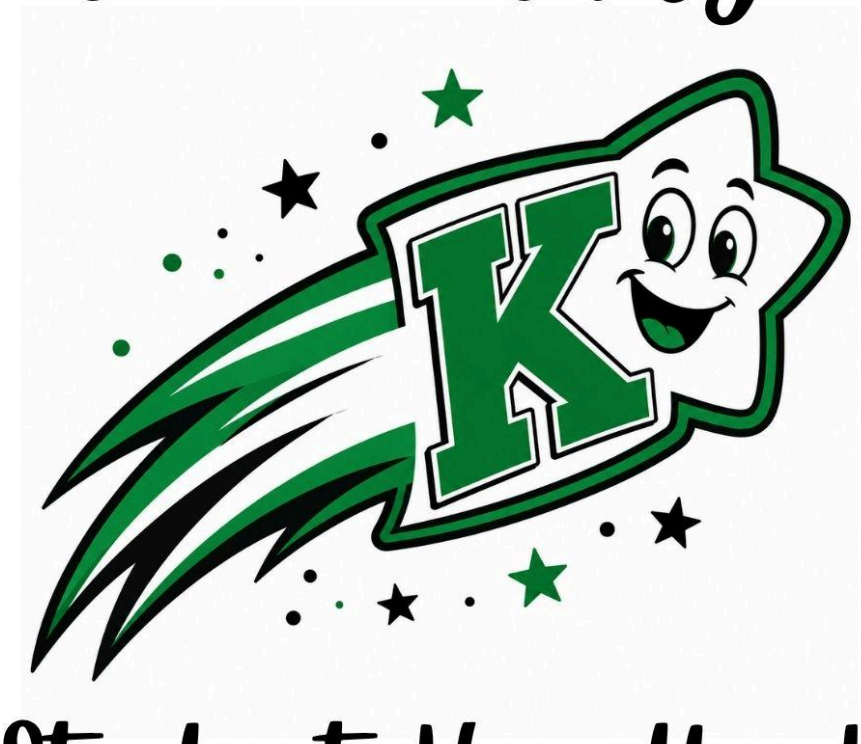
KIROLI

Elementary



Student Handbook

2026-2027

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KIROLI ELEMENTARY SCHOOL

700 Kiroli Road West Monroe, LA 71291 318-396-1118 318-396-0804

At Kiroli Elementary, our mission is to work together as a school family to provide a safe, caring environment where all students can learn, grow, and succeed. Our goal is to help every student develop into a responsible, kind, and confident individual. Through high expectations, meaningful learning experiences, and strong relationships, our teachers and staff are committed to supporting each child every step of the way.

With this mission in mind, we have prepared this handbook to help students and parents become familiar with the policies and procedures of the Ouachita Parish School Board and Kiroli Elementary School. As valued partners in your child's education, we encourage you to read and discuss the information contained in this handbook with your child.

We believe the best learning happens when families and schools work together, and your support plays an essential role in your child's success. Through our continued partnership, we can ensure that Kiroli Elementary remains a place where students thrive and where the tradition of excellence that has defined our school for more than 65 years continues for generations to come.

Sincerely,

Allison Keyes

Principal

KIROLI ELEMENTARY SCHOOL

700 Kiroli Road West Monroe, LA 71291 318-396-1118 318-396-0804

It is the mission of the Kiroli Elementary family to work together to provide a safe, caring environment where all students can learn and succeed.

Our Student Vision:

At Kiroli Elementary, we ignite learning, inspire others, and make a positive impact on our school and community. As Kiroli Komets, we strive to SOAR every day:

- **S**afety First
- **O**bey Teachers
- **A**ct Responsibly
- **R**espect Others

By making positive choices, showing kindness, and giving our best effort, we help create a school where everyone can learn, grow, and succeed.

Our School & Community Vision:

The Kiroli Elementary family is committed to providing a safe, caring environment where all students can learn and succeed. Together, students, staff, families, and community partners work to ignite learning, inspire excellence, and impact our community.

As Kiroli Komets, we model what it means to SOAR through Safety First, Obeying Teachers, Acting Responsibly, and Respecting Others.

Kiroli Komets Can SOAR. We Are Kiroli!

Discrimination Policy

Kiroli Elementary does not discriminate on the basis of race, color, sex, age, nationality, handicapping condition or veteran status.

OUACHITA PARISH SCHOOLS

Building Bridges to the Future

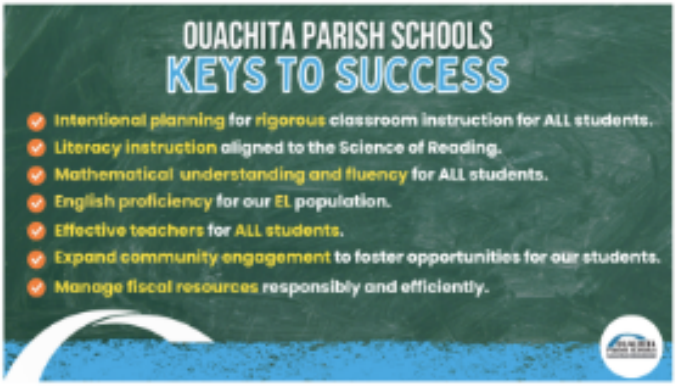
Mission Statement

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.

Beliefs

Ouachita Parish students will learn at high levels.
Parents, students, teachers, and community matter.
Safe schools are a top priority.
Bridges connect past and present learning to future dreams.

Keys to Success



OUACHITA PARISH SCHOOLS

2026-2027 SCHOOL CALENDAR

Jul-26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug-26

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep-26

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct-26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov-26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec-26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan-27

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb-27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar-27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr-27

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May-27

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun-27

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

IMPORTANT DATES

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

HOLIDAYS/BREAKS

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

NON-STUDENT DAYS - EMPLOYEE PD

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

EMPLOYEE WORKDAY - STUDENT FLEX DAY

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

SCHOOL BOARD MEETINGS @ 12 NOON

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

ACADEMIC Information

SECTION 1:

- Grading
- Homework
- Migrant Education

SECTION 2:

- Grades K-2 & 4-5 Promotion Requirements
- Grade 3 Promotion Requirements

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

Homework

This is an essential part of the elementary school program. Reasonable assignments appropriate to the grade level will be given on most weeknights. These will have a specific purpose and be an outgrowth of the daily lesson. Parents should see that students complete the assignment and return it to class the next day.

Although assignments may not be given daily, it is always considered a best practice to:

- Read to your child or have them read to you each night.
- Practice sight words, letter sounds, addition/subtraction, or multiplication/division facts.

Migrant Education Program

The Migrant Education Program was established in 1966 under the Elementary and Secondary Act. The program is federally funded and authorized under the No Child Left Behind Act. This program is a part of Title I and is designed to support high quality and comprehensive educational programs for migrant children. You may call your Local Migrant Office at 318-432-5330 and inquire about services.

Promotion Requirements

Ouachita Parish and LDOE requirements from promotion or retention will be followed.

In accordance with state requirements, Ouachita Parish will promote based on the criteria below for K, 1, 2, 3, 4, and 5. REQUIREMENTS FOR PROMOTIONS IN K, 1, 2, 3, 4, AND 5.	
Kindergarten	Must pass Reading Skills, Reading Knowledge, and Math with a final grade of C or higher.
Grade 1	Must pass Reading Skills, Reading Knowledge, and Math with a final grade of C or higher.
Grade 2	Must pass Reading Skills, Reading Knowledge, and Math with a final grade of C or higher AND must score above Well Below on EOY DIBELS or qualify for Good Cause Exemption. **See explanation below.**
Grade 3	Must pass ELA/Reading, math, and two other major subjects AND must score above Well Below on EOY DIBELS or qualify for Good Cause Exemption. **See explanation below.**
Grade 4	Must pass ELA/Reading, Math, and two other major subjects.
Grade 5	Must pass ELA/Reading, Math, and two other major subjects.

