPS, ANTACIDS, ETC.)**

NO EYE OR EAR DROPS CAN BE GIVEN AT SCHOOL.

Antibiotics should be given in a time-span so they may receive it at home when possible. If you have any questions regarding the medication policy, please call the school office.

PLEASE READ CAREFULLY!

Procedure for Medication Administration at School

- Get MEDICATION/DOCTOR ORDER FORM from the nurse/school office. **A separate order form for each medication must be completed.**
- Go to the student's doctor and have MEDICATION/DOCTOR ORDER FORM filled. This includes any PRESCRIPTIONS and OVER THE COUNTER MEDICATIONS.
- **ANY** medication brought to school **must** have a current pharmacy label, and this label **must** have the exact same information as the doctor's order.
 - **Name of physician, student's name, name of medication, dosage, and time of administration must match exactly what is on the doctor's order.**
- Bring completed forms, labeled medication in most current bottle, and the student to meet the nurse. Additional paperwork will be filled out at this time. ****Medication that has been opened and partially used CANNOT BE ACCEPTED!**

***Note:** If the dosage of the medication should change, the school nurse must receive a new written order from the doctor stating what changes have been

made, and a new pharmacy label issued. You will be responsible for giving your child's medication until all the necessary paperwork has been completed.

- ❖ Please do not send medication to school with your child. This is against school board policy.
- ❖ NO EYE OR EAR DROPS can be given at school.
- ❖ Over the counter (OTC) medications refer to aspirin, Tylenol, ibuprofen, Aleve, Motrin, cough drops, antacids, medicated lip balm, etc.
- ❖ A parent/guardian **may at any time** come to the school to administer medication without the required paperwork.

If you have any questions regarding the medication policy, please call the school.

**Ouachita Parish School Nurse
Woodlawn Elementary and Middle Schools
(318) 325-1578 (318) 325-1575**

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.

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

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

Children often have runny noses and coughs during the cold and allergy seasons. These should be watched carefully. Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or thick, discolored (yellowish-green) discharge from the nose. If these symptoms persist, a doctor should be consulted.

RINGWORM is a fungal infection of the skin and may be spread from one child to another. 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 back to class.

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

SORES may be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of a minor injury and then spread to

normal skin nearby. This type of infection is contagious and may cause serious problems for the infected child. A doctor's note is required when returning to school, and the student must have been on prescribed medication for 24 hours.

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

THANK YOU FOR HELPING US KEEP YOUR CHILDREN HEALTHY!

Head Lice

Head lice are often a problem. Any child can get head lice, but it is treatable with time and patience. Our school follows a **"NO-NIT"** policy. This means a child who is found to have nits and/or live bugs must be clear of lice and/or eggs before returning to school. Upon returning to school following treatment, **the student must be accompanied to the school office by a parent** and re-checked by the school nurse before being allowed to return to class. In addition, a student having been sent home for treatment will not be allowed to ride the school bus until notice is received by the bus driver from the school nurse.

SAFETY at WOODLAWN ELEMENTARY

Visitors in the School

Due to safety concerns, visitors in the building will be limited. Breakfast visitors will not be allowed, but lunch visitors will begin after the 1st nine weeks and limited to twice a semester. Policy for allowed cafeteria items must be followed for federal funding guidelines.

All visitors must report to the office and sign in.

All students and staff will participate in emergency preparedness practice drills here on campus as well as at our two off-site locations throughout the school year.

The goal of the training drills is to improve our ability to protect students, save lives, and reduce injuries. Prior to the drills, teachers will discuss with your child our preparedness plans and procedures.

If you have any questions or need additional information, you may call our school office at 318-325-1578.

Crisis Management

Crisis management is a central component of comprehensive school safety. The most important consideration of crisis management efforts is the health, safety, and welfare of the students and the staff. WES has a crisis management plan along with a designated team of individuals. Drills will be done at least twice a school year.

Fire and Tornado Drills

FIRE:

The fire alarm will be the signal for all students, teachers, and other personnel to vacate the building. All students must march single file in a quiet, orderly, and rapid manner with their teacher to the exit that has been assigned to them. They will get at least fifty or sixty feet away from the building.

TORNADO:

A tornado drill will be in effect when one long bell is sounded during the school day. The Ouachita Parish Civil Defense Agency requires that all students assemble in the center hall of the building where they must sit down, pull their knees up, and put their heads between their knees. All windows will be opened and inside doors will be closed. All lights and equipment will be switched off.

