

CALHOUN



ELEMENTARY



BRAVES



**PARENT / STUDENT  
HANDBOOK 2016-2017**



## A LETTER FROM THE PRINCIPAL. . . .



Welcome to Calhoun Elementary School! We are very excited about the upcoming school year, 2016-2017. The faculty and staff are looking forward to another rewarding year with our “Little Braves”. We are committed to providing a strong academic foundation, maintaining a safe, orderly, and encouraging atmosphere for student learning. We hope you will join us in this effort!

The Calhoun Elementary Student Handbook will assist you in understanding our school’s procedures, rules, and regulations being implemented to run an effective school. Please read this handbook carefully and discuss the contents of this book with your child/children. Please do not hesitate to contact me if you need clarification or would like to discuss any policy in the student handbook.

We believe that close communication between school and home is paramount to each child’s progress and achievement. We invite your ideas, help, and support in making Calhoun Elementary a special learning place for children. We strongly believe that at Calhoun Elementary we are **“Shaping. . . Tomorrow. . . Today!”**

Sincerely,

*Shirley Buford*

Shirley Buford

A background image showing an astronaut in a white spacesuit standing on the reddish surface of Mars. In the background, a Mars rover is parked, and the Earth is visible in the sky. The scene is set in a desert-like environment with rocky terrain.

***Calhoun Elementary School  
Mission Statement***

**The mission of the  
Calhoun Elementary School community  
is to ensure that all children strive to:**

***Achieve high academic goals***

***Become users of technology***

***Care for others and become  
responsible citizens***

## TABLE OF CONTENTS

Accidents/Illness .....	6
After School Plans .....	1
Arrival/Dismissal .....	2
Attendance .....	3
Breakfast and Lunch .....	12
Bus Discipline .....	14
Cafeteria Rules .....	13
Cell Phones .....	29
Child Abuse Policy .....	12
Child Nutrition Policy .....	22
Concession Stand .....	15
Conferences .....	11
Disciplinary Regulations .....	11
Dress Code and Special Days .....	6 & 7
Emergency School Closings .....	5
Entrance to the Building .....	2
Field Trips .....	14
Fundraisers .....	15
Harassment .....	20
Homeless Education Program .....	30
Homework Policy and Tips .....	19
Legal Custody .....	13
Lice .....	12
Migrant Education Program .....	32
Medication in School .....	5
Parties and Celebrations .....	14
Property Damage .....	13
Recess Detention .....	11
Registration .....	1
Report Cards and Grading Scale .....	15 & 16
School Fees .....	15
School Rules .....	9
School/Office Hours .....	2
Sign and Return Papers .....	11
Student Honors and Awards .....	17 & 18
Tardy Policy .....	3
Technology .....	25
Textbooks & Library Books .....	13
Title VI, Title IX, and Section 504 Compliance .....	12
Transfer .....	1
Visitors .....	20
Visitors Meals .....	21
Ways to Help your Child .....	23
Weapons and/or Controlled Substances .....	10
Web Publishing Policy .....	27

# **CALHOUN ELEMENTARY SCHOOL**

237 Calhoun Road  
Calhoun, Louisiana 71225

Phone: 318-644-1114 Fax: 318-644-7146

## **Principal:**

Shirley Buford

## **School Colors:**

Red and blue

## **School Mascot:**

Little Braves

## Mission Statement

The mission of the Calhoun Elementary School community is to ensure that all children strive to:

**A**chieve high academic goals

**B**ecome users of technology

**C**are for others and become responsible citizens



## Our Beliefs

Student learning is the chief priority for our school.

Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

Exceptional students (e.g. special education, gift and talented) require special services and resources.

All students can learn.

Teachers, administrators, parents, and the community share the responsibility for advancing our school's mission.

A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

A safe and physically comfortable environment promotes students learning.

Students need to apply their learning in meaningful contexts.

Students should be literate in the application of technological skills.



**Vision:** Building Bridges to the Future

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

**Beliefs:**

**O**uachita Parish students will learn at high levels.

**P**arents, students, teachers, and community matter.

**S**afe schools are a top priority.

**B**ridges connect past and present learning to future dreams.



# Calhoun Elementary School Calendar

**2016 – 2017**

August 8-10 (Monday - Wednesday) {No Students} ..... Employee In-Service Days  
August 11-12 (Thursday & Friday) ..... 1st & 2nd Grade Students Only ..... ½ Days  
Pre-K & K Testing Days  
August 15 (Monday) ..... 1st & 2nd Grade Students Full Day  
Pre-K & K Testing Day  
August 16 (Tuesday) ..... 1st & 2nd Grade Students Full Day  
Pre-K & K (Girls Only) Full Day  
August 16 (Tuesday) ..... 1st Grade Parent Meeting 6:00 PM  
August 17 (Wednesday) ..... 1st & 2nd Grade Students Full Day  
Pre-K & K (Boys Only) Full Day  
August 18 (Thursday) ..... 2nd Grade Parent Meeting 6:00 PM  
August 22 (Monday) ..... Kindergarten Parent Meeting 6:00 PM  
September 1 (Thursday) ..... PTO Meeting 6:00 PM  
September 5 (Monday) {Holiday} ..... Labor Day Holiday  
September 13 (Tuesday) ..... Cookie Dough Fundraiser  
September 19 (Monday) {Students attend ½ Day AM} ..... Employee In-Service  
September 21 (Wednesday) ..... End Of First Six Weeks  
September 22 (Thursday) ..... Open House 5-7 PM  
September 28 (Wednesday) ..... 1st Six Weeks Report Cards Go Home  
September 28 (Wednesday) ..... Fall Pictures  
October 10 (Monday) ..... Columbus Day Holiday / Fall Break  
October 11 (Tuesday) {No Students} ..... Employee In-Service  
October 19 (Tuesday) ..... Fall Pictures Retakes  
October 22 (Saturday) ..... CES Fall Festival 2-5 PM  
November 2 (Wednesday) ..... Group Pictures  
November 3 (Thursday) ..... End Of Second Six Weeks  
November 8 (Tuesday) {Holiday} ..... Election Day / Veterans' Day Holiday  
November 11 (Friday) ..... 2nd Six Weeks Report Cards Go Home  
November 17 (Thursday) ..... Grandparents' Day (Pre-K & K)  
November 18 (Friday) ..... Grandparents' Day (1st and 2nd)  
November 21-25 (Monday-Friday) {Holiday} ..... Thanksgiving Holidays  
{Dismiss 3:00 PM Friday, November 18; Return Monday, November 28}

December 8 (Thursday) ..... PTO Meeting 6:00 PM (2nd Grade Will Perform)