Students in grade K-3 who do not meet grade requirements for promotion, but have been already retained at least once, should be reviewed by the School Building Level Committee (SBLC) before retaining again.

The decision to retain (hold back) students that meet requirements for promotion to the next grade will be made by the School Building Level Committee (SBLC).

Parents or guardians wishing to request that their child be retained must submit a letter to the principal NO LATER than February 1.

2nd Grade Promotion Requirements

Promotion and mandatory retention of students in grade 2

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

Exemptions:

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

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

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

3rd Grade Promotion Requirements

Promotion and mandatory retention of students in 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) as follows:

- The student shall be provided two additional opportunities to score a higher achievement level on the literacy screener prior to the beginning of the subsequent academic year.
- Any student still scoring at the lowest achievement level after three attempts shall be screened for dyslexia.
- Such a student shall be retained in the third grade unless he or she is found to meet at least one of the good cause exemptions in Bulletin 1566 – Pupil Progression Policies and Procedures, §701.
- Promotion on the basis of good cause exemption is subject to the consent of the parent, principal, and superintendent.
- The Student Information System (SIS) must reflect the promotion and the good cause exemption under which promotion was determined.
- Students promoted for good cause shall be provided an expanded academic support plan (see Ouachita Parish Pupil Progression Plan Section V. Support for Students).
- Students retained in third grade pursuant to this requirement shall be provided an expanded academic support plan, 90 minutes of daily reading instruction, and 30 minutes of daily reading intervention.

LDOE will provide to each LEA a roster of third grade students who have been identified for the purposes of this section, assisting the LEA in making final determinations relative to students' required plans.

- The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with the Ouachita Parish Pupil Progression Plan.
- The expanded academic support plan shall continue to be in effect until such time as the student achieves a score of "Mastery" in each of the core academic subjects that initially led to the development of the student's individual plan.

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 2026-2027 school year if they do not qualify under a Good Cause Exemption.

ATTENDANCE Policy



Ouachita Parish and Kiroli Elementary

Attendance Policy

Please read all information carefully and refer to it as needed throughout the year. Kiroli Elementary will adhere to all attendance policies set forth by the Ouachita Parish School Board (OPSB). Please refer to the OPSB Attendance Policy for detailed guidelines and procedures regarding student attendance.

- No elementary student shall accumulate more than a total of ten (10) unexcused absences during a school year. Once a student accumulates five (5) unexcused absences during the school year a referral must be sent to Ouachita Parish Child Welfare and Attendance.
- STATE LAW REQUIRES THAT STUDENTS BE IN SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION UNLESS AN ABSENCE IS DUE TO ONE OF THE FOLLOWING REASONS ALLOWED BY LAW AND LOCAL SCHOOL BOARD POLICY.
- **LOUISIANA LAW R.S. 17:2221** states that every parent, guardian, or tutor of any child between the ages of seven and seventeen is responsible to enroll that child in a public or private day school in conjunction with the school calendar as set forth by the local board of directors. Every child's parent, guardian, or tutor is responsible for assuring the attendance of that child in regularly assigned classes during regular school hours established by the board of directors.
- **Attendance Requirements**
    - Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 5 (by September 30) to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days or 60,120 minutes to earn credit and be eligible for promotion to the next grade.

When a student misses school, his/her absence falls under four categories:

1. **Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a medical professional or to celebrate religious holidays. There is no limit to these absences. Performances in ballet and theater groups are excused but practices are not excused.

   Absences that can be counted as EXCUSED are due to the following reasons:

   - Personal illness (with doctor verification)
   - Death in the family (not to exceed one week)
   - Serious illness in the family (with documented verification)
   - Recognized religious holidays of the student's own faith
   - Legal, medical or dental appointments (must provide written verification)

   Excuses by physicians should be submitted to the school office the first day the student returns to school. OPSB policy states that 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.

2. **Non-Exempted and Unexcused:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. Other examples include participation in an activity that is not associated with the school or a church activity that does not fall on a religious holiday. The number of non-exempt and excused absences is based on the number of school days offered. Schools are required to offer 177 days of school, which means a student can be absent 10 days. If more school days are offered, then the number of absences also increases. It is best to visit Child Welfare and Attendance and complete a Known Absence Form prior to missing the days.
3. **Non-Exempt and Excused:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non exempt and excused absences is based on the number of school days offered. Schools are required to offer 177 days of school, which means a student can be absent for ten days. If more school days are offered, then the number of absences also increases.
4. **Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.

Make-Up Work: A teacher is not required to give make-up work or tests if absence is unauthorized, or unexcused, or if the student has been suspended. A student has the same number of days to make up work as they were absent for excused reasons.

When needing to pick up make-up work for your child, please call the school office by 10:00 A.M. to make the request. Classroom teachers will gather needed materials as they are able.

Late to school & Early pickups

Tardiness is not counted against the attendance requirement. However, five late-to school or five early pick-ups is considered as one count of truancy. The only excuses for late-to-school would be a medical professional or other professional excuse. Habitual tardiness should not be excused.

Seat-Time Recovery activities that allow students to make up lost instructional time may include but are not limited to:

- Saturday Seminar
- Edgenuity course
- After-School Tutoring
- Virtual Seminar
- Summer Programs

On any absence after reaching a total of five (5) days, and prior to the excuse being presented to the school, the student and/or parent will have to meet with a Child Welfare and Attendance Officer at the School Board Office and provide a justifiable excuse for that absence. This means, any student who reaches absence number six (6) and any absence thereafter, must have Child Welfare and Attendance approval for the absence to be considered excused.

Excessive absences resulting in a student being significantly behind in school work may result in missed opportunities for field trips and off campus activities.

Truancy Facts (K-12 Students)

Schools Keep Count of Absences and Tardies	**Parents Can Be Charged** with the Crime of Truancy
1. Five unexcused absences = One Count of Truancy 2. Five Unexcused Tardies = One Count of Truancy *Tardies include skipping school, checking in late or checking out early.* *School administrators/designee(s) decide whether absences or tardies are excused or unexcused.*	1st Offense - $100 fine + court costs = $350 2nd Offense - $200 fine + court costs = $450 or more 3rd Offense - Must appear in court Penalty is 30 days in jail + $250 fine + court costs for each truancy. *Parents can be put on misdemeanor probation for up to 24 months, be required to pay monthly supervision fees, and do court ordered community service.*
Truant students may have to do community service, be on supervised probation, or live at a group home until their 18th birthday.	
Information provided by: Hon. Steve Tew, Ouachita Parish District Attorney Hon. Jay Russell, Ouachita Parish Sheriff Mr. Todd Guice, Ouachita Parish Superintendent Hon. Sharon I. Marchman, Fourth Judicial District Court Judge	

Kiroli Daily Schedule

7:20 AM – Doors Open
7:20–7:35 AM – Breakfast Served
7:40 AM – First Bell
7:45 AM – School Begins (Tardy Bell)
3:00 PM – Dismissal

KIROLI ELEMENTARY

Daily Schedule

2026–2027 SCHOOL YEAR

3RD GRADE

- 7:40–9:55 (135 min) 1st Block & Specials
- SPECIALS: 7:55–8:35
- 9:55–12:10 (135 min) 2nd Block
- LUNCH: 11:15–11:35
- RECESS: 11:35–12:00
- 12:10–1:35 (85 min) 3rd Block
- 1:35–3:00 (85 min) 4th Block