Student Promotion/Retention Policy

Woodlawn Elementary School will adhere to the promotion policies stated in the Ouachita Parish School Board Pupil Progression Policy. This policy can be found on the district page.

All retentions are subject to WES decisions made by the SBLC.

A parent who wishes to have his/her child repeat the current grade next year must put that request in writing by February 1. At that point, the request is handled through SBLC and is an SBLC decision.

Visit the site below for detailed information on information required for grade promotion.

https://resources.finalsite.net/images/v1737552031/opsbnet/jxafiidkaurus5mf4aax/ppp_2024_2025.pdf

OUACHITA PARISH SCHOOL SYSTEM INFORMATION

**Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
318-432-5000**

Mr. Todd Guice, Superintendent

Mr. Jason Thompson, Personnel Director

Mr. Rodney Lloyd, Director of Child Welfare and Attendance

VISION: 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.

OPSB POLICIES

<https://www.opsb.net/about-us/policy-manual>

For the following policies, please see the Ouachita Parish School Board Website: opsb.net

- Student use of cell phone or any electronic telecommunication device during regular school hours
- Family Involvement Policy
- OPSB. Net Web Publishing Policy
- Technology Acceptable Use and Internet Safety Policy
- Harassment, Intimidation, Bullying Policy
- Child Nutrition Program Payment Policy
- Ouachita Parish School Board Student Substance Abuse Policy and Procedures

These and all other OPSB policies are upheld by Woodlawn Elementary School.

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 Individuals With Disabilities Education ACT (IDEA) in the Ouachita Parish School System will be destroyed in accordance with one of the following conditions. This policy is in addition to the Ouachita Parish School District policy regarding student records.

- 1) Students who reach the age of 25 and who have completed their education in some form in the Ouachita Parish School System.
- 2) When students transfer to a school district outside of Louisiana their records will be kept for an additional 3 years.
- 3) All records of students 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).

NOTICE OF NEW STATE LAW CONCERNING MINIMUM PERIODS OF EXPULSION OF STUDENTS FOR KNIFE, FIREARM, AND DRUG OFFENSES. EFFECTIVE DATE IS AUGUST, 15, 2007

TO ALL SCHOOL ADMINISTRATORS, PARENTS, AND STUDENTS:

R. S. 17:416 was amended by Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearm, and drug offenses. Governor Blanco signed the bill as of July 10, 2007. The effective date of the new law is August 15, 2007.

This new law requires the following changes:

Kindergarten-Grade 5: A firearm or knife offense requires an expulsion from school for two complete semesters (four 9 week grading periods). There is no change for drug related offenses in grades K-5.

Grades 6-12: A firearm or knife offenses requires an expulsion from school for four complete semesters.

Students under age 16: A drug offense requires an expulsion of two (or in grades 6-12) complete semesters

Students age 16/older: A drug offense requires an expulsion of four complete semesters.

******Local school superintendents do have the authority to modify the length of the four semester minimum semester period on a case by case basis, provided that such modification is in writing.

Act 385 also changed the law to state that (1) it will now be discretionary whether or not to expel student for a fourth suspension for all other disciplinary offenses, and (2) requires a student expelled for knife, firearm, and drug related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion before readmission to school, including alternative education placement.

PARENT AND STUDENT RIGHTS

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



The following is a description of the rights granted by federal law (Section 504 of the Rehabilitation Act of 1973) to students with disabilities. The law states that "qualified disabled persons will not be discriminated against on the basis of disability in any program, activity or employment practice. A disabled person is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment." The intent of the law is to keep students and parents fully informed concerning decisions about the student and their right to agree or disagree with any of these decisions.

YOU HAVE A RIGHT TO:

1. Have the school system advise you of your rights under federal law (Section 504).
2. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.
3. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
4. Receive notice with respect to identification, evaluation, and educational placement of your child.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
7. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
11. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
13. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made through the Ouachita Parish 504 Coordinator.
14. Request payment of reasonable attorney fees if you are successful on your claim.
15. File a local grievance.

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish's Section 504 Coordinator: Barry Johnson, 800 Claiborne Street, West Monroe, LA 71291, (318) 432-5400.

POLICY STATEMENT

Section 504 Compliance

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

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

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

Information Regarding

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of a disability in any entity receiving federal funding. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied, the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance ." Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).