December 9 (Friday) {No Students} ..... Employee In-Service ½ Day

December 20 (Tuesday) ..... Christmas Parties

December 22-January 4 (Thursday-Wednesday) {Holiday} ..... Christmas/New Year’s Holidays  
 {Dismiss 11:30 A.M. Wednesday), Dec. 21; Return Thursday, January 5}

January 6 (Friday) ..... End Of Third Six Weeks

January 13 (Friday) ..... 3rd Six Weeks Report Cards Go Home

January 16 (Monday) {Holiday} ..... Martin Luther King, Jr. Holiday

January 30 (Monday) ..... World’s Finest Chocolate Fundraiser

February 14 (Tuesday) ..... Valentine’s Day Parties

February 17 (Friday) {Students attend ½ Day AM} ..... Employee In-Service

February 20 (Monday) {Holiday} ..... Presidents’ Day Holiday

February 21 (Tuesday) ..... End Of Fourth Six Weeks

February 28 (Tuesday) ..... 4th Six Weeks Report Cards Go Home

March 15 (Wednesday) ..... Group Pictures

March 27-March 31 (Monday-Friday) ..... Spring Break  
 {Dismiss 3:00 PM Friday, March 24; Return Monday, April 3}

April 6 (Thursday) ..... End of the Fifth Six Weeks

April 13 (Thursday) ..... 5th Six Weeks Report Cards Go Home

April 14-April 17 (Friday-Monday) ..... Easter Holiday  
 {Dismiss 3:00 PM Thursday, April 13; Return Tuesday, April 18}

April 28 (Friday) ..... Kindergarten Round-Up

May 4 (Thursday) ..... PTO Meeting 6:00 PM (K Students Will Perform)

May 12 (Friday) ..... Fun In The Sun Day

May 17 (Wednesday) ..... Pre-K Awards Day 8:15 AM  
 Kindergarten Awards Day 10:30 AM and 12:30 PM

May 18 (Thursday) ..... 1st Grade Awards Day 8:15 AM and 10:00 AM  
 2nd Grade Awards Day 11:45 AM and 1:30 PM

May 24 (Wednesday) ..... {Dismiss At 11:30 A.M.} ..... Students’ Last Day

May 25 (Thursday) ..... Teachers’ Last Day

May 29 (Monday) {Holiday} ..... Memorial Day

**Please note: Minor adjustments may need to be made to this calendar due to weather or conflicts which cannot be anticipated. This is provided for you as a courtesy to help you in planning for this school year.**

## *Calhoun Elementary Student Code of Conduct*

The Ouachita Parish School System believes in a philosophy that states that education is the foundation for building and improving a better way of life and helping each individual student face the challenges in our global society. The conduct of our students plays a vital role in them being successful in this endeavor.

Calhoun Elementary School's Mission Statement: "To ensure that all children strive to achieve high academic goals, become users of technology, care for others, and become responsible citizens." Therefore, we expect our students to know and understand the following general rules of conduct and apply these rules to themselves on a daily basis. Students are 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. Know the rules, policies, and procedures of the school and follow them at all times.
5. In general, conduct themselves at all times in a manner that is educationally acceptable to our society.

# REGISTRATION



## **Pre-K and Kindergarten:**

Pre-K students must be 4 years of age on or before Sept. 30 to be eligible for enrollment. Kindergarten students must be 5 years of age on or before Sept. 30. Parents are required to provide a certified copy of the “Legal” birth certificate, a social security card, a Louisiana immunization record, and verification of residence to enter school. These are to be kept on file at the school in the child’s cumulative folder.

All enrollment forms, as well as an “Emergency” form must be filled out in full and kept on file and updated as needed when the information changes.

## **Other grades:**

All information required for kindergarten students is also required for new students in other grades. In addition, the last report card and any other pertinent information from the previous school are necessary to insure proper grade placement.

# TRANSFER

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

1. Notify the school at least one day before you plan to withdraw so that records may be completed without interfering with classes and materials may be put together.
2. Sign a permission form granting the school the right to transfer the child’s grades and records.

\*The cumulative records will be mailed directly to the school to which the child is transferring. They are not given directly to the parents.

# AFTER SCHOOL PLANS

You should establish a routine with your child, so that he/she knows exactly what to do everyday after school. This should be the same every day. We realize that even with a very well established routine, there are occasional emergencies that require a temporary change in plans. Anytime there is a change in your regular plans, notify the school by a dated note or by phone. Teachers also have scheduled tutoring sessions several days a week. Other workshops and classes are also occasionally offered. If your child is to participate in any of these activities, please send a dated note to the teacher. Students will not be allowed to call home about these activities. We cannot take verbal messages from your child about these plans. You would be amazed at how confused even the most responsible child becomes at times about after school plans. Therefore, please send a dated note with your child to be given to that child’s teacher. If we do not receive this dated note from you, your child will follow his/her regular routine.

## **ENTRANCE TO THE BUILDING**

Parents and visitors are to enter our school through the main front door, **push intercom to enter, show an ID, and register**, regardless of the building, class or purpose of the visit. Place the visitor's sticker you are given when you register on your left shoulder and wear it throughout your visit. Anyone who is not an employee of the school system who is seen on our campus without the identifying sticker will be asked to leave. This is for the protection of our students. All entrances, other than the main entrance, which would admit persons to our campus are locked at 7:55, when classes begin.

## **SCHOOL/ OFFICE HOURS**

**7:25-3:30 Daily**

Our school office opens at 7:25 a.m. during the school year. The secretaries arrive between 7:30 and 7:55 a.m. Anyone wishing to have a conference with the principal is welcome to call and make this request. An appointment will be scheduled as soon as possible. The principal has many diverse duties that may make it difficult to see drop-ins. If the principal is unable to see you, then please leave a telephone number and she will contact you as soon as her schedule permits.

## **ARRIVAL AND DISMISSAL**

### **ARRIVAL:**

The school day begins promptly at 7:50 a.m. Students are not to arrive on campus before 7:20 a.m. because there is no one to supervise them. Our tardy bell rings at 7:55. Students arriving after 7:55, or later, are considered tardy and must "check-in" at the office before going to the classroom.

- All students arriving at school between 7:20-7:45 must go directly to the cafeteria.
- Students arriving at school after 7:45 will go directly to the classroom, if they are not eating breakfast.
- When bringing or picking up students, please enter from the east end of the drive and exit north. Students riding with parents are to be let out and picked up at the covered walkway in the front of the gym. Parents who walk in with students must park in parking spaces in the parking lot in the front of the gym. Please do not park under the covered walkway.