4TH GRADE

- 7:40–9:10 (90 min) 1st Block
- 9:10–10:35 (85 min) 2nd Block
- 10:35–1:35 (180 min) 3rd Block & Specials
- SPECIALS: 10:45–11:25
- LUNCH: 11:30–11:50
- RECESS: 11:50–12:15
- 1:35–3:00 (85 min) 4th Block

5TH GRADE

- 7:40–9:10 (90 min) 1st Block
- 9:10–10:35 (85 min) 2nd Block
- 10:35–12:50 (135 min) 3rd Block
- LUNCH: 11:45–12:05
- RECESS: 12:05–12:30
- 12:50–3:00 (130 min) 4th Block
- SPECIALS: 2:05–2:45

LUNCH, RECESS & SPECIALS AT A GLANCE

GRADE	SPECIALS	LUNCH	RECESS
KINDERGARTEN	9:20–10:00	12:00–12:20	10:00–10:15 & 1:00–1:10
1ST GRADE	11:30–12:10	10:45–11:05	10:00–10:15 & 1:00–1:10
2ND GRADE	8:35–9:15	11:00–11:20	10:00–10:15 & 1:00–1:10
3RD GRADE	7:55–8:35	11:15–11:35	11:35–12:00
4TH GRADE	10:45–11:25	11:30–11:50	11:50–12:15
5TH GRADE	2:05–2:45	11:45–12:05	12:05–12:30

Arrival & Dismissal PROCEDURES

- School Hours
- Morning Drop Off Procedures
- Snack Drop Off
- Bus Transportation
- Bus Safety and Discipline
- Check-In/Out
- Dismissal Procedures
  - Car Pick-up
  - Transportation Changes
  - Weather Emergency Dismissal

Student Supervision and Morning Drop-Off Procedures.

🚗🏫 Car Drop-Off

Kiroli Elementary uses two designated car rider areas to help ensure safe and efficient arrival and dismissal for all students:

- **North Side:** Located by the cafeteria and library
- **South Side:** Driveway off Nichols Drive

Families should use the same designated pick-up and drop-off location each day. For safety and consistency, students will not be moved between car rider lines. All vehicles must display a Kiroli-issued car tag.

⏰ Morning Drop-Off

Car rider drop-off begins at **7:20 A.M.** and ends at **7:40 A.M.** to allow students time to report to class before **7:45 A.M. tardy bell**, marking the beginning of the instructional day.

🚪 Front Entrance Use

During morning arrival and afternoon dismissal, the front entrance is reserved for **bus riders, walkers, and students arriving after the car rider line has closed**.

Parents should use the designated car rider line for all morning drop-offs and afternoon pick-ups. Students should **never** be dropped off at the front entrance.

If a student arrives through the front entrance, **a parent or guardian must park**, accompany the student into the building, and sign them in through the front office.

⌛ Late Arrival & Tardies

The **first bell rings at 7:40 A.M.**, and the **tardy bell rings at 7:45 A.M.**, marking the beginning of the instructional day. Students arriving after **7:45 A.M.** are considered tardy.

A parent or guardian must accompany tardy students to the front office to sign them in and provide the reason for the tardy. Students must receive an admission slip from the office before reporting to class.

Habitual tardiness (three or more unexcused tardies) may be referred to the **Ouachita Parish Child Welfare & Attendance Office** for truancy.

🍎 Snack Drop-Off

All snacks must be clearly labeled with **both the student's name and the teacher's name**.

A designated snack cart will be available in the car rider drop-off area each morning. Staff will collect and deliver snacks to classrooms.

Snacks may also be dropped off in the front office **before 9:30 A.M.**

Bus Transportation

🚌 **Bus Transportation Policy**

School Board bus policies and rules are distributed directly by bus drivers. A Bus Rider Form will be provided and must be signed by both the parent/guardian and the student. This signed form must be returned to the bus driver before the student is permitted to ride the bus.

📌 **Important Reminders:**

- Please review all bus rules thoroughly with your child.
- Communication devices or electronics may not be used on the bus at any time.
- For student safety, a parent or guardian must be visibly present at the bus stop in order for the student to be dropped off. Students will not be left unattended.

Transportation Consistency and Restrictions:

- Students must go home the same way every day. Consistent transportation arrangements help ensure safety and accountability for all students.
- Students may occasionally ride a different bus home only with written permission from a parent, and:
    - The note must be submitted to the office upon arrival at school,
    - Approved and signed by the principal, and
    - The bus must have available seating capacity.
    - If the bus is full, the request may be denied.
- **Students are not allowed to change their assigned bus or bus stop** without prior approval from the principal.

    Parents must contact the school office to discuss any needed changes.

⚠️ **Bus Safety and Discipline**

- Students are expected to follow all **bus safety rules** and directions from the bus driver.
- Bus drivers will contact parents if a student is repeatedly disruptive or refuses to follow bus rules.
- Students may be referred to the principal or assistant principal for behaviors that:
    - Disrupt the safe and orderly operation of the bus.
    - Threaten the safety of others.
    - Show disrespect or threatening behavior toward the bus driver.
- Bus discipline consequences:
    - **1st Referral:** Warning
    - **2nd Referral:** 1–3 day bus suspension
    - **3rd Referral:** 3–5 day bus suspension
    - **4th Referral:** Suspension from the bus for the remainder of the school year
- **Serious behaviors**, such as fighting, may result in immediate bus suspension, even on the first offense.
- Thank you for helping us keep bus transportation safe for all Kiroli Komets.

Checking In & Out During School Hours

📝 **Student Check-In / Check-Out Policy**

To ensure the safety of all students and minimize disruptions to instruction, Kiroli Elementary has established the following check-in and check-out procedures:

- All parents/guardians and students must report to the front office when checking in or out of school.
- Please keep check-ins and check-outs to a minimum to avoid negatively impacting valuable instructional time.

📌 **Important Guidelines:**

- Check outs between 2:30 p.m. and 3:00 p.m. are discouraged. This is to maintain the safety and structure of our dismissal process.
- Students may not be checked out by phone under any circumstances. If you arrive during your child's lunch or recess time, please understand there may be a significant wait, as staff must locate and retrieve your child from another area of campus.
- Any student who is signed out before 3:00 p.m. will be considered an early check-out. Early check-outs count as tardies for attendance and truancy reporting purposes. Medical excuses for early check-in or check-out must be submitted to the office within two (2) school days of the absence. Please note that any written excuse from a doctor's office or other official agency may be verified by calling the office listed on the note.

We appreciate your cooperation in maintaining a safe, orderly, and focused learning environment for all students.

Daily Dismissal Procedures

🚌🚗 **Dismissal Procedures – In Accordance with the Safe Path Act**

In accordance with the Safe Path Act, Kiroli Elementary is committed to ensuring that all dismissal procedures prioritize student safety and reduce congestion in designated loading zones.

- *Bus riders will exit through the front of the school to the bus loading zone. Students will not be released to parents or guardians from this area during usual daily dismissal. This is a secure zone designated for bus transportation only.*
- *Students who are not bus riders will not be released during times when a bus is actively loading or unloading. This helps prevent unsafe interactions between pedestrians and buses.*
- *All parents must use the designated car pickup area and follow staff directions to ensure a safe and orderly dismissal.*

🚗 Car Pick-Up Procedures

Kiroli Elementary uses two designated car rider areas to help ensure safe and efficient arrival and dismissal for all students:

- **North Side:** Located by the cafeteria and library
- **South Side:** Driveway off Nichols Drive

To ensure a safe, smooth, and efficient dismissal process, please follow the guidelines below:

- Car Pick-up begins at 2:55.
- All cars must have Kiroli-issued car tag. For security purposes, a school-issued car tag must be displayed in your vehicle's front window during pick-up. Each person authorized to pick up a student must have their own tag, which will be provided by the homeroom teacher.
- Late Pick-Up Policy: All students must be picked up prior to 3:15.
    - Parents arriving late must pick students up inside the front office.
    - If a student remains on campus 15 minutes after dismissal time, and no contact has been made with a parent or guardian, law enforcement may be called to conduct a well check. This is for the safety and welfare of the student.

