Robinson Elementary

2026 2027

Student & Parent Handbook

Practice Responsibility

Remain Safe

Initiate Self Control

Demonstrate Respect

Expect to Excel

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A message to parents from the Principal, Mrs. Janitra Underwood.

Welcome to Robinson Elementary School!

It is with great honor and excitement that I welcome you to Robinson Elementary. I am truly grateful for the opportunity to serve as your principal and to partner with you in providing an exceptional educational experience for your child. Whether you are joining us from Robinson, Robinson, Swayze, or are new to our school community, we are excited to welcome you to the Ram Family.

At Robinson Elementary, we believe that the partnership between home and school is one of the most important factors in a child's success. Together with our dedicated teachers and staff, I am committed to being an advocate for every student while building strong, meaningful relationships with our families and community partners. By working together, we can ensure that every child reaches their fullest potential.

Our theme for this school year is **"One Team, One Dream."** As we unite as one school community, our shared commitment is to create a safe, welcoming, and engaging learning environment where every student feels valued, supported, and challenged to succeed.

This year, we will focus on the following priorities:

- Maintaining a safe, secure, and nurturing learning environment through effective school safety and active supervision practices.
- Building positive relationships among students, staff, families, and community stakeholders.
- Maintaining open and effective communication between school and home.
- Using student data to drive instructional decisions and meet individual learning needs.
- Delivering rigorous, standards-based Tier I instruction that prepares students for academic success.
- Promoting accountability, responsibility, and high expectations for all.
- Celebrating student achievement while supporting the academic, social, and emotional growth of every child.

Our goal is to provide learning experiences that are rigorous, relevant, and engaging while helping students make meaningful, real-world connections. We believe every child has the ability to succeed when supported by caring adults who work together with a common purpose.

As principal, it is important to me that every student, parent, staff member, and visitor feels welcomed each time they enter Robinson Elementary. A positive school culture creates the foundation for academic excellence, and I encourage every family to become actively involved in our school through volunteering, attending events, and maintaining regular communication with your child's teacher.

Your involvement and support make a tremendous difference. Please do not hesitate to contact me with questions, concerns, or ideas throughout the school year. By working together as **One Team** with **One Dream**, we will continue building a school community where every student can thrive.

The Robinson Elementary staff is committed to providing the foundation for lifelong learning while inspiring students to become confident, responsible, and successful citizens.

I look forward to an outstanding school year and all that we will accomplish together.

Welcome to Robinson Elementary—where **One Team, One Dream** becomes a reality!

With Ram Pride,
Principal Janitra Underwood

Vision Statement

Robinson Elementary will be a safe, supportive, and engaging learning community where every student is challenged to grow, achieve, and develop the skills needed for future success.

Mission Statement

The mission of Robinson Elementary School is to provide all students with a challenging learning environment.

School Colors

Red and White

School Mascot

Rams

Principal's Principles

Safety
Active Supervision
Effective Communication
Relationships
Accountability

ROBINSON ELEMENTARY

General Objectives

- Foster a safe, supportive, and positive learning environment that nurtures the growth and well-being
- Empower all students to strive for academic excellence by meeting and exceeding established standards, while continuously increasing proficiency and achievement levels.
- Strengthen and promote meaningful partnerships among school, family, and community to support student success and overall school improvement.

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
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Aug-26

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30	31					

Sep-26

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27	28	29	30			

Oct-26

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Nov-26

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Dec-26

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IMPORTANT DATES

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

HOLIDAYS/BREAKS

9/7/2026	Labor Day
10/12-16/2026	Fall Break
11/3/2026	Election Day Closure
11/11/2026	Veterans' Day
11/23-27/2026	Thanksgiving Break
12/21/26-1/1/27	Christmas/New Year Break*

Dismiss for Christmas/New Year on 12/18/26 @ 11:30 a.m.

1/18/2027	Martin Luther King, Jr. Day
2/15/2027	Presidents' Day
3/26-29/2027	Easter Holiday
3/30-4/2/2027	Spring Break
5/31/2027	Memorial Day

NON-STUDENT DAYS - EMPLOYEE PD

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

EMPLOYEE WORKDAY - STUDENT FLEX DAY

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

SCHOOL BOARD MEETINGS @ 12 NOON

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

Jan-27

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Feb-27

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Mar-27

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Apr-27

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May-27

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Jun-27

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27	28	29	30			

General Information

STUDENT REGISTRATION

Enrollment

Newly enrolled students must visit the OPSB Child Welfare and Attendance Office and obtain approval to enroll.

Submit the following documents to the school:

- A certified copy of the legal birth certificate
- Social security card
- Louisiana health card (shot record)
- Updated drivers' license
- Two proofs of residence (lease or mortgage, light, water, or gas bill)

All student enrollment forms must be completed in full and kept on file at the school. These forms are to be updated as needed when information changes, i.e. primary phone number or any emergency contact numbers. Parents should also provide last year's report card and test scores to ensure proper grade placement.

Transfers

Any parent who withdraws his/her child from Robinson Elementary to attend another school must do the following:

1. Notify the school in advance so that records may be completed without interfering with instructional class time
2. Begin the enrollment process at the transferring school. The student will not be dropped until a records request is received from the school the student will attend.
3. Sign a permission form granting the school the right to transfer the child's grades and records

Updated Contact Information

Please make sure all telephone numbers and addresses (including apartment and lot numbers) are accurate and kept up to date. Please remember to write a note or call the school when telephone numbers and addresses change. Also give the name, relationship, and telephone numbers of at least 2 local persons who may be contacted in case of an emergency. It is very important that our records be kept up to date.

Legal Custody

It is the responsibility of the parent who has legal custody of a child to verify his/her custody and to provide the necessary legal documents. The parent must also provide a list of people who are authorized to pick up the child from the school. This information will be kept on file in the office.

SCHOOL HOURS

7:25 - 7:45	Breakfast
7:50	First Bell
7:55	Tardy Bell - School Begins
3:05	School Day Ends

ARRIVAL

The school day begins promptly at 7:55 AM. Students are not to arrive at school before 7:25 AM as there is no one available to supervise them. Doors will open at 7:25 for students to be dropped off and will close at 7:55. All students will report directly to their homeroom teacher. Students who are late to school must be checked in at the office by a parent or guardian before going to the classroom.

Car Riders

Students coming to school in parent vehicles in the morning are to be let out in the parent lane located on the Dayton Avenue side of the school. Any parent who wishes to escort their child to the entrance doors should use a designated parking space at the front of the school. There should be no parking of parent vehicles at the Reddix Lane side of the school between 7:30 AM and 8:15 AM and after 2:30 PM.