### **DISMISSAL:**

**Unless you are picking up your child early for an early check-out, please DO NOT wait for your child in the entrance foyer. Students will ONLY be dismissed in the gym for car pick-up.**

**(Car Pick-Up):** The first bell rings at 2:55 for students whose parents will pick them up. You may come inside the gym and pick up your child or remain in the car pick up line and the duty teacher will bring your child to your car.

**(Buses Only):** The second bell rings at 3:00 for students who ride the buses.

- The buses' parking lot is for the buses only. Cars are not to use this parking lot for dropping or picking up students.
- All children will be put on assigned buses to go home each day, unless we have a note signed by the parents informing us of plans to pick the child up. Please make all plans for after-school care before your child leaves for school in the morning.
- All children are to be picked up by 3:25 p.m. unless participating in an organized special activity. If this is the case, a dated note must be sent for your child to remain at school and participate in the activity.

## **TARDY POLICY PER SEMESTER**

Our school day begins at 7:50 a.m. It is very important that your child be punctual to school to avoid unnecessary interruptions and loss of instructional time. Our tardy bell rings at 7:55 a.m. Students arriving at school after 7:55 a.m. are considered tardy and must check in at the office before going to class. Tardy shall include leaving or checking out of school before 2:55. Late arrivals and Early-Check Outs are considered tardies unless documentation is provided to the school to verify a doctor's appointment, a serious illness in the immediate family with doctor's verification or a legal appointment. Weather related incidents will also be given consideration. Any other requests must be verified by the Principal and/or the Director of Child Welfare and Attendance. Ouachita Parish Board Attendance Policy and Louisiana Law state that a student who arrives after 7:55 a.m. or who is checked out prior to 2:55 will follow these procedures:

Third tardy- (Late Arrival or Early Check-Out) The parents will receive a letter stating the law for unexcused absences/tardies. The parent must call to schedule a conference with the principal. The parent must sign the letter documenting they understand the law.

Fifth tardy- (Late Arrival or Early Check-Out) - FINS, TASC, or the truancy officer will be notified by the school at this time.

## **ATTENDANCE REQUIREMENTS**

### **Types of Absences:**

**A. Excused Absences-** students shall be considered excused from school for:

1. Personal illness (with physician's verification)
2. Serious illness in the immediate family (with physician's verification)
3. Death in the immediate family (not to exceed one week)
4. Recognized religious holidays of the student's own faith
5. Legal appointment
6. Natural disasters

**\*\* Physician's excuse must be submitted no later than 3 days after the student returns to school. A note from a parent saying the child was home because he/she was running a fever, had a sore throat, etc. is not considered acceptable. The excuse must come from a physician.**

## **B. Unexcused Absences-**

1. Students shall not be excused for any absence other than those listed and shall be given failing grades for work missed, if all work is not made up promptly.
2. Students shall not be excused from school to work on any job including agriculture, or domestic service, even in their own home or for their own parents or guardians.
3. The new attendance law states that for our district, students in (Grade K-8) who accumulate more than TEN UNEXCUSED ABSENCES IN THE SCHOOL YEAR WILL BE AT RISK OF FAILING. Every absence after the 10th unexcused absence must be accounted for by the CHILD WELFARE ATTENDANCE OFFICER at the school board office.
4. On the third unexcused absence or tardy, the parent will receive a letter requesting a conference with the principal. At that time, the parents will be informed of their responsibility to ensure the student attends school and the civil penalties that may be incurred if the student is habitually absent or tardy. The parent will sign a receipt for such notification.
5. On the fifth unexcused absence or tardy, the truancy office will be notified.

## **C. Suspensions-**

Suspensions are considered unexcused absences. Any suspended student will not be eligible for perfect attendance. Our district will allow up to 75% credit to be earned for student work and/or test missed due to a school suspension.

## **Extenuating Circumstances:**

The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Director of Child Welfare and Attendance for the Ouachita Parish School System.

1. Extended personal, physical, or emotional illness verified by a physician.
2. Extended hospital stay, as verified by a physician.
3. Extended recuperation from an accident, as verified by a physician.
4. Extended contagious disease within the immediate family as verified by a physician.
5. Prior school system approved travel for educational purposes.
6. Death in the immediate family (not to exceed one week).
7. 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, such as kidney problems, participation in P.E. or recess, etc.**

## **IMPORTANT NOTICE ABOUT ATTENDANCE:**

A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 3 hours and 30 minutes of the student's instructional day.

## EMERGENCY SCHOOL CLOSINGS

School closings are occasionally necessary. In this event, information will be publicized by the radio, television stations, and Ouachita Parish Calling System. Please listen for such announcements when severe weather threatens. It is extremely important to keep your telephone number updated in the office, because the Ouachita Parish Calling System will be contacting you during school closings. All special activities will be canceled if school is closed early. All students will be put on regularly assigned buses to be sent home.

When emergencies arise late in the school day, such as tornado warnings, busses will not be permitted to load or leave until cleared by the Civil Defense Director. Please do not put your child in danger by coming to pick him/her up while warnings are in effect. Our building is designated as an emergency shelter and your children will be much safer inside the school building than in a vehicle on the road.

## MEDICATION

First aid will be administered by the school when needed. Louisiana Law prohibits school personnel from administering any type of medication without a completed Medication Form (this includes Tylenol, cough drops, first aid ointments, etc.) Forms for this purpose are available in the school office. No medication can be administered without this form on file in the school. A separate form must be on file for each medication required. Special arrangements must be made for field trips, as teachers can no longer administer these medications.

Medications must be brought to school by a parent or guardian in a pharmacy-labeled, child-proof bottle with the correct dosage and dispensing directions as directed by the doctor. Medication can no longer be sent to school by a child. No more than 26 dosages in a table form can be kept at the school for each child. If the medication and dosage should change, and a written statement from the doctor is not received, that child cannot be given his/her medication. Antibiotics should be given in a time-span so they may receive this medication at home, if at all possible.

No over the counter medications can be given unless they are prescribed by a doctor or dentist and brought to school in a pharmacy-labeled bottle with the child's name, dosage, and correct dispensing information. (This includes aspirin, Tylenol, cough syrup, cough drops, and antacids, etc.)

No eye or ear drops can be given at school.

No chapsticks can be brought to school.

**All medications must first be cleared and checked in with the school nurse before we can begin to administer.**



## ACCIDENTS / ILLNESS

If a child becomes seriously ill or is seriously injured at school, the school will immediately get in touch with the parent and seek emergency treatment at Glenwood Regional Medical Center. It is imperative that each parent leave at least two emergency telephone numbers where he/she can be reached in case such an event should occur.

