

Student/Parent Handbook

Great

Awesome
USER

Trustworthy

Outstanding

Respectful

Students



Riverbend Elementary

Principals Message

The staff here at Riverbend Elementary would like to welcome you and your family to the 2017-2018 school year. We are committed to doing all we can to make this school year a successful learning experience for every student. We firmly believe that a home/school partnership is necessary for the success of all of our students. Learning is a challenging process! It involves sharing ideas, making mistakes, and attempting new challenges and experiences. Learning involves hard work by everyone, the teacher, the parent, the principal, but most importantly the student.

Parents and guardians are always welcomed at our school. We view our parents/guardians as equal partners in providing our children with meaningful educational experiences. Further, we encourage you to become an active participant in our school, our school programs and classroom activities. There are many ways to support your child, such as volunteering to help in the classroom, volunteering for the PTO or attending one of our school programs.

We certainly understand that many of you lead busy lives, and it is often difficult to volunteer at school. Just as important as volunteering, you can have a nightly routine of reading to/with your child, talking about his/her day and getting them prepared for the next school day. Remember, if education is important to you, it will become important to them.

At Riverbend, we value and challenge each student and provide opportunities for success. Instruction is based on Louisiana State Standards. We are also focused on the Districts vision which says, "Building Bridges to the Future". This vision will equip our students to be collaborative workers, self-directed learners, participate in society, information processors, effective communicators, and complex thinkers. Our students' success is the center of all we do!

I am thrilled to be a part of such an outstanding group of parents and students. We incite you to join our community as we work together to best serve our students! Please feel free to contact me at any time if you have a suggestion, concern, or just to have a conversation with me. "Building Relationships" is our school goal for this school year.

*Educationally,
Dwayne Lathan*

**LET'S KEEP OUR STUDENTS, OUR SCHOOL, AND OUR
COMMUNITY GROWING IN POSITIVE WAYS!!!!**

2017 - 2018 Ouachita Parish School Calendar

August 8-11 (Tuesday-Friday).....No Students.....MANDATORY Employee Inservice
August 14-15 (Monday & Tuesday).....Grades 1-12 Students ½ Day
(PreK-K testing day)
August 16 (Wednesday).....Grades 1-12 Students Full Day
(PreK-K testing day)
August 17 (Thursday).....Students Full Day
(PreK-K Girls Only)
August 18 (Friday).....Students Full Day
(PreK-K Boys Only)
September 4 (Monday).....(Holiday).....Labor Day
October 9 (Monday)(Holiday).....Fall Break
October 10 (Tuesday).....No Students.....MANDATORY Employee Inservice
November 10 (Friday).....(Holiday).....Veterans’ Day
November 20-24 (Monday-Friday).....(Holiday).....Thanksgiving Break
(dismiss 3:00 Fri. Nov. 17th ; return Mon. Nov. 27th)
December 8 (Friday).....No Students.....MANDATORY Employee Inservice
(½ day)
December 21-January 3 (Thursday-Wednesday).....(Holiday).....Christmas/New Years
(Dismiss 11:30 Wednesday, Dec. 20th ; Return Thursday, Jan. 4th)
January 15 (Monday).....(Holiday).....Martin Luther King, Jr. Day
February 16 (Friday).....No Students.....Mandatory Employee Inservice
February 19 (Monday).....(Holiday).....Presidents’ Day
March 12-16 (Monday-Friday).....(Holiday).....Spring Break
(dismiss 3:00 Fri. March 9th ; return Mon. March 19th)
March 30 -April 2 (Friday-Monday).....Good Friday/Easter
(Dismiss 3:00 Thursday, March 29; Return Tuesday, April 3)
April 9 - May 4Leap Testing Window
(Grades 3-8 Computer Based Testing)
April 30- May 4 (Monday-Friday).....Leap Testing
(Grades 3-8 paper based testing)
May 24 (Thursday).....Students’ Last Day
(full day)
May 25 (Friday).....Teachers’ Last Day
(full day)
May 28 (Monday).....(Holiday).....Memorial Day