Tardies

Our school day begins at 7:55. Please see that your child is on time daily. Students who arrive late and are not in class at 7:55 are considered tardy unless they have a doctor's excuse. After being tardy three times, you must provide new, updated proofs of residence. Excessive tardiness may result in a possible referral to the Child Welfare and Attendance officer at the Ouachita Parish School Board. If a student checks out before 11:30, he/she will be counted absent for that day. If a student is tardy, a parent or guardian must sign the child in.

Checking In/Out During School Hours

All students must report to the office with a parent/guardian/contact on the list for that student when checking in or out during the school day. A sign in/out notebook is provided with the following information needed: student name, time in/out, reason and ADULT signature. We encourage scheduling doctor and dental appointments around school hours, whenever possible. A student is considered to be in attendance for one-half day when he/she is physically present for 25-50% of the day. A student is considered to be in attendance a whole day when he/she is present 51-100% of the school day.

DISMISSAL

All car riders will be picked up at the side entrance of the school. No unattended vehicle should be parked in front of the building in the bus lane or in the pickup lane between 2:30 PM and 3:30 PM. All children are to be picked up promptly after school. Parents may be asked to seek after-school childcare for any student left after school after 3:30. All students who walk home after school will exit the school and walk directly home.

Dismissal Times

Our school day ends at 3:05 p.m. The teacher must be notified in writing if there is a change in a child's regular transportation home. No changes can be made after 2:00 p.m. For the safety of our students and staff, parents must remain in their cars until your child is brought to you by a duty teacher.
On half days, we will still begin as usual, but the dismissal time will be 11:30 p.m.

Check-Outs

Please try to avoid checking your child out early as students who miss instructional time miss out on very important information for the learning. In the event your child must be checked out early, please come to the office to sign your child out. The office staff will call your child to come to you. **Check outs are not allowed after 2:30 PM. NO EXCEPTIONS!!**

*When a student is to leave school in a different way than usual, the teacher or office must be notified in writing. If a child is to ride a different bus than usual, a note is to be written by the parent, signed by the principal, and given to the bus driver.

ATTENDANCE REQUIREMENTS

Elementary students shall be in attendance a minimum of 167 days of an academic school year. No student may miss more than 10 days in a school year with or without excuses. When absences reach 5 in total a required meeting with the Ouachita Parish School Board Child Welfare and Attendance Office must be held.

Types of Absences

A. Excused absences
1. Personal illness with doctor's excuse turned in within 2 days
2. Serious illness within the immediate family (with documentation)
3. Death in the family (not to exceed 5 days)
4. Recognized religious holidays of the student's own faith

B. Unexcused absences - All other absences than those listed in the excused category

C. Suspensions - Students missing school as a result of suspension shall be counted absent and are required to make up all missed assignments.

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

Extenuating Circumstances

Only the Director of Child Welfare and Attendance may grant expectations to the attendance regulations.

1. Extended physical or emotional illness verified by a doctor
2. Extended hospital stays as verified by a doctor
3. Extended recuperation from an accident, verified by a doctor
4. Extended contagious disease in the immediate family, verified by a doctor
5. Prior school system approved travel for educational purposes
6. Natural catastrophe and/or disaster

A note from a doctor is needed if special problems exist that prohibit the student from following the regular school routine, i.e kidney or bladder problems, participation in physical activities, etc.

Make-up Work

When a child is absent or misses class, that work must be made up even when the student is suspended. All arrangements for make-up work must be made with the teacher as soon as possible upon returning to school. If homework is needed for a student who will be out more than one day, please contact your child's teacher through email, Class Dojo, or the office before 10:00 AM for assignments. Those assignments may be picked up from the office after 2:00 PM.

VISITORS

Visits to our school are welcomed and encouraged. When visiting the school, the following rules will be strictly enforced:

1) All visitors must sign-in at the office and receive a visitors pass.
2) Parents are not to walk to the classrooms without first receiving approval from a school administrator
3) Parents who pick up their children in the afternoon should remain in their cars or in the lobby until the children are escorted to them.
4) Students may only be checked out through the main office.
5) Trespassing or loitering on school grounds is prohibited
6) Students are not to invite students from other schools as guest at any time

FIELD TRIPS

Field trips are taken at the teacher's discretion. Field trips are to enhance the learning environment and can provide real life experiences for what is learned in the classroom. Some field trips may be used as rewards for students who exhibit acceptable behavior. All students are able to attend field trips unless the student:

- Has a C in conduct in the 2 weeks prior to the letter being sent home.
- Owes a balance towards the cost of the trip or other school related balances, including school fees.
- Has had an office referral or has been suspended from school for the nine weeks.

Ineligible students will not receive permission slips to attend if they do not meet requirements to attend. **Once money is collected for field trips, it is nonrefundable.**

EMERGENCIES

It is imperative that each parent provide the school with their primary phone number and at least **TWO EMERGENCY** telephone numbers to be placed on record in the office in case an emergency should occur.

Crisis Management

To ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning, our school has a crisis management plan in place. Throughout the school year, we will practice school safety drills: tornado, fire, and other safety drills. This is done to assure that all students are aware of the necessary procedures to make sure that all students are safe in case an emergency situation arises.

Evacuation Procedures

The Pre K – 5th grade classes will be exited from the school building by their teachers. Teachers will monitor students as they exit through the front gates. The teachers will walk the students to our primary safety location, which is **Louisiana Machinery**. All students will remain with their teacher at this location until a parent signs them out.

Accidents

If a child becomes injured at the school, the school will immediately attempt to reach the parent. The school will seek emergency treatment at the hospital specified by the parent on the "student health form" if a parent cannot be contacted.

Illness

Parents will be contacted to pick up their child if they become ill at school. Students experiencing a fever, diarrhea, vomiting, pink eye, etc. should remain at home and be free of symptoms for 24 hours before returning to school.

Emergency Closings

Information concerning emergency school closings may be given on the television, radio, OPSB website, Robinson Elementary Facebook page, and WebPams callouts. In the event that school must be closed during the day, parents will be notified by one of the previously listed or through the child's teacher.

Dismissal Due to Weather

Make a plan of what your child is to do on regular rainy days and in case of early dismissal. Be sure the child can tell you what he/she is to do. Review each time the weather is threatening. It is requested that arrangements be made in such a way that you will not need a personal call. DO NOT CALL the school during threatening weather. We must keep our phone lines open for receiving needed information from the central office, transportation department, bus drivers, etc.

Be sure to check the OPSB app, listen to local news, or radio for current information in regard to school closings.

LOST AND FOUND

Items that have been misplaced will be placed in the Lost and Found. Students can check this location for their missing item. Parents may help lessen the number of lost items by labeling all clothing and other valuable items.