Parents will be contacted to pick up children who become ill during the school day. These students must be picked up immediately so as not to expose others. Students running a temperature of more than 98.6 should remain at home and be free of fever for 24 hours before returning to school, in order to not expose others and to speed their recovery.

## DRESS CODE

### BOYS AND GIRLS:

**Pants:** Straight legged or boot cut, and belt loops or elastic waist -no drawstrings (No knees cut out, must be fitted to waist) Capri pants are allowed so long as they are not skin-tight.

**Shorts, skirts and skorts:** May be no shorter than 3” above the knee- (no draw strings, big legged or extra long shorts, no cut-offs)

**Shirts:** All shirts must be long enough to cover bare skin. (no muscle shirts, tank tops, crop tops, spaghetti straps tops, fish net tops) Shirts may not have any questionable or obscene printing on them. Shirts may not have any slogan, ad, or graphic that promotes music groups, wrestling or controlled substances.  
Tunics or long sweaters with tights are not allowed.

**Dresses:** Dresses may not be shorter than 3” above the knee.  
Sundresses are not allowed.

**Shoes:** Sensible, leather or canvas, with enclosed heel  
Flip flops, sandals, and jellies are not permitted  
No backless shoes (tennis or sandals)  
No crocs, clogs, or mules  
No wheelies (tennis shoes with wheels)  
No cleats  
No electronic or light up shoes

**Socks:** Socks may be worn with appropriate shoes.

Any hair style that is considered disruptive to the learning environment is prohibited.  
Hats and caps are not allowed.  
Girls may wear conservative pierced earrings.  
Make-up (lipstick, eye colors, blush, glitter, false nails) is not to be worn.  
Boys may not wear any type of body piercing jewelry.  
Overalls are not permitted.

**Spirit Day:** Students are to wear the school T-shirt and jeans or jean shorts. These days will be announced.

**\*At Calhoun Elementary we take pride in the appearance of our students.**

## SPECIAL DAYS

On Spirit Days students are to wear our school T-shirt and jeans or jean shorts. On Christmas or other seasonal days, students may wear clothes that are specific to that season.



**Your Teacher Expects the  
Best from You Daily!  
Always  
Give Your Best!**



**Listening carefully,  
following directions, and  
doing your homework  
results in good grades.**

**Good behavior is always  
rewarded at Calhoun Elementary!**

**Remember: At Calhoun,  
Character Counts!**

# **SCHOOL RULES**

## **Be a Well-Behaved Little Brave**

### **CLASSROOM RULES**

As your teachers, we “Expect the Best!” The following rules are expected to be followed by all children.

1. Follow directions promptly.
2. Stay in your seat and raise your hand to speak.
3. Excessive talking or other disturbances are prohibited.
4. Treat others with respect—speak kindly, keep your hands, feet and personal objects to yourself.
5. Be prompt and ready to begin class on time with materials and assignments.
6. Move from place to place in a quiet and orderly manner. Students shall walk in the school building at all times—this applies to all halls, cafeteria, restrooms, and going to buses.
7. All toys are to be left at home—these include toy guns, knives, electronic games devices, beepers, baseball cards, pokemon cards, etc. These do not belong in an educational setting.
8. Children are not to bring gum or candy to school unless assigned by the teacher.

### **PLAYGROUND RULES**

1. Use all playground equipment properly (jump ropes for jumping; slides for sliding; swings for sitting and swinging- no bailing out, twisting or standing; monkey bars for crossing with hands, etc.)
2. Sticks, rocks, dirt, gumballs, pinecones and other missiles are not to be thrown.
3. Keep your hands to yourself. No play fighting, tackle football, or karate demonstrations.
4. Students shall play only in the designated playground area assigned to their grade.
5. Weapons of any kind are not permitted at school (classroom or playground). A pocketknife is considered as a weapon.
6. Fighting or instigating a fight is not permitted and viewed as a very serious offense.
7. Spitting on another student in the classroom or playground is an unsanitary habit that is not allowed.
8. Use of unchaste or profane language is prohibited.
9. All accidents are to be reported to the duty teacher immediately.
10. Students shall keep the playground free of litter. Barrels are located on the campus for litter.

## WEAPONS AND/OR CONTROLLED SUBSTANCES

Louisiana State Law expressly prohibits the presence of any type of weapon on public school property by any student. Weapons are defined as any implements that could be used to inflict harm on oneself or another person. **Pocketknives are considered weapons.** Penalties for such are severe and carried out swiftly. Law requires expulsion for at least one school semester.

Louisiana State Law (R.S. 17:436.1) sets requirements for medications to be administered at school. These guidelines are covered in this book. However, this law also prohibits any student from having in his/her possession any over-the-counter or prescription drugs. This includes aspirin, Tylenol, Advil, cough drops, antacids, etc. Possession of such medication can lead to suspension or expulsion.

## DISCIPLINE POLICY

All school employees are authorized to hold every student to strict accountability for his/her behavior. Calhoun Elementary's Mission is to provide the best learning and safe environment possible for each child.

Calhoun Elementary developed a school-wide discipline plan in 2005. This involves school-wide rules that are enforced by every classroom teacher. This also involves verbal warnings, removing privileges, conferences with parents, taking away recesses, etc. Students will be given a conduct grade each six weeks. As rules are broken, the conduct grade will be lowered.

Students who repeatedly break school rules or have serious infractions of school rules will be referred to the office. Based on the student's past record of behavior (the number of times he/she has received a behavior referral) and the offense, the following actions may be taken:

- Hold conference with Student and warn that continued misbehavior will result in recess detention, paddling, etc.
- Contact Parent/Guardian
- Reprimand Student
- Assign Student Recess Detention or Paddle
- Hold Conference with Student And Parent Or Guardian
- Suspend Student from School

Ouachita Parish School Board Discipline Policy does give principals the authority to use corporal punishment. If you do not wish corporal punishment to be used, please send written notification informing us of your feelings.

## **RECESS DETENTION**

Students who repeatedly break school rules or persist with any form of disruptive behavior will be assigned to recess detention for as long as the principal deems necessary and appropriate. School related work will be assigned by the classroom teacher. During the time served in detention, the student will be under the close supervision of school personnel. Absolutely no talking or disruptive behavior will be tolerated and all assigned work will be completed. Parents will receive notification that their child has been assigned to detention and the reason(s) for which the detention assignment was made on student's daily folder conduct sheet..

## **CONFERENCES**

Communication with parents is extremely important. We want to be certain to keep these lines open but we ask that you do not take the teachers away from the regular classroom duties for conferences because of classroom interruption and state mandated teaching time. Please call the school in advance to schedule conferences.