The Act defines a person with a handicap as anyone who has a mental or physical impairment that substantially limits one or more major life activities

- Major life activities include functions such as caring for one's self, performing manual tasks,

walking, seeing, hearing, speaking, breathing, learning, and working. Major life activities also include other general activities such as eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. In addition, major life activities include major bodily functions such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The above list of major life activities is not exhaustive.

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

Appropriate services are those designed to "level the playing field" and meet the needs of students with disabilities to the same extent that the needs of students without disabilities have been met so that students with disabilities may enjoy full participation in educational opportunities. This law is intended to provide individuals with disabilities equal opportunity to pursue employment, educational, and recreational goals without discrimination.

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

Periodic re-evaluations are required for qualified students who receive services .

Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children . If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed .

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

The Title VI, Title IX, ADA, and Section 504 federal laws ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. To resolve problems which students, employees, or applicants for employment may believe are the result of discrimination practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Jason Thompson
Personnel Director, Title VI Coordinator
Ouachita Parish School Board
100 Bry Street
Monroe, LA 71210
(318) 432-5000

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

Dr. Angela Crumpton
Director of Secondary Education/Title IX
Coordinator
Ouachita Parish School Board
100 Bry Street
Monroe, LA 71210
(318) 432-5000

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



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POLICY STATEMENT

Section 504 Compliance

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

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

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



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

Title VI, Title IX, ADA, and Section 504 are federal laws which ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Quachita 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 Quachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Todd Guice
Assistant Superintendent/Personnel Director
and Title VI and Title IX Coordinator
Quachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

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

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

"BRIDGES OF OUACHITA" HOMELESS EDUCATION PROGRAM POLICY



ROBIN WILHITE,
DISTRICT HOMELESS LIAISON
765 SLACK STREET
WEST MONROE, LA 71291
PHONE: (318) 432-5330
FAX: (318) 432-5297

"Bridges of Ouachita" Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B; of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 at seq.) (State Law: LA. RS. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00-1012.05 and 2.012.00 -2.012.04. .

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

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

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
- An institution that provides a temporary residence for individuals intended to be institutionalized
- A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no 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 "school of origin" even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the "best interest of the child" while disagreements are settled

"BRIDGES OF OUACHITA" HOMELESS EDUCATION PROGRAM POLICY



ROBIN WILHITE
DISTRICT HOMELESS LIAISON
765 SLACK STREET
WEST MONROE, LA 71291
PHONE: (318) 432-5330
FAX: (318) 432-5297

SERVING HOMELESS STUDENTS:

- Under McKinney-Vento, as amended by ESSA, homeless children and youth are those who "lack a fixed (same), regular (everyday), and adequate (appropriate and safe) nighttime residence."
- Designate a liaison for each school in the district for homeless children and youth
- Ensure the identification, enrollment, and provisions of educational services for homeless children and youth
- 2 ways to identify: Referral Form and Student Residency Questionnaire (School Enrollment Packet)
- Monthly activity logs
- Educate and train all school staff

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(Vouchers)
- School Supplies/some school fees(based on funds availability)
- 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

CONTACT INFORMATION:

ROBIN WILHITE, DISTRICT LIAISON SUPERVISOR
(318) 432-5330(phone); rwilhite@opsb.net(email)
OUACHITA PARISH MEDIA CENTER
765 SLACK STREET
WEST MONROE, LOUISIANA 71291

DR. ANTIQUA HUNTER, STATE COORDINATOR
(225) 219-0205
STATE OF LA DEPT OF EDUCATION
1201 NORTH THIRD STREET
BATON ROUGE, LA 70802

SchoolHouse Connection: www.schoolhouseconnection.org

National Center for Homeless Education: <https://nche.ed.gov>

National Association for the Education of Homeless Children and Youth:

<https://naehcy.org> Louisiana Dept. of Education: <https://www.louisianabelieves.com>

HUD Website

****ALL FAMILIES MUST RE-APPLY FOR HOMELESS STATUS EACH SCHOOL YEAR****

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- Pre-service case management

Enrollment: (Bulletin 741, Section 341)

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

- 1) The person who has the responsibility for enrolling a homeless child in school must contact the District Homeless Liaison 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 of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

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



Vision: Building Bridges to the Future

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

Beliefs:

Ouachita Parish students will learn at high levels.

Parents, students, teachers, and community matter.

Safe schools are a top priority.

Bridges connect past and present