Student Transportation Procedures

CAR RIDERS

All students who are dropped off and picked up from school must be dropped off on the side entrance of the school at the multipurpose room. Parents must stay in their vehicles at all times during drop off and pick up. This is for the safety of all students as well as parents. Please make sure you follow the directions of the school personnel for smooth pick up and drop off. **PLEASE NOTE THAT LOUISIANA LAW PROHIBITS THE USE OF HANDHELD CELLULAR DEVICES WHILE IN SCHOOL ZONES.**

STUDENTS CAN NOT BE DROPPED OFF AT THE SCHOOL BEFORE 7:30 AS WE DO NOT HAVE STAFF ON DUTY TO MONITOR THE STUDENTS. PLEASE ADHERE TO THIS RULE AS OUR TOP PRIORITY IS KEEPING YOUR CHILDREN SAFE.

BUS TRANSPORTATION

Bus safety – Student safety on the bus is a must and rules set to achieve this will be strictly enforced. Bus drives will contact the parents of any student who refuses to follow bus safety rules or is disobedient to the driver. If the behavior continues, the student will be referred to the office.

Parents must be visible to the driver of all Pre-K – 2nd grade students for the safety of the child. The driver will wait only a short amount of time so their schedule will remain as accurate as possible and then return the student to the office.

1st referral – Warning
2nd referral – 3 days suspension from the bus
3rd referral – 5 days suspension from the bus
4th referral – Suspension for the remainder of the year from the bus.

There are some extreme behavior situations that can result in the student being suspended on the first referral.

School Nurse Policy

OUACHITA PARISH SCHOOL NURSE PROGRAM

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

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

1. Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in PK, K, and odd grades through 9th grade.
2. Personal hygiene classes taught to 5th grade girls.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.

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

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

As a general principle, medications will not be given at school. However, when circumstances arise in which a student must take medication at school, the following will be adhered to:

1. Medications must have our medication order form completed by the physician detailing the name of the medicine, dosage, and exact time to be given.

2. Parents must meet with the school nurse to sign appropriate medication forms before any medication can be administered at school.
3. Medication must be brought to the school by a parent or guardian in a current container appropriately labeled by the pharmacy. No more than 25 day supply in a tablet form can be kept at the school for each child. No medicine will be accepted in plastic bags or mislabeled bottles. Have the pharmacist place ADD meds in a blister pack.
4. If a dosage should change, the nurse must receive a new written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued. If the medication and dosage should change and a written statement is not received, then that child will not be given his/her medication.

***No over the counter medication can be given unless prescribed by a doctor or dentist.** A pharmacist must label it with the child's name, correct dosage, and dispensing information. This means Tylenol, cough syrup, cough drops, antacids, etc.

***No eye or ear drops can be given at school unless there is a school nurse present to administer & all required paperwork is in place.**

***Antibiotics should be given in a time-span so they may receive it at home if at all possible.**

According to OPSB policy, DO NOT to send your child to school:

1. If in the last 24 hours, your child has had a Temp of 100.0 or more.
2. If in the last 24 hours, your child has had Nausea, Vomiting, or Diarrhea.
3. If your child has a WOUND that is draining, and is not covered OR has the potential to begin draining while at school. (This includes Impetigo.)
4. If your child has suspected Chicken Pox.
5. If your child has Head Lice, (live bugs OR nits).
6. If your child has an Untreated Ringworm (*you must send written documentation of current ongoing treatment for at least 24 hours for return to school, and it must remain covered with a Band-Aid until resolved).
7. If your child has a rash that covers a large part of the body or is spreading.
8. If your child has Conjunctivitis or Suspected Pink-Eye. Student may return after being under treatment for at least 24 hours.
9. If your child is WHEEZING and having breathing difficulty, seek medical care immediately.
10. If your child has thick, discolored nasal drainage or frequent cough.

Children must be symptom free, without medication, for 24 hours before returning to school.

If you have any questions, please call the school nurse.

Child Nutrition Information

BREAKFAST AND LUNCH

Robinson Elementary is a participant of the Community Eligibility Program (CEP) where all students receive a free breakfast and lunch. Breakfast is served between 7:30 - 7:50 AM daily. If a student chooses to bring his/her lunch it must be placed in a lunchbox. A beverage can be brought in a thermos or other plastic container. No glass bottles or cans are allowed in the cafeteria.

Extras

A student may purchase extra food if they have money in their lunch account. Parent may send money to school or go online to place money in the child's account.

Extra Prices:

- Entree: $1.00
- Vegetable: $0.50
- Fruit: $0.50
- Dessert: $0.50
- Milk: $0.50
- Bread: $0.15

Visitor Meals

When visitation is permitted, parents are welcome to eat in the cafeteria with their child. Please consult with your child's teacher for times and rules governing this practice.

Visitors will pay:

- Breakfast: $2.50
- Lunch: $5.00

CAFETERIA RULES

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the cafeteria in the condition in which you would like to find it. Students will have 20 minutes for lunch.

- No loud talking and playing in the cafeteria.
- No glass bottles or beverage cans will be allowed in the cafeteria.
- No food or drink shall be taken from the cafeteria.
- Food is not to be exchanged.

- The eating area should be cleared of all paper before the students return his/her tray.
- All students shall exit the cafeteria quietly and orderly.
- Candy and drinks are not allowed in the cafeteria.

Curriculum Information

SCHOOL FEES

Each student is required to pay a school fee of $25 and an additional $5 for a chromebook usage fee.

Online Payments

An online payment is an option to pay for student's fees, field trips, fundraisers, etc. Payments can be made to the OPSB Robinson website at shadygrove.opsb.net. On the Robinson page, scroll down to MAIN located on the right side of the page, and click **online school payments**. Under Elementary, select Robinson and a list of the available online payments will be listed.

REPORT CARDS AND GRADING

Report cards for every student grades 3rd - 5th grade are given out each nine weeks. Letter grades and percentage grades will be shown on the report card. Please sign and return the signature portion. In the event that the parent has a concern about the report card, a conference must be pre-arranged with the teacher.

Grading Scale

S+	= Outstanding	90 - 100	= A
S	= Satisfactory	80 - 90	= B
S-	= Adequate	70 - 79	= C
N	= Needs Improvement	60 - 69	= D
U	= Unsatisfactory	0 - 59	= F

Conduct Grades

A conduct grade is a separate grade apart from academic subjects. Conduct grades are given in grades 3 - 5. School wide conducts sheets will be sent home weekly. Parents should sign and return the form even if no conduct marks were given. Letter grades (A, B, C, D, and F) shall be used based on the criteria on the conduct sheet.

Promotion and Retention

Guidelines outlined in the Ouachita Parish School System Pupil Progression Plan will be followed for grade promotion and retention.

Grade requirements for promotion:

3rd Grade	Must pass ELA, Math, and two minor subjects *Must pass the Louisiana Literacy Screener
4th Grade	Must pass ELA, Math, and two minor subjects
5th Grade	Must pass ELA, Math, and two minor subjects

Students in all grade levels must also meet attendance requirements for promotion.