## **SIGN AND RETURN PAPERS**

Papers are sent home each Tuesday. Please sign and return these papers on Wednesday. If you would like to keep them for a longer period of time, just write a note to your child's teacher.

## **DISCIPLINARY REGULATIONS**

Each teacher, principal and other school employee shall be authorized to hold each student strictly accountable for any disorderly conduct in the school, on the playground, or any school bus going to or returning from school, as well as during recess.

Students are to be held strictly accountable for any disorderly conduct in school or on the playground of the school, on the street or road while going to or returning from school, or during recess. School principals may suspend from school any pupil who is guilty of willful disobedience; who treats with intentional disrespect a teacher, principal, superintendent, member or employee of the local school board; who makes against any one of them an unfounded charge; who uses unchaste or profane language; who is guilty of immoral or vicious practices, or of conduct or habits injurious to other students; who uses tobacco or alcoholic beverages in any form in school buildings or on school grounds; who disturbs the school and habitually violates any rule; who cuts, defaces or injures any part of public buildings or any property belonging to said buildings; who writes any profane or obscene language or draws obscene knives, or other implements which can be used as weapons; participates in fights while under school supervision; who leaves the school premises without permission; who is habitually tardy or absent; who has in his/her possession any unauthorized over-the-counter medication.

# CHILD ABUSE POLICY

Louisiana Revised Statute 14:403 requires any one who works with children to report any suspected cases of neglect or abuse. This extends to all employees of our school system. We do make referrals whenever information or evidence indicates there is a need to do so.

## LICE

Parents will be contacted immediately when any student is found to be infested with lice. State laws require students who are infested with lice to be excluded from school until such time as they can be determined to be clear. This means that the child has been treated and all nits removed from the head before the child can be admitted back to school. School personnel will check for signs of lice and must check the child before he/she can return to class. A completed form will be sent back to the classroom teacher stating what actions were taken (phone call to parents, checked for lice, etc.) Under no circumstances can a child who has been sent home with a letter saying he/she has lice be put on the bus to come to school the next day. Parents must treat the child and then bring him/her to the office to be checked and cleared before the child can return to class.

The child will be re-checked within 2 or 3 weeks by the school nurse.

## TITLE VI, TITLE IX, AND SECTION 504 COMPLIANCE

The Title VI, Title IX, and Section 504 federal laws ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. To resolve problems that students or employees may believe are the result of discrimination practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact: Mr. Todd Guice or Mr. Mickey Merritt at the Ouachita Parish School Board or Brenda Adams or Myrrah Thompson at Student Support Services.

## BREAKFAST AND LUNCH



Nutritious meals are served daily. Breakfast is served from 7:30 until 7:55 a.m. each morning. It is offered to all Calhoun Elementary students. The cost of breakfast is \$1.00 per day and \$.30 reduced.

All children who wish to eat breakfast must go directly to the cafeteria.

Prices for lunch are \$1.50 a day. Reduced prices are \$.40 per day (approved). Applications for free or reduced meals are available throughout the year upon request. School board policy does not permit charging meals. All meals must be paid. Students who do not pay for their meals and who do not qualify for free meals, must either bring lunch or not eat. If a student chooses to bring his/her lunch, milk must be purchased or a beverage may be brought to school in thermos. No glass bottles or beverage cans will be allowed in the cafeteria.

Please send lunch money for the entire week or month in a sealed envelope with your child's name, cafeteria number, teacher's name, amount, and what you intend his amount to pay for (lunch 5 days, breakfast 5 days). If you have more than one child, please send each child's money in a separate envelope.

State regulations prohibit soft drink cans, glass bottles, or packaged foods from fast food restaurants in school cafeterias.

## **CAFETERIA RULES**

### **Be A Well Behaved Little Brave**

1. Proper conduct and common rules of etiquette shall be observed in the cafeteria at all times.
2. Students shall use "inside voices". No screaming or yelling.
3. No food, drink, or straws shall be taken from the cafeteria.
4. Food is not to be exchanged.
5. No glass bottles or beverage cans are allowed in the cafeteria.
6. All students will enter and exit the cafeteria quietly and orderly.
7. The eating area should be cleared of all paper before the student returns his/her tray.
8. All students shall wait patiently in line while emptying their tray.

## **LEGAL CUSTODY**

It is the responsibility of the parent who has legal custody of a child to provide a "Record of Legal Custody" which is signed by a judge. The parent must also provide a list of people who are authorized to pick up the child from school. The custody papers and list will be kept on file at school.

## **PROPERTY DAMAGE**

A students will be suspended for damages to any property belonging to the school and shall not be readmitted until payment in full has been made for such damage.

## **TEXTBOOKS AND LIBRARY BOOKS**

Books and textbooks are extremely expensive. **Any library books or textbooks that are lost must be paid for before the report card will be issued each 6 weeks.** This allows us time to make arrangements to replace the book and have it available for the remainder of the school year or the following school year. Final report cards will be held if a child owes for textbooks, library books, or lunch money.



## **BUS DISCIPLINE**



The bus driver's main responsibility is to safely transport all students in his/her care to and from school. The bus driver is in charge of all passengers on his/her bus. At the beginning of the year, bus drivers send home regulations for Ouachita Parish Bus Riders. Parents are to go over these regulations and sign and return the form indicating agreement to adhere to these policies. Failure to do this will also result in suspension of bus privileges. The privilege of riding the bus is conditional to good behavior and observance of these rules and regulations. Bad behavior will result in the loss of that privilege.

All disciplinary problems that develop on a school bus traveling to or from school should be handled as follows:

- 1) The bus driver will contact the parents and the problem will be discussed.
- 2) The student will be written up and referred to the office if misbehavior continues.
- 3) The principal will contact the parents, either by phone or through the referral form, and the student reprimanded. A warning will be given that any further referrals will result in suspension of bus riding privileges for a designated period of time.

Our buses are all generally carrying full loads, so students cannot be allowed to ride the bus home with a friend. Please make other arrangements if your child is to go home with someone. When absolutely no other arrangements can be made, the bus driver must be contacted to be certain there is room for the extra student, and then a note from both parents involved must be sent to the principal, who will verify that the driver has been contacted, and approve or deny the request based on available seating.

## **PARTIES/CELEBRATIONS**

Any party, celebration, or other non-instructional activity must be cleared by the principal first! Balloons cannot be delivered to the classrooms, nor can they go home on the buses. If you want to assist with a party/celebration, please contact the teacher ahead of time to arrange this. Younger children are not invited to parties because of lack of space and liability. Please make other arrangements for them, if you plan to attend. Parties/celebrations are special events designed to reward the students. Teachers may impose a conduct grade requirement for participation.