  Thank you for following these procedures and helping us keep all students safe and accounted for during dismissal.

🏠 Transportation Changes

- Any changes to a student's regular transportation must be sent in writing and approved by the principal when necessary.
- Students may not ride home with a friend without a written note from a parent and administrative approval.
- Teachers must be notified in writing of any transportation change (bus, car rider, walker, etc.).
- If a student does not have a written transportation note before the start of the school day, the student's parent or guardian must contact the school office to request a transportation change. To ensure student safety and accurate dismissal procedures, teachers are unable to accept transportation changes during the school day.
- For safety and dismissal accuracy, **no transportation changes will be accepted after 2:30 p.m.**

We appreciate your support in helping us maintain a smooth, safe, and orderly dismissal process for all students.

Dismissal Due to Weather or Emergencies

🌦️❄️ In the event of inclement weather or other emergency situations, please follow the guidelines below to stay informed and help us maintain an organized and safe dismissal:

- Listen to local news outlets (TV and radio) for updates regarding school closures or early dismissals.
- Please do not call the school during these times, as staff will be focused on preparing students and coordinating dismissal procedures.

📞📨 **Communication Procedures:**

- The Ouachita Parish Superintendent of Schools will notify media networks and schools of any schedule changes.
- Official announcements will be posted on the Ouachita Parish School System website: www.opsb.net and the Ouachita Parish Schools Facebook page
- Kiroli Elementary will send a finalsite text message.
- Teachers may also contact parents directly through ClassDojo or to provide timely updates regarding classroom-specific needs or changes.

If you do not receive the automated call or finalsite text message and confirm that other parents did, please contact our school office so we can verify your contact information.

Thank you for your cooperation in helping us ensure the safety and well being of all students during emergency situations.

CELEBRATIONS and VISITORS

- Birthday Treats
  - classroom guidelines
  - party invitations
- Class Party Policy
- Visitors Policy

Birthday and Celebration Policy

At Kiroli Elementary, we recognize that birthdays are a special time for students. To maintain a positive and structured learning environment, we ask that families follow the guidelines below:

🎂 Birthdays & Celebrations

Birthday Treats

- Students may bring a small, individually wrapped or pre-portioned treat to celebrate their birthday.
- Treats should not require plates, utensils, or additional serving supplies unless provided by the parent.
- Classroom teachers will distribute birthday treats at an appropriate time during the school day.
- Instructional time will not be used to celebrate birthdays.
- *See Safe and Healthy section of the handbook for more information on snacks.*

Deliveries & Visitors

- Parents and visitors may not go directly to classrooms to deliver birthday items.
- Balloons, flowers, gift baskets, cookie bouquets, and similar items may not be delivered to students during the school day, as they disrupt instruction and the learning environment.

Invitations & Privacy

- Birthday invitations may only be distributed at school if every student in the class is invited.
- To protect student privacy, the school cannot provide class lists or family contact information.

🎉 Class Parties

To support a positive learning environment while celebrating special occasions, Kiroli Elementary holds four classroom parties each school year:

- 🎃 Halloween – Teacher-led celebration
- 🎄 Christmas – Parent and teacher celebration
- ❤️ Valentine's Day – Teacher-led celebration
- 🐰 Easter – Parent and teacher celebration

Party Guidelines

- Parents are invited to attend the Christmas and Easter parties only.
- Halloween and Valentine's Day parties are for students and teachers only.
- Parents who would like to volunteer or provide treats should contact the classroom teacher in advance.
- Siblings may not attend classroom parties.
- To ensure adequate space and supervision, we ask that only invited adults attend parent-invited parties.

Thank you for helping us celebrate these special occasions while keeping the focus on learning.

🏫 Visitors

The safety of our students and staff is a top priority. In accordance with Ouachita Parish School Board policy, all visitors must follow these procedures:

- Report to the front office immediately upon entering the building.
- Be prepared to present a valid photo ID if requested.
- Sign in through the visitor management system and wear a visitor badge at all times while on campus.
- Visitors may not go directly to classrooms during instructional time unless they have a prearranged conference with a teacher or have been approved to assist with a school activity.
- Before leaving campus, sign out and return your visitor badge to the office.

We appreciate your cooperation in helping us maintain a safe, secure, and welcoming environment for all Kiroli Komets.

CONDUCT
expectations

- S.O.A.R
- Student Code of Conduct
- Discipline
  - Komet Behavior Expectations
- Suspensions
  - Mandatory Suspension & Expulsion
  - Louisiana State Law

Student Expectations & Code of Conduct

🌟 We Are Kiroli!

At Kiroli Elementary, we ignite learning, inspire others, and make a positive impact on our school and community. As Kiroli Komets, we strive to **SOAR** every day:

SOAR

🛡️ **Safety First**
👩‍🏫 **Obey Teachers**
⭐ **Act Responsibly**
🤝 **Respect Others**

By making positive choices, showing kindness, and giving our best effort, we create a school where everyone feels safe, valued, and successful.

📚 Student Code of Conduct

At Kiroli Elementary, we believe every student deserves a safe, caring, and respectful learning environment. Developing responsibility, self-discipline, and respect for others helps every Komet reach their full potential.

Every student has the opportunity to learn and the responsibility to contribute positively to our school community. Students are expected to:

- Attend school regularly and arrive on time.
- Be prepared and ready to learn each day.
- Follow the SOAR expectations in all areas of the school.
- Treat classmates, staff, visitors, and school property with respect.
- Demonstrate honesty, kindness, and good character.
- Accept responsibility for their choices and learn from mistakes.
- Give their best effort academically, behaviorally, and socially.

Together, these expectations help create a positive school culture where every student can learn, grow, and succeed.

☄️ Komet Behavior Expectations

Kiroli Elementary follows the discipline policies established by the Ouachita Parish School Board and the Ouachita Parish Child Welfare & Attendance Department.

Teachers are the first line of support in helping students make positive choices and maintain a productive learning environment. Classroom teachers will address behaviors that interfere with learning, including disruption, disrespect, inappropriate language, rule violations, or failure to follow directions.

When appropriate, teachers will use interventions designed to help students learn from their choices and develop positive behaviors. If concerns continue or involve more serious misconduct, the student may be referred to the principal or assistant principal for additional support and disciplinary action.

Possible consequences may include:

- Student conference or counseling
- Parent conference
- Detention
- In-school suspension
- Suspension, when warranted by the severity or frequency of the behavior

<u>Weekly Conduct Grading:</u>
Conduct Mark/Check = -5 points
Office Visit = -7 points
Detention = -10 points
In-School Suspension = -10 points
Out of School Suspension = -15 points

📝 Behavior Reports

When a student is referred to the office for a behavioral concern, a **Louisiana Behavior Report** will be completed and sent home.

Parents are asked to:

- Review the behavior report with their child.
- Sign and return the report the next school day.

Working together allows us to reinforce positive behaviors and support student success.

📌 Additional Information

- If a conference with the teacher or principal is needed, it will be noted on the behavior report so a meeting can be scheduled.
- Items confiscated because they violate school or classroom rules may not be returned to the student or parent.
- Students are expected to maintain appropriate conduct to participate in field trips, celebrations, and other special school activities.
- Students who receive a suspension may lose the privilege of participating in field trips or extracurricular school events for the remainder of the semester in which the suspension occurred.