End of First Six Weeks: <i>Report Cards to Students</i>	9/22/17 <i>9/29/17</i>	End of Second Six Weeks: <i>Report Cards to Students</i>	11/6/17 <i>11/14/17</i>
End of Third Six Weeks: <i>Report Cards to Students</i>	1/9/18 <i>1/17/18</i>	End of Fourth Six Weeks: <i>Report Cards to Students</i>	2/22/18 <i>3/1/18</i>
End of Fifth Six Weeks: <i>Report Cards to Students</i>	4/16/18 <i>4/23/18</i>	End of Sixth Six Weeks: <i>Report Cards to Students</i>	5/24/18 <i>TBA</i>

Ouachita Parish Vision Statement:

Committed to Academic Excellence for ALL Students!

Ouachita Parish Mission Statement:

Through collaboration among all stakeholders,
Ouachita Parish School System will ensure
That all students attain the knowledge and skills
needed to be productive citizens.

Riverbend Elementary Mission Statement:

Riverbend's Mission is to provide all students
with the learning they need for success.

Riverbend Beliefs:

- 1 Each student is a valued individual with unique physical, emotional and intellectual needs.
- 2 Children need encouragement, praise, rewards and recognition to develop self-esteem.
- 3 Children learn best when parents are involved in the learning process.
- 4 Fair, firm, and consistent discipline helps students develop self-control.
- 5 Effective classroom management and structure increase positive learner outcomes.
- 6 Many children have special needs that should be identified and adequately addressed.
- 7 Students need opportunities to develop a foundation for decision-making and conflict resolution.
- 8 Support personnel are essential to quality education.
- 9 The student-teacher ratio should be as low as possible.
- 10 The community plays an integral role in the development of children.



Student Code of Conduct

It is necessary that children learn to develop self-discipline in order to further their education. Self-respect and respect for others are major goals for our students. While students have the right to public education, they also have a responsibility not to interfere with the educational process of others. Students are responsible for learning the basic school rules and should follow those rules daily. Therefore, we expect students to do the following:

- ✚ Attend school each day.
- ✚ Arrive and leave school as scheduled.
- ✚ Respect all school personnel and students.
- ✚ Display behavior that is educationally and socially acceptable.
- ✚ Follow directions promptly.
- ✚ Stay in your seat and raise your hand to speak.
- ✚ Treat others with respect-speak kindly, keep your hands, feet and personal objects to yourself.
- ✚ Use an “inside voice” and walk at all times anywhere inside the building.
- ✚ Be prompt and ready to begin class on time with all necessary material and assignments.
- ✚ When directed to move from place to place, do so in a quiet and orderly manner.
- ✚ Use restrooms as they are designed to be used. **(They are NOT inside play areas!!!)**
- ✚ Leave toys and play equipment at home—**this includes basketballs, electronic games & devices, toy spinners, rubber bands, wrist bands, etc. If these items are collected due to being a distraction in the classroom; YOUR CHILD WILL NOT BE ABLE TO RECEIVE THEM BACK TIL THE END OF THAT SEMEMSTER OR SCHOOL YEAR.**
- ✚ Strive to improve both educationally and socially.

Suggestions to Parents

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

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

SCHOOL HOURS

Students are not to arrive at school or on campus before 7:30 am (NO EXPECTATIONS). Upon arrival, those students who eat breakfast should go directly to the cafeteria. Other students are to go directly to their classroom. The first bell rings at 7:55 am and the tardy bell rings at 8:00 am. School dismisses at 3:00 pm.



CAR DROP OFF

ENCOURAGE YOUR STUDENTS TO TELL THEIR PARENTS THAT THEY ARE NOT TO BE DROPPED OFF AT THE FRONT OF THE SCHOOL/BUILDING.