## **FIELD TRIPS**

Educational field trips are an extension of the classroom environment. All students will be required to maintain a conduct grade of 85-B or above to participate in educational field trips. Students will not go on field trips unless all monies owed to the school have been paid in full or arrangements have been made to pay.

## **SCHOOL FEES**

Our school fees are \$30.00 for each child. This fee is used to help us purchase initial workbooks, handbooks, folders, and pay printing necessary to begin school and keep it going throughout the year. This fee in no way pays for all the instructional materials, awards, and special opportunities your child will be given over the school year. If a child has not paid the school fees, or made arrangements to pay it on an installment program, he/she will not be able to participate in planned field trips, or “Fun in the Sun”. Students will not go on field trips unless all monies owed to the school have been paid in full or arrangements have been made to pay.

## **CONCESSION STAND**

We do offer students the opportunity to purchase snacks at our concession stand during the afternoon recess. Students can buy pickles, fruit snacks, chips, cookies and fruit juice. All concession items are .50 cents. The proceeds from these sales are used to help us provide all of the extra things we use to motivate our students and keep our school moving forward.

## **FUNDRAISERS**

We will have 2 fundraisers this year. The funds raised through these efforts are earmarked for special projects such as adding to our library’s Accelerated Reader collection, replacing old classroom equipment, or for our playground.

## **REPORT CARDS**

Report cards for every student are prepared and issued to parents each six week. Please sign and return the correct portion promptly.

If you have any questions regarding your child’s achievement, please make an appointment for a conference with the teacher. The teacher’s conference time will be at a time when she is not engaged in teaching, or when there are no students in the room. Conference time must be prearranged between parent and teacher. Conferences that have not been scheduled are not allowed.

## GRADING SCALE

A =	100 - 93	S+ =	Outstanding Work	100 - 93
B =	92 - 85	S =	Satisfactory	92 - 85
C =	84 - 75	S- =	Adequate	84 - 75
D =	74 - 67	N =	Needs Improvement	74 - 67
F =	66 and below	U =	Unsatisfactory	66 and below

## REQUIREMENTS FOR PASSING ARE AS FOLLOWS:

Kindergarten	Must pass Phonics, Reading, and Math with an average of “C” or higher
Grade 1	Must pass reading and math with an average of “C” or higher
Grade 2	Must pass reading and math with an average of “C” or higher and 1 other major subject

## MAJOR SUBJECTS:

Kindergarten	-	Reading, Math, Phonics
Grade 1	-	Reading, Math, Spelling
Grade 2	-	Reading, Math, Spelling, English

## STUDENT HONORS AND AWARDS

### SIX WEEKS AWARDS: Grades 1 and 2

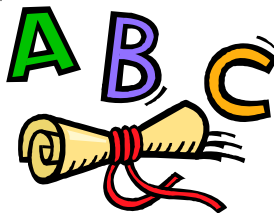
Straight A's.....	All A's in major subjects (Grade 1 is eligible for this award beginning with the 2nd six weeks)
A/B Honor Roll.....	All A's and B's in major subjects (Grade 1 is eligible for this award beginning with the 2nd six weeks)
Perfect Attendance Award.....	No absences (excused or unexcused) / No tardies
Principal's List.....	100 in Conduct
Good Conduct Award.....	A in Conduct
Student of the Month.....	Presented to a student from each class who is recognized for outstanding cooperation, work habits, attitude, and grades during the six weeks.
The Calhoun Pride Trophy (Pre-K-2).....	This trophy will be given to the class which exemplifies outstanding behavior. This trophy will be given by the principal every six weeks.
Most Improved Student.....	Presented to a student who has shown improvement in academics during the six weeks period.

### SIX WEEKS AWARDS: Kindergarten

Straight A's.....	All A's in Language Arts/Reading, Math, Phonics (beginning with the 3rd six weeks)
A/B Honor Roll.....	All A's and B's in Language Arts/Reading, Math, Phonics (beginning with the 3rd six weeks)
Perfect Attendance Award.....	No absences (excused or unexcused) / No tardies
Principal's List.....	100 in conduct
Good Conduct Award.....	A in Conduct
Student of the Month .....	Presented to a student from each class who is recognized for outstanding cooperation, work habits, attitude, and grades during the six weeks.
Most Improved Student .....	Presented to a student who has shown improvement in academics during the six weeks.

# End of the Year Awards: Grades K - 2

- Straight A's..... All A's in major subjects  
 Kindergarten for 3rd – 6th weeks  
 First Grade for 2nd – 6th weeks
- A/B Honor Roll.....All A's and B's in major subjects  
 Kindergarten for 3rd – 6th weeks  
 First Grade for 2nd – 6th weeks
- Perfect Attendance.....No absences and no tardies during the year  
 (excused or unexcused)
- Principal's List.....100 in Conduct for the school year  
 Every six weeks on report card
- Good Conduct.....A in Conduct for the school year  
 Every six weeks on report card
- Good Citizen Award..... Presented to one boy and one girl who have modeled  
 outstanding leadership and citizenship all year from  
 each class. These students will be chosen by the  
 teacher.
- Most Improved Student.....Presented to the students who have shown the most  
 academic improvement for the school year.



## HOMEWORK POLICY AND TIPS



Ouachita Parish policy for homework is that reasonable homework assignments shall be given. For elementary students this should be approximately one hour for all subjects combined, where the student is actively engaged in learning. Parents and teachers should work together to see that homework is completed and returned to school, as homework is considered as part of a student's grade.

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing lessons taught in school. Homework is also a way to help your child to develop work and study habits that will assist him/her throughout the years spent in school.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- 1) Ask your child if he/she has homework. Be aware that homework is generally assigned every day except Friday or the day before a holiday. By asking about homework, you are helping your child to remember assignments.
- 2) Become interested in your child's homework. Ask him/her to show the assignment to you and explain what the work is about and how it is to be completed. Sharing your child's work reinforces the importance of homework, and helps the child to understand that you are interested in his/her progress. Looking at your child's homework also keeps you informed about your child's progress and/or problems.
- 3) Remember that homework is your child's work- not yours. You should not do the work for the child, rather you should be concerned with whether or not your child has done the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make the homework assignment clearly understood by each student.
- 4) Help your child set a regular homework time each day, and remain with that commitment. Free your child of other responsibilities at that time.
- 5) Provide your child with a quiet place to work and study where he/she is not disturbed by younger children or pets.

Homework will help your child grow and develop.

In the interest of variety, and in order to give pupils an opportunity to develop different kinds of skills, not all assignments will necessarily be written. Some will be to read, to interview, to cut out, to collect, to study, to do research, to listen to a particular radio program, or to watch a special TV program.