At Kiroli Elementary, discipline is intended to teach, guide, and support students as they grow. By working together, families and school staff help every Komet develop the character, responsibility, and citizenship needed to **SOAR** both in school and beyond.

🚫 Suspensions

Kiroli Elementary follows the student discipline policies established by the Ouachita Parish School Board and Louisiana law. A principal may suspend a student from school and/or school bus transportation for behaviors including, but not limited to:

- Willful disobedience.
- Disrespect toward a teacher, principal, superintendent, school employee, or school board member.
- Making unfounded accusations against school personnel.
- Engaging in immoral, harmful, or dangerous conduct.
- Using unchaste or profane language.
- Using tobacco products or possessing alcoholic beverages on school property or school buses.
- Causing disturbances on school grounds or school buses.
- Possessing or bringing any item considered a weapon, including toy guns.
- Damaging or defacing school property or school buses.
- Writing or drawing profane or obscene language or images on school property, materials, or buses.
- Throwing objects that could cause injury on school grounds or school buses.
- Instigating or participating in fights while under school supervision.
- Violating traffic or school safety regulations.
- Leaving the classroom or detention without permission.
- Leaving school grounds without permission.
- Habitual tardiness or absenteeism.
- Bullying.
- Committing any other serious offense that disrupts the safety or orderly operation of the school.

Mandatory Suspension & Expulsion

In accordance with Louisiana law and Ouachita Parish School Board policy, the principal is required to suspend and recommend expulsion for students who:

- Have been suspended three or more times during the same school year.
- Are found in possession of a firearm, dangerous weapon, or controlled dangerous substance, unless possession is authorized for instructional purposes and approved by both the principal and teacher.

Student DRESS CODE

- Kiroli Student Dress Code
  - Pants, Shorts, and Skirts
  - Shirts & Tops
  - Dresses
  - Shoes and Accessories
  - Hair and Grooming
- Ouachita Parish Student Dress Code Guidelines

Kiroli Student Dress Code

👕 Dress Code & Appearance

Parents and students share the responsibility for ensuring that students come to school dressed appropriately and ready to learn. Good personal hygiene and appropriate attire help create a safe, respectful, and distraction-free learning environment.

Kiroli Elementary follows the Ouachita Parish School Board (OPSB) Student Dress Code Policy. Clothing, hairstyles, accessories, or other items that disrupt the educational environment are not permitted. The principal or designee reserves the right to determine whether a student's appearance complies with school and district expectations.

If a student is not in compliance with the dress code:

- A parent or guardian will be contacted and asked to promptly provide appropriate clothing.
- Repeated dress code violations may result in additional disciplinary action.

Students who arrive at school with strong odors, including the odor of marijuana or other distracting substances, may be required to change clothes at school or be picked up by a parent or guardian to change. Parents or guardians may also be asked to retrieve personal belongings that carry such odors. To help maintain a safe and welcoming environment, visitors who arrive on campus with strong distracting odors may be asked to leave the premises.

General Expectations

- Students must attend school clean, well-groomed, and appropriately dressed.
- Clothing must not be offensive, distracting, or contain obscenities, alcohol, tobacco, or inappropriate imagery.
- Tight-fitting, see-through, or revealing clothing is not permitted.
- Final decisions on appropriateness will be made by administration.

👖 Pants / Shorts / Skirts

- Must be worn at the waist (no sagging).
- Shorts, skorts, and skirts must be mid-thigh or longer (no more than ~5 inches above the knee).
- Pajama pants are not allowed.
- Skirts should be worn with shorts or leggings underneath for coverage.

👕 Tops / Shirts

- No spaghetti straps, off-the-shoulder, backless, mesh, cropped tops, or low-cut tops.
- Shirts must fully cover the midriff, even when arms are raised.
- Sleeveless tops must have straps at least 1.5 inches wide.
- Boys may not wear tank tops, muscle shirts, or undershirts as outerwear.

👗 Dresses

- Must be mid-thigh or longer (no more than ~5 inches above the knee).
- No spaghetti straps, off-the-shoulder, or backless styles.
- Sleeveless dresses must have straps at least 1.5 inches wide.
- Should be worn with shorts or leggings when needed for coverage.

👟 Shoes & Accessories

- Shoes must be safety-conscious and preferably tennis shoes.
- Tennis shoes are required for PE.
- High heels or high wedges are not allowed due to safety concerns.
- Shoes with wheels or rollers are prohibited. Slippers or house-shoe style slides are not allowed
- Shoes must have a back and be securely fastened (tied or buckled).
- Hats/caps are not allowed except on designated “hat days.”

🪮 Hair & Grooming

- Hair must be clean, well-groomed, and not obstruct vision or eye contact.
- Extreme styles or colors that are distracting are not permitted.
- Mohawks and similarly distracting styles are discouraged.
- Principal/designee has final discretion on appropriateness.

Ouachita Parish Dress Code Guidelines

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 in all grades.

Clothing:

Clothing with suggestive words or pictures will not be allowed.
Jeans and pants should not have any skin showing.
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.
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.

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.

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.

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.

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

FIELD TRIPS

- Eligibility & Behavior
- Chaperones
- Check-Out Procedures

Field Trips

Field trips are planned throughout the school year to enrich classroom learning and provide students with meaningful educational experiences. Participation in field trips is a **privilege** and is based on student behavior, academic responsibilities, and compliance with school expectations.

Student Eligibility

To participate in a field trip, students must:

- Meet grade-level conduct expectations.
- Have all required school fees paid before field trip payments can be accepted.
- Be current on classwork. Students with excessive absences or significant missing assignments may be excluded from field trips or other off-campus activities until make-up work is completed.

Chaperones

When additional supervision is needed, teachers may invite parent chaperones.

Chaperones must:

- Be approved by the classroom teacher in advance.
- Provide their own transportation.

Please note: Siblings or other children may not attend field trips. Field trips are reserved for participating students and approved chaperones only.

Check-Out Procedures

For the safety and accountability of all students:

- Students must travel **to and from the field trip with their class** on school-provided transportation.
- Students may **not be checked out** from a field trip location. If a parent chaperone needs to check out their child, the student must first return to school with the class and be signed out through the front office.

Additional Information

- Students must maintain appropriate conduct, as determined by their grade level, to participate in field trips and other special school events.
- Students who receive a suspension may lose the privilege of attending field trips or school-sponsored events for the remainder of the semester in which the suspension occurred.

SAFE and HEALTHY

- Classroom Snacks and Healthy Celebrations
- Crisis Evacuation Plan
- Illness or Injury at School
- When should my child stay home?
- OPSB Immunizations
- OPSB Medication Policy
- OPSB School Nurse Program
- Substance Abuse Prevention

Classroom Snacks & Healthy Celebrations

Growing Healthy Minds, Healthy Habits & Happy Memories!
At Kiroli Elementary, we encourage healthy choices while recognizing that birthdays and classroom celebrations help build friendships, school spirit, and lasting memories.

🍎 Daily Classroom Snacks

Please send nutritious, individually packaged, shelf-stable snacks when requested by your child's teacher. Gum, hard candy, and carbonated or caffeinated drinks are not permitted at school.

Crackers & Grains	Fruit	Grab & Go
Goldfish®	Applesauce	Low-sugar granola bars
Cheez-It®	Fruit cups (100% juice)	Whole grain fruit bars
Pretzels	Raisins	Baked snack crackers
Graham crackers	Dried fruit	Nut-free trail mix*
Animal crackers	Fruit leather	
Ritz®/Wheat Thins®		
Veggie Straws®		
Pirate's Booty®		
Popcorn*		
Dry cereal		

Choose snacks that are: individually packaged • shelf-stable • lower in added sugar • whole grain when available • easy to eat with minimal cleanup.