PARENT AND TEACHER CONFERENCES

Parent teacher conferences are very important in the education of children. Your interest and support at home are important to your child and appreciated by his/her teacher. Please make every effort to talk to your child's teacher during the school year. **To set up a conference, please call the school first and we would be happy to arrange a meeting with your child's teacher.**

As parents, you play a very important role in your child's education. According to current research, educational benefits for children are increased whenever parents and teachers work together as a team. Working together as a team, we are able to identify any approaching problems and solve them immediately.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books that have been damaged must be paid for at the time of damage. Lost books must be paid for by the last day of school. All lost and damaged books and all fees owed to the school must be paid in full.

HOMEWORK POLICY

Home learning activities are important because they offer students extended time to master learning concepts and skills. The homework activities also communicate to parents the learning that the students experience each day. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will help him/her throughout the years of school.

Suggestions for Helping with Homework

- Check with your child daily to see if there is homework assigned
- Share in your child's homework: ask questions to check for understanding
- Remember that homework is your child's work – not yours
- Create a designated time for your child to complete homework daily
- Provide a quiet space for your child to work and study

Homework Louisiana

Homework Louisiana is a free, online tutoring resource. From the hours of 2 PM – midnight, real live tutors are available for more than 60 subjects. www.HomeworkLA.org

Student Progress Center

Student Progress Center is available to all students and parents. This system allows you to access your student's graded assignments that teachers will update weekly.

If you have any questions or need assistance setting up your account, please contact the main office. Click here for directions on setting up your account.

Classroom Parties

Please be informed that class birthday parties are not permitted for students at Robinson Elementary.

Holiday or other special parties will be planned by the teacher. Any party, celebration or other non-instructional activity must first be approved by the principal. Balloons, flowers, etc. cannot be delivered to the rooms or taken home on the bus.

Class parties may be held for the following:

- Christmas
- Valentine's
- End of the Year
- Good Conduct or other school sponsored parties

PARENT COMMUNICATION

At Robinson Elementary, we value effective communication with our students and parents. We offer a variety of communication platforms to keep our school family up-to-date with school news and updates. We also believe that in order to have a successful year, it is important that teachers and parents communicate. If you have any questions, concerns, or comments about your child's education, please contact your child's teacher or the front office.

Class Dojo

Each teacher has created an account on the Class Dojo platform. This allows all parents with up-to-date contact information to have two-way communication with parents. Text messages with links and attachments may be sent through this service.

OPSB Website

Parents are encouraged to visit the Ouachita Parish School District website, www.opsb.net, frequently to learn of news and updates for the district.

Robinson Website

Visit shadygrove.opsb.net for parent resources, student progress center (check your child's grades), upcoming school event calendar, and for teacher pages.

Email

Parents are encouraged to email their child's teachers with their questions or concerns. For this to be effective, we ask that parents provide their child's teacher with a valid email address to be added to the teacher's list of contacts. You should find the teacher's email on their class page at shadygrove.opsb.net and select "Teacher Pages". Emails for teachers may be found on their webpages.

Facebook

Parents are encouraged to follow the Robinson Facebook to receive school news and updates.

Student Expectations for Behavior

DISCIPLINARY PROCEDURES

Disciplinary procedures reflect the steps in which a student will be disciplined.

Step 1 – Student - Conference:

Teacher and student discuss the misbehavior and the consequences that will result if the misbehavior continues

Step 2 – Conduct Mark:

The teacher will identify the problem and mark conduct sheet as needed

Step 3 – Minor Infraction Report (MIR):

The teacher will write a MIF after repeated misbehavior from the student continues and an additional conduct mark has been given.

Step 4 – Parent – Teacher Communication:

After a second MIF, the teacher will contact the parents to discuss the student's misbehavior and request assistance from the parent in dealing with the disruptive behavior. If a third MIF is written, a teacher/parent conference is recommended. The fourth MIF report will result in a Major Infraction Report.

Step 5 – Major Infraction Report:

If a student receives a Major Infraction Report, the student will be sent to the office where Administration will discuss the details of the incident with the student. Appropriate alternative strategies are also examined with the student, the parent is notified, and a copy of the report is sent home for the parent to sign. This report becomes a part of the student's permanent record.

Step 6 – In School Suspension:

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

Step 7 – Suspension

Students will be suspended from school for one, two, or three days. The length of the suspension will be determined by the Administration. The number of offenses and the severity of the case will determine the length of suspension. State law mandates that after a child is suspended, a conference is to be held with the parent, child, and principal in the school office before the child can return to class.

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

Student Incentives

All students maintaining an A or B in conduct at the end of the week will be able to wear jeans and spirit shirts on Friday. Please check the weekly conduct sheet to determine if your child is eligible for this incentive.

STUDENT CODE OF CONDUCT

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

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

1. Attend school whenever classes are in session.
2. Respect all school personnel and other students at all times.
3. Be on time for school and all classes.
4. Refrain from harassing, intimidating, or bullying anyone at school.
5. Know the rules, policies, and procedures of the school they attend and follow them at all times, and in general, conduct themselves at all times in a manner that is educationally and socially acceptable at school and in society.

All schools of the Ouachita Parish School District shall provide students and parents with a *School Student Handbook* that identifies and explains rules, policies, and procedures that are either parish-wide or specific to that school. These handbooks also outline the consequences for students who violate the code of conduct or any school rules, policy, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other discipline measure authorized by the principal in conjunction with state law and/or Board policy.

BEHAVIOR EXPECTATIONS

EAGLES – S-O-A-R

Robinson students are expected to behave and follow the expectations in each area of the school.

Area	Respect Everyone	Act Responsibly	Manage Your Time	Strive for Excellence
Cafeteria	• Use polite manners • Speak in a low voice • Be courteous to students and staff • Respect others' space	• Clean up your eating area • Dispose of trash properly • Keep hands, feet, and objects to yourself • Follow cafeteria staff directions	• Use your time wisely to eat • Get everything you need before sitting down • Be ready to leave when your class is dismissed	• Make healthy and responsible choices • Leave your area better than you found it • Be a positive example for others
Bus	• Be polite to the bus driver • Respect others' personal space • Use an appropriate voice level • Use kind words	• Stay seated while the bus is moving • Keep the aisle clear • Keep your belongings with you • Follow all bus rules	• Arrive at your bus area on time • Board and exit promptly • Be ready when your stop is approaching	• Represent Robinson positively • Help maintain a safe and orderly bus • Make choices that allow everyone to travel safely
Hallway	• Respect classes that are learning • Give others personal space • Greet others quietly and politely	• Walk at all times • Stay to the appropriate side of the hallway • Keep hands, feet, and objects to yourself • Follow adult directions	• Go directly to your destination • Keep moving during transitions • Arrive at your next location on time	• Model excellent hallway behavior • Keep hallways clean • Help create a calm learning environment
Playground	• Share and take turns • Include others in play • Be considerate of others' feelings • Use kind words	• Use equipment properly • Stay within designated areas • Follow playground and game rules • Keep hands and feet to yourself	• Begin and end activities promptly • Line up when called • Return equipment when recess ends	• Play fairly • Demonstrate good sportsmanship • Solve disagreements appropriately • Encourage others
Bathroom	• Respect others' privacy • Use a quiet voice • Give others appropriate space	• Wash your hands with soap and water • Keep water in the sink • Use supplies appropriately	• Take care of your needs promptly • Avoid playing or socializing in the restroom • Return directly to class	• Leave the restroom clean for the next person • Report problems to an adult • Make responsible choices even when adults are not present