Generally, it is our school policy not to give homework on weekends to allow pupils to engage more fully in family activities.

Please feel free to consult your child's teacher whenever there is a question about homework. We want homework to be a help-not a punishment.

## VISITORS

Brief visits to our school by parents, other adult residents of this community, or interested educators are welcomed and encouraged, especially during special events. In order to protect the educational program from undue disturbance, and ensure the safety of our students, arrangements must be made in advance with the child's teacher. All visitors are to enter the school through the main entrance, show an ID and are required to register at the desk and receive a visitor's sticker immediately upon arrival on our campus.

Students are released from school ONLY through the school office. **DO NOT GO TO THE CLASSROOM TO GET YOUR CHILD.**

## HARASSMENT, INTIMIDATION AND BULLYING POLICY

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

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

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred, the students involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the student(s) involved: a conference with parents/guardians, a warning, or in more serious cases, the student(s) may be suspended/expelled from school as follows:

First Offense	1-3 day suspension, counseling required
Second Offense	1-5 day suspension, counseling required
Three or more offenses	1-5 day suspension or a recommendation for expulsion
Serious cases	Recommendation for expulsion, and/or alternative school placement for the remainder of the school year.

LEGAL REFERENCE: LOUISIANA R. S. 17:416.13  
Ouachita Parish School Board      Approved December 17, 2002

## Visitor Meals

Visitors will be allowed to eat in the cafeteria at least five (5) times per year unless otherwise invited. Visitors, as defined below, will pay \$2.50 for Breakfast and \$3.50 for lunch meals eaten in the cafeteria.

As with most Federally funded programs, State and Federal regulations dictate procedures. A few of the regulations which apply directly to visitor meals are as follows:

1. A visitor is defined as an individual who is not employed by Ouachita Parish School Board, such as parents, visiting children not currently enrolled in Ouachita Parish School System (regardless of age), and Senior Citizens.
2. Principals may invite visitors on campus to eat in the school cafeteria. The meal must be paid for by the Principal for the visitor. Otherwise, meal service is prohibited for “passers-by”.
3. Parents are encouraged to visit the school on invitation and must pay for their meals. The Ouachita Parish Child Nutrition Program invites parents and family members throughout the school year to eat with their children on Special days such as “Mom’s Day”, “Dad’s Day”, “Grandparent’s Day”, Christmas, and other holidays. Parents may join their child at lunch on a day of their choosing up to five times during a school year.
4. Meals are priced as a whole unit. State regulations do not allow “a la carte” (by the item) sales. The charge for Visitor Meals in Ouachita Parish is \$3.50 per plate.
5. Elderly persons (60 years and older) may eat in the school cafeteria on a daily basis if they live in the neighborhood. They pay the Visitor Price of \$3.50.
6. All foods and beverages available to adults shall be a part of the regular meal served to the children. In other words, whatever is offered to the adults must be offered to the students.
7. Adults shall be served the same meal as students in portions not to exceed that of secondary students.



## **CHILD NUTRITION PROGRAM PAYMENT POLICY**

Computers in each cafeteria allow the Child Nutrition Program to keep up with payments and meals eaten for the entire school year. Because of this, we encourage students to pay in advance for breakfast and lunch meals.

### **PAYMENTS:**

Payments for meals may be made in cash, by money order, or by personal check (if checks are accepted at your child's school). Checks and money orders should be made out to the school cafeteria where the child attends.

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

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

### **NSF (Non-Sufficient Funds) CHECKS:**

If a NSF check is received, the person writing the check will be contacted and asked to pay, in cash, the amount of the check plus \$3.00 for bank charges assessed the Child Nutrition Program. No checks will be accepted for payment of meals until the outstanding check plus bank charges are paid in full.

A second NSF check by the same person/account will result in all meals being paid in cash or money order for the rest of the school year. No meals may be charged or purchased in the cafeteria until the outstanding check plus bank fee are paid in full.

### **CHARGING MEALS:**

Secondary students (middle and high school) will not be allowed to charge any meals. Elementary students may only charge up to three (3) days of lunch meals at a time. No charging of breakfast or extras will be allowed.

### **END OF YEAR BALANCES:**

Students will not be allowed to charge meals beginning May 1st of the school year. No checks will be accepted for payment of meals after May 1st. Students who owe balances May 1st must have balances cleared/paid in full, or they will not be allowed to purchase meals during the last two weeks of school until the bill is paid in full.

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

## WAYS TO HELP YOUR CHILD

A child's education is the responsibility of at least three people, the parent, the teacher (which includes the whole school system), and the child.

Parents frequently want to know how they can help their child at home. The following suggestions have been used with positive results.

1. Let your child know that education in general, and his schoolwork in particular, is important.
2. Read to or with your child every day. Let your child see you read.
3. Keep a dictionary, phone book and other reference books handy. Use these with your child.
4. Find and use new words.
5. Buy and use standard watches and clocks, not digital ones.
6. Use mathematics to solve real-life problems—How much gas did we use?—How many miles did I get to a gallon?—Measure the sugar in this recipe for me.
7. Praise your child's effort, not just their accomplishments.
8. Stress positive values: caring, loyalty, trust, respect, responsibility, etc.
9. Listen to your child.
10. Study spelling words, vocabulary words, etc. in groups of 3 or 5. Your child should learn those and then add 2 at a time, until he/she knows them all.
11. Have your child set a ticking timer for 30 minutes or an hour when he/she begins homework.



# ENTER CALHOUN WITH A PLAN!



## TIPS FOR SUCCESS!

- Be At School Everyday!
- Try Hard Everyday in Class!
- Always Be On Time!
- Always Come Prepared!
- Be Well Behaved!
- Have A Good Attitude!
- Be Kind to Everyone!

*Calhoun Elementary*  
*“Shaping.....Tomorrow.....Today!”*

# Ouachita Parish School System Technology Acceptable Use Policy



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

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

## **Terms and Conditions of Use**

### **1. Personal Privacy and Safety**

- a. Users will not reveal any personal contact information about themselves or any other person on the Internet.
- b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

### **2. Illegal Activities**

- a. Users will not transmit any material or engage in any activities in violation of national, state, or local regulations.
- b. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.
- c. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
- d. Users will not attempt to impersonate another individual using network resources for any reason.

### **3. Security**

- a. Users will immediately notify system administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
- b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
- c. Users will not attach any device to the network without prior approval by the system administrators.
- d. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
- e.. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

#### 4. Network Resources

- a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
- b. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
- c. Users will not use network resources for commercial purposes.
- d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This include personally attacking or harassing another person.
- e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
- f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
- g. Users will not send or forward email “chain letters” or send annoying or unnecessary messages.
- h. Users will not send mass email or “spam” any users (internal or external) with unauthorized communications or solicitations.
- i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

#### 5. Software

- a. Users will not download, store, or install any unapproved or unlicensed software on school system computers.
- b. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.