🎉 Birthday & Classroom Celebrations

Treat Ideas	Non-Food Ideas
Mini cupcakes	Stickers
Mini cookies	Pencils
Donuts	Bookmarks
Rice Krispie treats	Coloring sheets
Ice cream cups	Erasers
Frozen fruit bars	Small activity books
Fresh fruit trays	

❤️ Helping Every Child Participate

Some students have food allergies or medical conditions. Teachers may request allergy-friendly alternatives so every child can safely participate.

📌 Helpful Reminders

• Coordinate treats with the teacher in advance. • Commercially prepared items are preferred. • Avoid foods requiring refrigeration, preparation, cutting, or utensils unless requested. • Water is encouraged during the school day.

📚 Why These Guidelines?

Healthy eating supports learning, concentration, and lifelong wellness. Kiroli encourages everyday healthy choices while making room for occasional celebrations in a safe, inclusive, and age-appropriate way.

Best Practice References: Louisiana Department of Education (Local School Wellness Policy Guidance); USDA Food & Nutrition Service (Local School Wellness Policy & Smart Snacks); Centers for Disease Control and Prevention (Healthy Schools); American Academy of Pediatrics (Healthy Active Living).

🚨 Crisis Evacuation Plan

Although emergencies are rare, there may be situations that require Kiroli Elementary to evacuate the campus and relocate students to a safe location. If emergency officials determine that the school building is unsafe for an extended period, students will be transported to one of the following designated evacuation sites:

- 📍 **Kiroli Park**
- 📍 **Fair Park Baptist Church**

Parent Information

In the event of a school evacuation:

- **Do not come to the school campus.**
- Proceed directly to the designated evacuation site as directed by school officials.
- Follow all instructions provided by school staff and emergency personnel.
- Be prepared to present a **valid photo ID** before a student will be released.

Your cooperation is essential to ensure the safety, security, and accountability of every student during an emergency.

🤒 Illness & Injury

If a Student Is Injured

- Minor injuries (such as scrapes, cuts, or bruises) will receive basic first aid, including cleaning the wound and applying a bandage. Parents may be notified when appropriate.
- For more serious injuries or medical emergencies, **911 will be called immediately**, and a parent or guardian will be notified as soon as possible.

🤒 When Should My Child Stay Home?

Keeping students healthy is a partnership between home and school. If your child becomes ill during the school day, the school nurse will contact a parent or guardian. If you cannot be reached, we will contact the emergency contacts listed in your child's records. If your child is ill, please use the following guidelines when deciding whether they should attend school.

🌡️ Fever

- Students with a temperature of **100°F or higher** should remain at home.
- Students must be **fever-free for at least 24 hours without fever-reducing medication** before returning to school.

🤢 Vomiting or Diarrhea

- Students who are vomiting or have diarrhea should remain at home.
- Students must be **symptom-free for at least 24 hours without medication** before returning to school.

🤧 Coughs & Runny Nose

Students may attend school with mild cold or allergy symptoms if they feel well enough to participate.

Please keep your child home if they:

- Have a persistent or severe cough.
- Have thick or discolored nasal drainage accompanied by other symptoms.
- Have cold symptoms accompanied by a fever.
- Are too uncomfortable to participate in classroom learning.

🦠 Ringworm

- Students may return after receiving **24 hours of antifungal treatment**.
- Any exposed area must be covered.
- Parents should speak with the school nurse before the student returns.

🩹 Skin Sores

Students with contagious skin infections should remain home until:

- They have been on prescribed medication for **at least 24 hours**, **and**
- A healthcare provider has approved their return to school.

🌸 Rashes

A child should be evaluated by a healthcare provider if a rash:

- Is accompanied by a fever or illness.
- Covers a large area of the body.
- Is spreading.
- Causes significant discomfort.

👁️ Pink Eye (Conjunctivitis)

Students with symptoms such as redness, drainage, swelling, itching, or eyes matted shut should remain home.

Students may return after:

- Receiving **at least 24 hours of prescribed treatment**, **and**
- Providing a doctor's note stating they may return to school.

🪮 Head Lice

Ouachita Parish Schools follow a **"No Nit"** policy.

Before returning to school:

- Students must be free of live lice **and** nits (eggs).
- Parents must bring the student to school to be checked by school personnel before returning to class.

Immunizations

In accordance with **Louisiana State Law (Statute 17:170)**, all children entering the school system are required to be **immunized against childhood diseases**.

Students who are not in compliance with immunization requirements **will not be allowed to attend school** until all necessary immunizations have been completed. Failure to comply will result in the information being submitted to the appropriate authorities.

Important Notes

- If any immunization is administered **before its scheduled due date**, **additional doses may be required**. This is monitored through the state immunization database.
- If your child is **allergic to immunizations**, you must submit **official documentation** from either the **Health Unit** or your child's **physician**.

Please consult the school nurse for guidance on current immunization requirements or to verify your child's immunization status.

Ouachita Parish School Board Policy on Head Lice

In accordance with Ouachita Parish School Board policy, any student found to have an active head lice infestation will be excluded from school and referred for treatment. Parents will be notified if their child has head lice or nits.

Before a student may return to school, they must be examined by the school nurse, principal, or principal's designee, and found to be completely free of lice and live nits.

OUACHITA PARISH MEDICATION POLICY

Parents cannot send any type of medication, prescription or over-the-counter, to school with their child. Over-the-counter medications include, but are not limited to, cough drops, ear drops, Tylenol, antacids, etc. If a student must take medication at school, the parent may bring the medication and administer it to the child.

If the student must take medication on a long-term basis, a parent or guardian must meet with the school nurse before a school official may administer the medication. The student must have written orders from a physician detailing the name, dosage, and time of administration on the proper medication order form. When the medication needs to be replaced, **the parent or guardian must bring the medication to school and sign it in with the nurse or office personnel that have been certified to administer medications to students.**

Students are not allowed to have any medication in their possession on the bus or at school with exception of an inhaler or Epi-pen, and only once the written orders from the doctor have been received by the nurse. Medication must be in a current container labeled by the pharmacy. No more than a 25 day supply will be accepted.

UNAUTHORIZED (Over-the-Counter/Prescription) DRUGS:

Any student found to be in possession of any unauthorized OVER-THE-COUNTER OR PRESCRIPTION DRUGS, will be dealt with in the following manner:

FIRST OFFENSE	The principal or his designee will confer with the parent/guardian and student advising them of the Louisiana State Law and the Ouachita School Board Policy concerning the administration of medication.

SECOND OFFENSE	The student will be suspended for three days, plus attend a conference with the Director of Child Welfare and Attendance.

THIRD OFFENSE	The student will be recommended for expulsion for the remainder of the semester or the remainder of the school year.

Ouachita Parish Schools Nurse Program

The school nurse program continues to expand its services, and strives to fulfill mandated legislation. Their primary concern is for the health, safety, and welfare of students. The school nurse is available as a resource person for any health related concerns you may have. The nurse can provide preventive measures, health counseling, 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 of those problems.

The school nurse needs to be notified of any changes that occur in your child's health condition. Provide updated telephone numbers and address changes to facilitate proper care to meet the needs of the child. Please submit needs in writing to your school nurse each year.

If you have any questions or concerns, you may call the school office to meet with the school nurse.

Screening programs/classes taught which are performed during the year are as follows:

1. Mandated vision and hearing screenings per recommendation by the American Academy of Pediatrics or by special request of parents or school personnel. Screenings are primarily conducted in Pre-Kindergarten, Kindergarten and odd grades.
2. Head lice checks on elementary students per parish protocol. At the request of a teacher or parent, the school nurse will perform a lice check for a student or classroom. The parents will be notified immediately if lice/nits are noted.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds and visual assessments.
4. Health and Hygiene classes are taught to 5th grade girls and boys.