		• Keep the bathroom clean		
Classroom	• Listen when others are speaking • Use kind and encouraging words • Respect differences and ideas • Treat classmates and adults with respect	• Be prepared to learn • Follow classroom procedures • Take care of materials and technology • Complete assignments	• Begin work promptly • Stay on task • Complete assignments on time • Use transitions efficiently	• Give your best effort • Participate actively • Ask questions when you need help • Set goals and work toward them • Take pride in your learning
Assembly	• Listen respectfully • Show appreciation to speakers and performers • Be considerate of others' experience	• Enter and exit in an orderly manner • Stay seated unless directed otherwise • Follow adult directions	• Enter and settle quickly • Be ready when the program begins • Transition back to class promptly	• Be an attentive audience member • Participate appropriately • Represent Robinson with pride
Technology	• Use respectful and appropriate language • Respect others' work and privacy • Handle shared devices carefully	• Use technology only as directed • Visit approved websites and applications • Keep passwords and personal information private • Report problems appropriately	• Log in and begin promptly • Stay focused on the assigned task • Log out and return devices on time	• Use technology to learn, create, and solve problems • Produce your best work • Practice good digital citizenship

MINOR INFRACTIONS

- Violation of any classroom/school rule(s)
- Horseplay (anywhere)
- Eating without permission in class or other unauthorized areas
- Sleeping in class
- Lack of participation
- Not following given instructions
- Refusing to complete assignments
- Throwing paper or other objects
- Out of seat without permission
- Excessive talking or other disturbances that distract the learning environment

MAJOR INFRACTIONS

- Habitual violation of rules (minor infractions)
- Illegal or dangerous substances
- Leaves classroom without permission
- Disrespectful to authority or student
- Threatening a teacher, striking a teacher, or other school personnel
- Profane/obscene language (verbal or visual)
- Fighting
- Theft
- Possession of guns, knives, or other weapons
- Vandalism (defacing school property or other's personal property)
- Bullying, threatening, or harassment towards another student
- Violation of internet contract
- Refusal to complete minor infraction assignment
- Inappropriate display of affection (i.e kissing, hugging, handholding, etc)
- Truancy

SCHOOL BUS DISCIPLINE PROCEDURES

Bus safety – Student safety on the bus is a must and rules set to achieve this will be strictly enforced. Bus drives will contact the parents of any student who refuses to follow bus safety rules or is disobedient to the driver. If the behavior continues, the student will be referred to the office.

The driver will wait only a short amount of time so their schedule will remain as accurate as possible and then return the student to the office.

1st referral – Warning
2nd referral – 3 days suspension from the bus
3rd referral – 5 days suspension from the bus
4th referral – Suspension for the remainder of the year from the bus.

There are some extreme behavior situations that can result in the student being suspended on the first referral.

BULLYING AND HAZING

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

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

Bullying shall mean:

1. A pattern of any one or more of the following behaviors:

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

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

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

Hazing shall mean any knowing behavior, whether by commission or omission, of any student

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

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

Notice to students and parents

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

Reporting

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

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

Students and Parents

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

School Personnel

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

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

False Reports

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

Investigation Procedure

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

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

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

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

3. Parental Notification - Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of

notice to the parents or legal guardians by an involved student shall not constitute the required parental notice.

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

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

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

4. Documentation - At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
C. Keep reports/complaints and investigative reports confidential, except where disclosure
D. is required to be made by applicable federal laws, rules, or regulations or by state law.
E. Maintain reports/complaints and investigative reports for three (3) years.
F. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its

discretion, to protect the alleged victim, students, teachers, administrators, or other school personnel pending completion of the investigation.

A threatened student shall be informed of the threat immediately and the student shall be brought to the administrative office and contained in a secured location. Parents of a threatened student shall be informed immediately and be given the option to remove the student from school.

Employees who may be threatened shall be informed immediately and be given the option to leave campus if so desired.

Handling Evidence

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

Appeal

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

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

Disciplinary Action

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

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

Parental Relief

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

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a 31 transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

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

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

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

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

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

We ask that you would please review this handbook with your child and/or children. Expectations & procedures are necessary to ensure a safe and secure learning environment is maintained. We are devoted to providing a place where all children can learn and grow.

Training

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

Retaliation

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

PBIS POLICY

The Robinson Elementary School-Wide Positive Behavior Plan is a set of comprehensive and individualized strategies for achieving social goals and learning outcomes by emphasizing prevention of problem behaviors. The plan requires a set of expected behaviors for ALL areas of the school campus. These behaviors will be taught in the classroom and reinforced throughout the year.

Our expectations of the faculty and staff of Robinson Elementary are as follows.

· All people in the school should be treated with the utmost respect.
· Kids come first.
· The adults in the school are responsible for making the environment Safe, Civil, and Productive.
· Personnel need to establish firm and clear limits for all students.
· Expectations for behavior should be clear, consistent, equitable, and directly taught to students.
· Student behavior should be handled/corrected immediately and on a consistent basis by any staff member who observes it.
·Collaboratively work together to ensure that all behavioral issues are handled in a "fair" manner for all students regardless of age or grade-level

Robinson ELEMENTARY UNIFORM POLICY

DRESS CODE

The following is a list of the school's uniform guidelines for 2026-2027. Students will dress in the appropriate uniform Monday - Thursday. **Students may wear a Robinson Spirit shirt or a uniform shirt on Fridays with school appropriate jeans.** Parents of any student who fails to adhere to the dress code policy may be required to bring a change of clothing for their child.

GIRLS		BOYS	
Item	**Color**	**Item**	**Color**
Pants, shorts, skirts, skorts, jumpers *No shorter than 2 inches above the knee	Khaki, Black, and Navy	Pants, Shorts	Khaki, Black, and Navy
Shirts (Polo or Oxford) *No Designs	White, Red, Black, and Gray	Shirts, (Polo or Oxford) *No Designs	White, Red, Black, and Gray
Blouses for Jumpers	White		
Belt	Brown or Black	Belt	Brown or Black
Outerwear	Gray, red, or black plain sweatshirt or sweater can be worn in the classroom	Outerwear	Gray, red, or black plain sweatshirt or sweater can be worn in the classroom

SPIRIT DAY-JEAN FRIDAY

Robinson Spirit Shirts may be ordered through the office (an extra cost will be required for 2x and above sizes). **Students who do not wear a school purchased spirit shirt on Friday must be dressed in full uniform attire.**

The following guidelines are required:

ALL STUDENTS

1. All skirts and pants shall fit at the normal waistline. **NO SAGGING!** Oversize clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or his/her designee.