#### 6. Content Filtering

- a. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
- b. Users will immediately report to school authorities any website they access that contains inappropriate content.
- c. Users will not attempt to bypass the district’s content filters to view inappropriate content.

#### 7. Consequences of Inappropriate Use

- a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate b administration, faculty, and staff.
- b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
- c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.
- d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

# Ouachita Parish School System OPSB.net Web Publishing Policy



## *Purpose*

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

## *Organizational Responsibilities*

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

## *Content Standards*

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

## ***Student Safety***

- Student names may be published without a release form. However, no identifiable student photo or student works may be published unless a signed release form is on file for the current school year for every associated student.
- No personal information (other than the student name) should ever be published about a student.
- No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
- Students are not allowed to have or use OPSB assigned email accounts.
- 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 as long as the material is on the OPSB web server.
- All published content must be kept up-to-date.
- Do not use spaces in naming pages or directories. Use the underscore character (“\_”) instead of spaces.
- Graphics should be optimized to minimize page loading times and bandwidth usage.
- School web sites must include:
  - School name
  - Principal’s name
  - Full address
  - Telephone number
  - Fax number
  - A link to <http://www.opsb.net>

## School Board Policy Concerning Student Use of Cell Phones or any Electronic Telecommunication Device at School or on School Buses:

As outlined in Louisiana law R.S. 17:239, students are prohibited from **using** cell phones or any electronic telecommunication device in all 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 being in the “on” position or mode. **During regular school hours, student cell phones are required to be kept out of sight and turned off while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession.**

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

- **First offense-** the phone or device will be taken from the student and turned over to a school administrator. A parent will 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) calendar days and returned to the parent as stated above and the student will be assigned 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.**

- 1) Inappropriate use of cell phones with camera capabilities **MAY** result in immediate suspension and/or expulsion.
- 2) Any student responsible for bringing pornographic materials onto school grounds or school busses at any time **MAY** be subject to suspension and/or expulsion from school. This includes books, magazines, pictures on clothing, and pornography via the phone, fax, or computer.



# **Bridges of Ouachita Homeless Education Program**

701 St. John Street – Monroe, LA 71201 – Phone: (318) 432-5263 Fax (318) 432-5297

*Sunnie Ballard-Ashbrook,*

*VIII Consortium Director/District Liaison Supervisor*

“Bridges of Ouachita” Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 et seq.) (State Law: LA. R.S. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00 – 1.012.05 and 2.012.00 – 2.012.04.

## Definition of Homeless or “Highly Mobile” Individual...

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

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

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

## Homeless Education Services

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

## Enrollment: (Bulletin 741, Section 341)

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

- 1) The person who has the responsibility for enrolling a homeless child in school must see the District Liaison Supervisor, Sunnie Ashbrook or Edna Roberson, Parent Resource Linker at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law.
- 2) Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the Child Welfare and Attendance office to complete the enrollment approval, thus be taken to the school where the child will be attending. Student information will also be sent to the Food/Nutrition /Supervisor and SIS Coordinator.
- 3) As a result of this procedure, copies of enrollment process of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

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

Contact Information:

Sunnie B. Ashbrook, District Liaison Supervisor  
(318) 432-5263 (318) 432-5297  
Ouachita Parish Media Center  
701 St. John Street  
Monroe, Louisiana 71201

Edna Roberson, Parent Resource Linker  
(318) 432-5290 (318) 432-5297  
701 St. John Street  
Monroe, Louisiana 71201

Laverne Dunn, State Coordinator  
1-800-259-8826, 1-877-453-2721  
State of L.A. Department of Education  
P.O. Box 1642  
Baton Rouge, Louisiana 70804-9064

National Law Center  
(202) 638-2535  
1411 K. Street, NW Suite 1400  
Washington, D.C. 20005

## **Ouachita Parish Region II 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 is designed to support high quality and comprehensive educational programs for migrant children.

### **According to NCLB the purposes 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 states in curriculum, graduation requirements, and state academic content and student academic achievement standards;
- Ensure that migratory children are provided with appropriate educational services (included supportive services) that address their special needs in a coordinated and efficient manner;
- Ensure that migratory children receives 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
- Basics 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)

## **FERPA**

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

**FERPA Website:** <http://www.2ed.gov/policy/gen/guid/fpc/ferpa/index.html>

## **HOMEWORK ASSISTANCE SERVICES**

HomeworkLouisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies, or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

## **Information Regarding Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of a disability in any program receiving federal funds. Section 504 states that: “No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her 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.: The Act defines a person with a handicap as anyone who:

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

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

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. (NOTE: A physical or mental disability only constitutes a disability for purposes of Section 504 if it results in substantial limitation of the life activity in question. A student’s general weakness in a given area would not typically constitute a disability under Section 504.) 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.

If the student is determined to be disabled under Section 504, the school must develop an Individual Accommodation Plan (IAP) and implement the delivery of all needed accommodations as determined by a group of persons knowledgeable about the student, evaluation data, and placement options. 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.

# **PARENTAL RIGHTS AND PROCEDURAL SAFEGUARDS**

## **Afforded by**

### **Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by Federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- 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 district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.

- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
- A response from the school district to reasonable requests from explanations and interpretations of your child's records.
- 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.
- 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 the student 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.
- Request payment of reasonable attorney fees if you are successful on your claim.
- File local grievances.

The person in this district who is responsible for assuring that the Ouachita Parish School System complies with Section 504 is:

Myrrah Thompson  
 Section 504 Facilitator  
 800 Claiborne Street  
 West Monroe, LA 71291  
 (318) 342-5400

## **POLICY STATEMENT**

### **Section 504 Compliance**

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

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

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





..... **PARENT ACKNOWLEDGEMENT FORM.**.....

A parent or guardian is requested to detach and sign this sheet and return it to the child's teacher.

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This certifies that my child and I have read and discussed the contents of this handbook.

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Child's Name

---

Parent/Guardian Signature

---

Teacher's Name

---

Grade Level

---

Date

**Published Student Information  
Release Form**

Student Name \_\_\_\_\_

I 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. I understand that these pictures or works may or may not personally identify the student.

Parent/Legal Guardian (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Calhoun Elementary School

237 Calhoun School Road  
Calhoun, LA 71225  
Shirley Buford, Principal



Ouachita Parish School System

Dr. Don Coker, Superintendent  
Monroe, Louisiana