*If you do not want your child to participate in any of the above optional screenings, then you must notify the school nurse in writing by the first of September.

Please mail to:School Nurse
Kiroli Elementary School
700 Kiroli Road
West Monroe, La. 71291

Student Policy and Procedures

The Ouachita Parish School System will implement for all students in grades K-12 an age appropriate, developmentally based drug and alcohol education and prevention program which addresses the legal, social and health consequences of drug and alcohol use. Information about effective techniques for resisting peer pressure to use illicit drugs or alcohol will be provided. The Substance Abuse Prevention Program will also work to help students increase self-confidence and self-esteem in a supportive atmosphere, to realistically define personal and academic goals, to develop strategies to carry out these goals, to develop new behaviors in coping with peer pressure, and to learn strategies for improving adult relationships. The student educational program will include:

1. A minimum of sixteen (16) contact hours of drug education for all students grade K-9.
   A minimum of eight (8) contact hours of drug education for all students grades 10-12.

2. An explanation of the Board's policy of maintaining a drug/alcohol free school environment.

3. An explanation of the penalties that will be imposed upon the student for any drug/alcohol violations occurring on any school grounds or at any school activities held after school hours.

Students' use, unlawful possession or distribution of illicit drugs and alcohol on the school premises or as a part of any of its activities is prohibited. By law, all employees are required to report any suspected incidents of drug/alcohol possession or use by a student.

A. When a student is suspected of having a drug/alcohol use problem and is reported to the principal or the Substance Abuse Prevention Team, the following action may be taken:

1. Investigate the problem

2. Confront the individual/parent/guardian

3. Make recommendations for helping the student

B. A student suspected of drug/alcohol possession or of being under the influence of drugs/alcohol on the school premises will be reported to the principal. After investigation, if the student is in possession of a controlled dangerous substance governed by the uniform controlled dangerous substance law, the following action, Articles C-F, will be taken.

C. In accordance with R.S.17:436 SEC. 436.1

Administration of Medication:

Students requiring or in need of prescription or over-the-counter drugs at school must provide the medication to the designated school employee with physician's documentation and written parental permission to administer such medication.

No student shall have permission to possess or administer to themselves or others any prescription or over-the-counter medication at school. Violation of this procedure will result in the discipline of the student as outlined in School Board Policy.

D. R.S.17:46 (b) © (1)

Notwithstanding the provision of R.S.17:46416 (B), any student, sixteen years of age or older, found guilty of possession of, or knowledge of intentional distribution of or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided R.S.17:416 © (1) shall be expelled from school for a minimum of twenty four (24) calendar months. However, any student under the age of sixteen and in grades six through twelve shall be expelled from school for a minimum period of twelve (12) calendar months.

E. R.S.17:46 (C) (1) (2) (a) (1)

In cases involving students in kindergarten through grade five found guilty of possession of or knowledge of an intentional distribution of or possession with the intent to distribute any illegal narcotic drug, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided for by R.S.17:46© (1) shall be referred to the local school board where the student attends school through a recommendation for action from the superintendent or his designee.

F. R.S.17:46 (3) (a)

Any student arrested for possession or of intentional distribution of, or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his designee, within five (5) days after such arrests, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotic, drugs or other controlled dangerous substance.

MEALS

- Meals
- Special Lunch Events

🍎 Meals & Cafeteria

Kiroli Elementary participates in the **National School Breakfast Program** and **National School Lunch Program** through the **Community Eligibility Provision (CEP)**.

Free Meals for All Students

All enrolled students are eligible to receive:

- **One free breakfast** each school day
- **One free lunch** each school day

Important Reminders

- Second servings and extra items (such as additional milk, juice, or snacks) **are not included** in the free meal program.
- Students must have money in their cafeteria account to purchase extra items. **Extras cannot be charged.**

🍳 Breakfast

Breakfast is served daily from **7:20 a.m. to 7:40 a.m.** Students who plan to eat breakfast at school should arrive by 7:35 in order to have enough time to be served before the instructional day begins.

🍎 Outside Food & Lunch Deliveries

Students who regularly bring a lunch from home should bring it with them when they arrive at school each morning. To help maintain a safe and orderly school day and minimize classroom and office disruptions, **routine outside food and lunch deliveries are not permitted during the school day**. Parents, grandparents, family members, and other individuals may not routinely bring or deliver meals, fast food, or other food items for students.

We understand that students may occasionally forget a lunch from home. In these situations, a parent or guardian may leave the student's lunch on the **designated shelf in the school lobby** for the student to pick up. This should not be a common occurrence. As an alternative, students who forget their lunch are always welcome to eat the **free school lunch provided by our cafeteria**.

🥪 Special Lunch Events

Throughout the school year, Kiroli Elementary may host special lunch events, such as **Friends Day**, when family members are invited to enjoy lunch with their student.

Please note the following guidelines:

- Special event schedules will be shared with families in advance.
- The visitor meal cost is **$5.00** (subject to change based on Child Nutrition pricing).
- **Outside food and drinks from restaurants are not permitted** during special lunch events.
- Due to food availability or other operational needs, special lunch events may be modified or limited.

Thank you for helping us maintain a safe, organized, and enjoyable cafeteria experience for all Kiroli Komets.

PARENT information

- Communication
  - Stay Connected
  - K Folders
  - Parent-Teacher Communication
  - Progress Reports & Report Cards
- KPALS
  - Kiroli Parents and Loyal Supporters
- Personal Property
- School Property
- Water Bottles
- School Fees
- Fundraisers

🤝 Parent Information

💬 Communication

Strong communication between home and school is essential to your child's success. We encourage families to stay connected and partner with us throughout the school year.

📱 Stay Connected

- Stay informed about your child's academic progress by monitoring grades through **OnCourse**.
- Teachers may use communication platforms, such as **ClassDojo**, to share classroom updates, reminders, and important announcements.
- **Finalsite** is used by both the school system and Kiroli to send automated phone calls, text messages, and other important school-wide communications.
- Please keep your phone numbers and email addresses up to date with both your child's teacher and the school office. If you do not receive a **Finalsite** phone call or text message and have confirmed that other families did, please contact the school office so we can verify your contact information.
- Additional information about classroom communication and teacher-specific communication methods will be shared during each teacher's beginning-of-the-year parent meeting.

📗 K Folders

Every **Tuesday**, students will bring home a **K Folder** containing graded work and important information.

Parents should:

- Review your child's work.
- Sign the folder.
- Return it to school the next day.

If your child does not bring home a K Folder, you should receive communication from the teacher. If you have questions, please contact your child's homeroom teacher.

Parent-Teacher Communication

If you have questions or concerns regarding your child, please contact the **classroom teacher first**. Most concerns can be resolved through open, positive communication between home and school.

Teachers are unable to conference or respond to messages during instructional time but are happy to schedule a meeting. To arrange a conference, please contact the school office or email your child's teacher.

Progress Reports & Report Cards

Ouachita Parish Schools use a **nine-week grading period**.

- Progress reports are sent home at the midpoint of each grading period.
- Please review, sign, and return progress reports the following school day.

💚 KPALS (Kiroli Parents and Loyal Supporters)

KPALS is Kiroli Elementary's parent organization dedicated to supporting our students, teachers, and school community.

Parents are encouraged to become involved by volunteering their time, talents, and ideas. Working together strengthens our school and creates meaningful experiences for our students.

For more information about joining KPALS, please contact the school office.

🎒 Personal Property

To help lost items find their way home, please label all personal belongings—including jackets, backpacks, lunch boxes, and water bottles—with your child's full name.