2. Sunglasses, hats, or caps shall not be allowed at school. Hoods shall not be worn inside a building on a school campus. Bandanas, headbands, do-rags, or headscarves will not be allowed.

3. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.

4. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate or

controversial language or messages or inferences which create disturbances and substantially interfere with the work of the school or impinge on the rights of other students.

5. Hair must be neat, clean and well groomed. Scarves, rollers, pins, nets, sweatbands or other similar head apparel shall not be worn on the head. Hairstyles or hairdos are required to be clean, neat, and uniform.

6. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn. House shoes and house slippers are not to be worn.

7. **Distressed jeans** and clothing that has holes is allowed but no skin can be shown.

MALES

1. Oversized pants are not permitted. No sagging.
2. See-through shirts, or tank tops shall not be worn.

FEMALES

1. Leggings may only be worn under a regular dress or skirt of appropriate length.
2. All skirts and dresses must reach two inches above the knee when worn at the proper waistline.
3. Strapless dresses, low cut dresses, blouses, tank tops, tube tops, see-through clothing, or halters shall not be worn.
4. Clothing which reveals cleavage shall not be worn.
5. Dress straps shall be 2" wide.
6. Pant skirts and pant dresses may be worn provided they meet the dress length requirement.
7. Midriff shall not be exposed.

DRESS CODE VIOLATIONS

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

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

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

PROHIBITED ITEMS LIST

In the interest of protecting health, safety, and educational opportunity of **ALL** students, the

POLICY STATEMENT
Section 504 Compliance

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

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

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

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

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

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

Todd Guice
Assistant Superintendent/Personnel Director
and Title VI 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
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GENERAL INFORMATION REGARDING
Section 504 of the Rehabilitation Act of 1973

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

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

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

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Appropriate services are those designed to "level the playing field" and meet the needs of student with disabilities to the same extent that the needs of students without disabilities have been met so the students with disabilities may enjoy full participation in educational opportunities. The law is intended to provide individuals with disabilities equal opportunity to pursue employment, educational, and recreational goals without discrimination.

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. Periodic re-evaluations are required for qualified students who receive services. Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children. If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.

ATTENDANCE REQUIREMENTS

Elementary students shall be in attendance a minimum of 167 days of an academic school year. No student may miss more than 10 days in a school year with or without excuses. Any absences over 10 will require a meeting with the Ouachita Parish School Board Child Welfare and Attendance Office.

Types of Absences

B. Excused absences
5. Personal illness with doctor's excuse turned in within 2 days
6. Serious illness within the immediate family (with documentation)
7. Death in the family (not to exceed 5 days)
8. Recognized religious holidays of the student's own faith

A. Unexcused absences - All other absences than those listed in the excused category

C. Suspensions - Students missing school as a result of suspension shall be counted absent and are required to make up all missed assignments.

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

Extenuating Circumstances

Only the Director of Child Welfare and Attendance may grant expectations to the attendance regulations.

7. Extended physical or emotional illness verified by a doctor
8. Extended hospital stays as verified by a doctor
9. Extended recuperation from an accident, verified by a doctor
10. Extended contagious disease in the immediate family, verified by a doctor
11. Prior school system approved travel for educational purposes
12. Natural catastrophe and/or disaster

A note from a doctor is needed if special problems exist that prohibit the student from following the regular school routine, i.e kidney or bladder problems, participation in physical activities, etc.

STUDENT USE OF CELL PHONES AND OTHER ELECTIONIC TELECOMUNICATION DEVICES

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

School administrators shall use the following procedure as corrective action for any student who violates this policy:

First offense

The phone or device shall be taken from the student and turned over to a school administrator. The parent/ guardian shall be contacted and the device will be returned to the parent between the hours of 1-3 p.m. on the first Thursday following the passing of fifteen (15) calendar days from the date of the offense. The student will also be required to attend two hours of detention.

Note: if the student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

Second offense

The confiscated item will be held at school for thirty (30) days and returned to the parent as stated above and the student will be assigned In-School Suspension (ISS), or, for grades 6-12, Saturday Seminar if the student has previously been assigned ISS, and the student will be prohibited from having possession of a cell phone or any such device in a school building, on school grounds, or on a school bus for the remainder of the school year.

Third offense

The student will be suspended from school for one day and the confiscated item will not be returned until the end of the school year. Both the student and a parent will be required to meet with a Child Welfare and Attendance Officer before the student can return to school.

Fourth offense

A student found in possession of any such device after being prohibited to have said possession on school grounds or on a school bus may be recommended for expulsion and transferred to the Alternative School for the remainder of the school year.

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.

INTERNET ACCEPTABLE USE POLICY

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

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

Internet activities that are permitted and encouraged:

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

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

Terms and Conditions of Use: Regulations for participation by anyone on the internet shall include but not be not be limited to the following:

1. Personal Privacy and Safety

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

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

2. Illegal Activities

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

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

C. Users shall not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.

D. Users shall not attempt to impersonate another individual using network resources for any reason.

3. Security

A. Users shall immediately notify system administrators if a possible security problem

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

B. Users shall only use storage media (disks, CD's, pen drives, etc.) that have been scanned and found to be free of viruses.

C. Users shall not attach any device to the network without prior approval by the system administrators. D. Users should be aware that all network traffic (including internet usage and email) is regularly monitored for inappropriate use. 34

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

4. Network Resources

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

B. Users shall not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).

C. Users shall not use network resources for commercial purposes.

D. Users shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.

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

F. OPSB.net email accounts are for employees only. Students shall not be assigned OPSB.net email accounts.

G. Users shall not send or forward email "chain letters" or send annoying or unnecessary messages.

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

I. Users shall respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

5. Software

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

B. Users shall not install any unauthorized or unlicensed school system software on their personal/home computers.

6. Content Filtering

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

B. Users shall immediately report to school authorities any website they access that contains inappropriate content.

C. Users shall not attempt to bypass the district's content filters to view inappropriate content.

7. Consequences of Inappropriate Use

A. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.

B. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
C. Inappropriate use of the network may result in legal action and/or prosecution and may require restitution for costs associated with system restoration, hardware, or software costs.
D. Users bringing illegal and/or inappropriate materials onto the network shall be subject to disciplinary action.