Lost & Found

- The Lost and Found is located in the cross hall.
- Unclaimed items will be donated or discarded at the end of each nine weeks.

Items Not Permitted at School

Students may not bring:

- Toys or games
- Radios or personal electronic devices (unless authorized by the school)
- Gum or candy
- Items intended for buying, selling, or trading

Items brought in violation of school rules may be confiscated and may not be returned.

📚 School Property

Students are expected to care for all school property.

Textbooks, Library Books & Technology

Students are responsible for all textbooks, library books, and technology devices assigned to them.

Parents or guardians are responsible for replacing or paying for lost or damaged items.

School Facilities

Classrooms, buses, furniture, equipment, and all school buildings are school property.

Students who vandalize, damage, or remove school property may receive disciplinary action, which may include restitution, suspension, or other consequences in accordance with district policy.

💧 Water bottles

Students are encouraged to bring a refillable water bottle to school each day to stay hydrated.

Water Bottle Expectations:

- Water bottles should contain water only. Sports drinks, juice, soda, flavored drinks, and energy drinks are not permitted unless approved by the school for a medical reason.
- Water bottles should have a secure, spill-resistant lid to help prevent leaks and spills. (no straw cups)
- Students are responsible for keeping up with their own water bottle. The school is not responsible for lost, stolen, or damaged items.
- Students may refill their water bottles at designated bottle filling stations throughout the school day.
- Water bottles should not be shared with other students.
- If a water bottle becomes a distraction or is used inappropriately, school staff may require it to be stored until the end of the day.

💵 School Fees

The Kiroli Elementary school fee is $45.00 per student, which includes the technology fee and the student's Kiroli Field Trip/Field Day T-shirt.

School fees are due **on the first day of school** or at the time of enrollment and should be paid in full by **October 1**.

School fees help provide instructional materials and classroom resources, including:

- Paper, copies, and instructional materials
- Worksheets and classroom supplies
- Art supplies
- Parent communication folders
- Student incentives and awards
- Technology resources
- Kiroli Field Trip/Field Day T-shirt

Payment Information

- **Accepted Payment Methods:** Cash (exact change required), check, or online by debit/credit card.
- **Payment Location:** Homeroom teacher.
- **Checks:** Please make checks payable to **Kiroli Elementary**. Returned checks (NSF) must be replaced with cash and any applicable bank fees.

Payment plans may be arranged through the school office if needed.

Please Note: School fees must be paid before payments for field trips, yearbooks, or other school purchases can be accepted.

🎉 Fundraisers

School fundraisers help provide opportunities and resources that enhance the educational experience for our students. Funds raised support classroom activities, instructional resources, technology, campus improvements, playground equipment, and other school needs.

Participation is always voluntary, but every contribution makes a difference. Thank you for supporting Kiroli Elementary and helping us provide the very best for our students.

DISTRICT POLICIES

- Cell Phones
- Computers
- OPSB Web Publishing
- Parent and Student Rights
- Homeless Education
- ADA and Section 504 Compliance
- Student Privacy & Education Records
- Ivy Daniel Act

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 in their lockers 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. The phone is taken and returned to the 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 the 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 the phone at school prior to 3:00 p.m. Referral is written and put into the system.

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

EXCEPTION: 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.

COMPUTER USE

Because computer and internet access are provided in Ouachita Parish School System schools as an educational resource, the following procedures and guidelines are used to help ensure appropriate, considerate, ethical, and responsible use of all technology at Ouachita Parish School System schools. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

1) Acceptable use

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

2) Network Etiquette

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

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

3) The following behaviors are not permitted:

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

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

OPSB.net Web Publishing Policy

Purpose

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

Organizational Responsibilities

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

Content Standards

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

Student Safety

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

PARENT AND STUDENT RIGHTS

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

OUACHITA PARISH SCHOOLS
Building Bridges to the Future

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

YOU HAVE A RIGHT TO:

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

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

Parent/Guardian Signature **Date** Revised 4/2020

“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 widows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity
- Runaway children who have run away fi-om home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
- Unaccompanied youth
- In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act.

It gives children and youth in homeless situations the right to stay in their "school of origin" even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the "best interest of the child' while disagreements are settled.

Homeless Education Services:

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

Enrollment: (Bulletin 741, Section 341) -9-

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

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

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

Contact Information:
Robin Wilhite, District Liaison Supervisor
(318) 432-5330 (318) 432-5297(Fax)
Ouachita Parish Media Center
1600 North 7th Street, West Monroe, Louisiana 71291

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

OUACHITA PARISH SCHOOLS

Building Bridges to the Future

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

Title VI, Title IX, ADA, and Section 504 are federal laws which ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Ouachita Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

To resolve problems which students, employees, or applicants for employment may believe are the result of discriminatory practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

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

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

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

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

Student Privacy & Education Records Policy

The Ouachita Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the ***Family Educational Rights and Privacy Act of 1974*****(FERPA)** and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records. The Family Educational Rights and Privacy Act (PERPA) (20 U.S.C.

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):

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

https://www.opsb.net/about-us/student-privacy/jr-15c-student-privacy-education-records-policy

Ivy Daniels Act

As required by the Louisiana Ivy Daniels Act, Kiroli Elementary will provide age-appropriate instruction to students on digital citizenship, online safety, and the responsible use of technology.

For elementary students, instruction will focus on:

- Using technology safely and responsibly.
- Respecting the privacy of others.
- Understanding that creating, altering, or sharing images to embarrass or harm someone is inappropriate.
- Knowing what to do if they encounter inappropriate content online, including telling a trusted adult.

Our goal is to help students become safe, respectful, and responsible digital citizens while reinforcing the importance of kindness and good decision-making both online and offline.

Thank you for your partnership in helping our students use technology safely and responsibly.

Protecting Our Students

Every student deserves a safe place to learn. Louisiana law makes it a serious crime to create, possess, share, or sell improper images of another person.

What is an improper video or still image?

- A picture or video of a minor engaged in sexual conduct.
- A picture or video of a minor or adult person totally nude or with private parts exposed.

The following acts are against the law, and people who commit them may face criminal charges:

- Creating or possessing any kind of material that shows a minor engaging in sexual conduct.
- Possessing or sharing a video or picture created by artificial intelligence that depicts a person under the age of 17 either totally nude or with exposed private areas of the person.
- Sexting, including possessing or sharing any video or picture created by artificial intelligence that shows another person who is either totally nude or who is in a state of undress as to expose private areas of the person.

What Can Happen If a Person Violates This Law?

If someone creates, has, shares, or sells materials as described above:

- Law enforcement may investigate.
- Students may be disciplined by the school.
- Students may be suspended or expelled.
- Juvenile court action may occur.
- Mental health evaluations may be required.
- Parents may be fined or held financially responsible.

Remember:

- Creating, possessing, and distributing improper images in any manner, including by social media, even as a joke, can lead to serious consequences and criminal charges.
- Every reported incident must be investigated.
- If you are aware of this kind of incident, report it immediately to a trusted adult.

student HANDBOOK

- Handbook Acknowledgement
- Information

📖 Parent & Student Handbook Acknowledgment

During registration, parents/guardians will acknowledge that they have read, discussed, and agree to support the policies, procedures, and expectations outlined in the Kiroli Elementary Student Handbook.

This acknowledgment includes, but is not limited to, the following:

- School and district policies outlined in the handbook
- Student Dress Code
- Student Code of Conduct
- Attendance and Tardy Policies
- Medication procedures, including the understanding that students may not bring prescription or over-the-counter medications to school unless they are provided through the school's approved medication procedures

We appreciate your partnership in helping every Kiroli Komet SOAR by creating a safe, respectful, and successful learning environment.