EXPULSION OF STUDENTS FOR KNIFE, FIREARM, AND DRUG OFFENSES

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

TO ALL SCHOOL ADMINISTRATORS, PARENTS, AND STUDENTS: R.S. 17:416 was amended by Act 385 of the 207 Legislature to change required minimum periods of expulsion of students for knife, firearm, and drug offenses. Governor Blanco signed the bill as of July 10, 2007. The effective date of the law is August 15, 2007.

The law requires the following:

K-Grade 5	A firearm or knife offense requires an expulsion from school for **two complete** semesters (six 6 week grading periods.) There is no change for drug related offenses in grades K-5
Grades 6-12	A firearm or knife offense requires an expulsion from school for **four** complete semesters.
Students under age 16 (or in grades 6-12)	A drug offense requires an expulsion of **two complete** semesters.
Students age 16/older	A drug offense requires an expulsion of **four** complete semesters.

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

Migrant Education Program

The Migrant Education Program (MEP) was established in 1966 under the Elementary and Secondary Education Act (ESEA) of 1965. The Program is a federally funded program, authorized under the No Child Left Behind Act (NCLB). MEP is Part C of Title I and designed to support high quality and comprehensive educational programs for migrant children.

According to NCLB the purpose of Migrant Education is to:

Support high-quality and comprehensive educational programs for migratory children to help reduce the educational disruption and other problems that result from repeated moves.

- Ensure that migratory children who move among the states are not penalized in any manner by disparities among the state in curriculum, graduation requirements, and state academic content and student academic achievement standards.
- Ensure that migratory children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner.
- Ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic content and achievement standards that all children are expected to meet.
- Design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to make a successful transition to postsecondary education or employment; and
- Ensure that migratory children benefit from state and local systemic reforms.

Eligibility Requirements for Participation

A child is considered “migrant” if the parent or guardian is a migratory worker in the agricultural, dairy, or fishing industries and whose family has moved during the past three years. A “qualifying” move can range from moving across school district boundaries or from one state to another for the purpose of finding temporary or seasonal employment. A young adult may also qualify if he or she has moved on his own for the same reasons. The eligibility period is three years from the date of the last move. The program begins to receive funding for children at age 3 through 21. Eligibility is established through an interview conducted by a Migrant Education recruiter. The law states that migrant education services are a priority for those students whose education has been interrupted during the current school year and who are failing or are most at risk of failing to meet state content and performance standards.

Migrant Education Program Services:

- Access to student information through the Louisiana record transfer system
- Continuing communication between home and school
- Technical assistance to teachers at school
- Basic supplies
- Coordination of migrant family services with other agencies and programs
- Short-term tutoring
- Toll-free numbers so that any educator or any parent can contact the nearest Migrant Education Office
- Your Local Migrant Office-(318)432-5330 or (1-800-725-9702)

HOMELESS CHILDREN AND YOUTH

The Ouachita Parish School Board recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the School Board, in accordance with state and federal law, shall give special attention to ensure that homeless children in the school district have access to a free and appropriate public education and to hopefully ensure that there are no barriers to the enrollment, transportation, attendance and success in school of homeless children and youth.

Definition

Homeless children and youth means individuals who lack a fixed, regular and adequate nighttime residence and include the following:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who meet one of the above-described circumstances are also recognized under this definition.

Enrollment/Placement

The best interest of the child, with parental involvement, shall be considered in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin. If the youth is unaccompanied by a parent or guardian, the homeless coordinator shall consider the views of the youth in deciding where the youth shall be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information, such as medical emergency information, contact information regarding the parent, guardian, or caregiver.

The district shall provide a written explanation, including a statement regarding the right of appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, school of origin is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Children in Foster Care

The School Board shall ensure that a student who is in foster care pursuant to placement through the Louisiana Department of Children and Family Services shall be allowed to remain enrolled in the public school in which the child was enrolled at the time he/she entered foster care for the duration of the child's stay in the custody of the state or until he/she completes the highest grade offered at the school if the Department of Children and Family Services determines that remaining in that school is in the best interest of the child.

If foster care placement is outside the jurisdictional boundaries of the public school in which the student is enrolled, the School Board shall be responsible for providing free transportation for the student to and from a designated location which is within that school district and is located nearest to the child's residence and is determined to be appropriate by the Board and the Department of Children and Family Services.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students shall not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school shall be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student begins living in an area served by another School Board, both School Boards shall agree on a method to apportion the responsibility and costs for transporting the child to and from the school of origin. If an agreement cannot be reached, the costs will be shared equally.

Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act and School Board policy.

Enrollment Disputes

If a dispute arises over school selection or enrollment in a school:

1. Unless otherwise provided for in any desegregation order, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;
3. The child, youth, parent, or guardian shall be referred to the Board's homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
4. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Liaison

One individual shall be appointed by the Board to act as the district's homeless liaison. The School Board shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless liaison.

Discipline – Not Required to Enroll

Nothing in this policy shall require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary actions.

OPSB CHROMEBOOK RESPONSIBLE USE POLICY

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

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook will be issued.

General Information

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

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

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

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

Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to OPSB policies and all of their corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

1. Respect Yourself: I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites.
4. Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property: I will request to use the software and media others produce. I will use available free and open source alternatives rather than pirating software.

Caring For Your Chromebook

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

General Precautions

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

- I will carry my Chromebook with the lid closed.
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Screen Care

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

Preparation and Use

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

At Home, all students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery will last throughout the day. Repeatedly leaving 37 Chromebooks at home may result in referral to administration and possible disciplinary action. Parents are responsible for monitoring their child's use of the Chromebook when accessing programs from home. Some sites may be blocked even at home since they are filtered by our System. OPSB makes significant effort to filter objectionable content, but we recommend that parents and guardians remain diligent in observing student behavior when using these devices outside of school. Remember, the Chromebook is an educational tool and should still be considered and used for Educational Purposes only. Some applications can be used while not connected to the Internet.

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

Sound

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

Managing Digital Work with a Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These

documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.

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

Software on Chromebooks

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

· **Additional Software**: Students are unable to install additional software on their Chromebook other than what has been approved by OPSB.

Damaged Equipment

Accidental Damage vs. Negligence/Intentional Damage

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

Consequences

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

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

Student Device Damage Coverage Program OPSB offers a non-refundable Student Device Damage Coverage Program for all participants in the Chromebook program. Parents or

guardians, who do not purchase the Student Device Damage Coverage, **WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND/OR REPLACEMENT OF THE DEVICE**, and, it is strongly recommended that all students participate in the Student Device Damage Coverage Program. A Device Cost breakdown can be obtained from a school administrator.

*** Lost or stolen devices are not covered under the Student Device Damage Coverage Program. A police report must be filed for the student to be issued another device in the event of theft.

The cost for Student Device Damage Coverage for one year is $5.00 for single device coverage for the 2022-2023 school year. At Robinson Elementary, the cost for chromebook coverage is included in the $25 school fee. This cost will not exceed $60 for a family. I have read the rules for using the Ouachita Parish School Board Chromebook and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.

FERPA PRIVACY RIGHTS

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 educational records. The Law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Ouachita Parish School Board receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Ouachita Parish School Board to comply with the requirements

PARENT AND STUDENT RIGHTS

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

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

YOU HAVE A RIGHT TO:

1. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
2. Have the school system advise you of your rights under federal law (Section 504).
3. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled child. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
4. Receive notice with respect to identification, evaluation, or 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 special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
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. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
12. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
13. 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.
14. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. A hearing request must be made in writing to Myrrah Thompson, Section 504 Facilitator, Ouachita Parish School System.
15. Request payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

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

OPSB 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 Responsibility

● 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 of the OPSB district website must be approved by the Communications Department.

● A Website Coordinator will be designated for each school in the district. Each school's Website Coordinator will be responsible for all content posted to that school's website. The Website Coordinator is also responsible for insuring that a release form is on file before publishing any identifiable student photos or works.

● The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website. Content Standards.

● All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.

● All official school board and school web pages should reside primarily on the OPSB

web server. If a school chooses to host its website with another provider, the OPSB website will provide a link to the school's website only if the school's website meets all other criteria maintained in this policy.

● All content must be related to curriculum, instruction, or other school or school district related information.

● Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system
● The OPSB web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.

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

Student Safety

● Student names may be published without a release form. However, no identifiable student photo or student works may be published unless a signed release form is on file for the current school year for every associated student.

● No personal information (other than the student name) should ever be published about a student.

Web Publishing Guidelines

● 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. Web Publishing Guidelines

● All published content must reflect educational goals.

● All published content should be reviewed for accuracy, correct spelling, and correct grammar.

● All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission if the material is on the OPSB web server.

● All published content must be kept up to date.

● Do not use spaces in naming pages or directories. Use the underscore character ("_") instead of spaces.

● Graphics should be optimized to minimize page loading times and bandwidth usage.

● School web sites must include:
- o School name
- o Principal's name
- o Full address

OPSB Published Student Information Release Form

Student Name _____.

The parent will sign and return to your child's homeroom teacher if you **DO NOT give permission** for the above-named student's full name, photograph, and works (art, written papers, voice, verbal statements, etc.) to appear on the school or school district's website and understand that these pictures or works may or may not personally identify the student. By not returning this form, I give permission for the above-named student's name to be used in an online educational website as an extension of the academic program offered through his/her classes here at Robinson Elementary.

Parent/Legal Guardian (please print) _____

Signature _____

Date _____

Robinson Elementary School
5101 Reddix Lane, Monroe, LA 71202
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ROBINSON ELEMENTARY SCHOOL
PARENT AND FAMILY ENGAGEMENT POLICY
2026-2027

In support of strengthening student academic achievement, Robinson Elementary School receives Title I, Part A funds and therefore jointly develops with, agrees upon with, and distributes to parents and family members of participating children a written Parent and Family Engagement Policy. This policy describes the means for carrying out the requirements of Section 1116 of the Every Student Succeeds Act (ESSA).

Robinson Elementary School believes that parent and family engagement is an essential component of student success. Parent and family engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities. This includes ensuring that:

- Parents and families play an integral role in assisting their child's learning.
- Parents and families are encouraged to be actively involved in their child's education at school.
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and advisory committees.

A. ANNUAL TITLE I MEETING

Robinson Elementary School will hold an Annual Title I Meeting during the first nine weeks of each school year. All parents and families of participating students will be invited and encouraged to attend. During this meeting, the school will:

- Explain the Title I program and its requirements.
- Inform parents of their rights under ESSA.
- Review the School Parent and Family Engagement Policy.
- Discuss the Schoolwide Plan and School-Parent Compact.
- Provide opportunities for questions and feedback.

B. FLEXIBLE NUMBER OF MEETINGS

Robinson Elementary School will offer a flexible number of parent engagement meetings at convenient times, including morning and evening sessions when feasible. Meetings may be conducted in person or virtually to accommodate family schedules and increase participation.

C. JOINTLY DEVELOPED POLICY

Parents and family members will be involved in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, the Schoolwide Plan, and the Parent and Family Engagement Policy.

At the beginning of each school year, Robinson Elementary School will provide parents with information regarding their right to participate in the development and revision of these plans. Parent input will be

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- Student performance and progress reports.
- Opportunities for parent participation and decision-making.

Communication will be provided through multiple channels including newsletters, school websites, social media platforms, phone calls, emails, parent-teacher conferences, student handbooks, and school messaging systems. Information will be provided in an understandable format and, when practicable, in a language parents can understand.

E. DISSENSION PROCESS

If parents are dissatisfied with the Schoolwide Plan or Parent and Family Engagement Policy, their concerns and comments will be submitted to the Ouachita Parish School Board Federal Programs Department for review and consideration.

Parents may submit concerns in writing to the school principal or directly to the district's Federal Programs Office.

F. SCHOOL-PARENT COMPACT

Robinson Elementary School will jointly develop and annually review a School-Parent Compact with parents and families. The compact will outline how school staff, parents, and students will share responsibility for improving student academic achievement.

The compact will describe:

- The school's responsibility to provide high-quality curriculum and instruction.
- Ways parents can support learning at home.
- Student responsibilities for learning and behavior.
- Methods of communication between school and home.
- Opportunities for parents to volunteer and participate in school activities.

G. BUILDING CAPACITY FOR PARENT AND FAMILY ENGAGEMENT

Robinson Elementary School will build the capacity of parents and families to support student learning by providing:

- Parent workshops and family engagement activities.
- Training on curriculum, assessments, and academic standards.
- Resources to help families support learning at home.
- Information on monitoring student progress.
- Guidance on using educational technology and digital learning platforms.
- Access to community resources and support services.

The school will also provide professional development for teachers, administrators, and staff on the value of parent engagement and effective strategies for partnering with families.

Robinson Elementary School will coordinate parent involvement activities with district programs, early childhood programs, and community organizations whenever possible.

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I. SCHOOL CHOICE

Parents of students attending Robinson Elementary School will be informed annually of any school choice options available under federal and state requirements. If Robinson Elementary is identified for support and improvement under ESSA, eligible families will receive timely notification regarding available public school choice options and any related transportation provisions, as required by law and district policy.

J. POLICY REVIEW

This Parent and Family Engagement Policy will be reviewed annually with parents and family stakeholders. Feedback collected through surveys, meetings, and advisory groups will be used to evaluate the effectiveness of parent engagement activities and make revisions to improve student achievement and family involvement.

Robinson Elementary School is committed to fostering strong partnerships among families, educators, and the community to ensure every student achieves academic success.