ATTENDANCE

Regular attendance is important to success in school. Elementary students shall be in attendance a **MINIMUM OF 160 DAYS A SCHOOL YEAR** in order to be eligible to receive grades. Any student **missing more than twenty (20) days (including excused absences)** will not meet requirements for passing to the next grade. Exceptions can be made only in the event of extended personal illness verified by a physician, or other extenuating circumstances approved by the Supervisor of Child Welfare and Attendance of the Ouachita Parish School Board. **Excuses by physicians must be submitted within two (2) school days of the student's return to school.**

Excused absences do not excuse or exempt students from classwork missed. It is the student's responsibility to contact the teacher to arrange for making up missed assignments and/or tests. **If a student misses school for two (2) days or more, call the school office before 10:00 am for any assignments.**

Assignments may be picked up in the office after 2:30 pm.

TARDINESS:

The state and parish regulations require that students must arrive to school at the appointed time (7:55am) so that disciplinary actions against the student do not become necessary. The student who arrives after the tardy bell has rung (8:00am) will be dealt with as follows:

- 1st Tardy – The parent will receive a tardy form from the school office.
- 2nd Tardy – The parent will receive a letter or telephone call from the teacher or principal.
- 3rd Tardy – The principal will conference by phone or in person with the parent.
- 4th Tardy – The Director of Child Welfare and Attendance (Thomas Road, WM, LA 71292) will conference with the student and the parent(s).
- 5th Tardy – The student will be suspended for one day. Once the student has been suspended for tardiness, he/she will continue to be suspended for each recurring tardy. The next tardy will result in a two-day suspension.

Any child/children been dropped off after the tardy bell has rung must be accompanied to the office by an adult. The adult must sign his/her child in.

Dismissal: Our school day ends at 2:55. Car riders should be picked up between 2:55 and 3:10. Students riding the school bus and students walking home will be dismissed in a timely manner.

The teacher must be notified in writing if there is a change in a student(s) regular transportation home.

Checking In/Out During School Hours: All students must report to the office with a parent/guardian/contact person 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. We encourage scheduling doctor and dental appointments around school hours, whenever possible.

- If a student checks out before 11:30am, he/she is considered absent for the day.
- If a student checks in after 11:30am, he/she is also considered absent for that day unless they have an excused absence from the doctor.

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 number(s) of at least three (3) local relatives (friends) who may be contacted in case you cannot be reached. It is very important that our records be kept up to date; this is our only quick link to you! Also, be sure you have permission to give a person's name as a contact.

Ill or Injured Children: If your child becomes ill at school, we will contact you immediately. If you cannot be reached, we will use the emergency contact information you provided. Please remember, we cannot keep ill/sick children at school. If your child is injured, we will make him/her comfortable and then call you immediately. It is our policy to treat minor scrapes, cuts, and bruises with soap and water and then contact you by phone or note so you are aware of the injury. In most cases we are able to send the student back to class. 911 will be called only if deemed necessary.

Telephone/Messages: Parent/Guardians are requested NOT to make unnecessary calls to the school or ask that messages be delivered to students (except in extreme emergencies). Plans for the afternoon should be made before the student leaves for school. A student is more secure and safe when he/she goes home the same way each day.

Students will not be allowed to use the telephone without permission. Permission must be granted by the teacher or office personnel. A student will not be called to the telephone during school hours unless it is an extreme emergency and that will be determined by the administrators.

Visitors: All visitors are to enter through the FRONT DOOR and report to the office to obtain a visitor's pass before going to the classroom or any other part of the school. Please respect this slight imposition-it is for the safety of everyone.

Dismissal due to Weather, Etc: Make a plan of what your child is to do on regular rainy days and in case of an 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. **DO NOT LISTEN TO A LOCAL TV OR RADIO STATION** for current information in regard to school closings.

School Fees: There is a one-time school fee charge at the beginning of each school year or when new students register. This fee covers some of the supplies needed in the classroom, required workbooks, computer lab, copy paper and other items used daily by your child. (Extenuating circumstances/payment arrangements may be discussed with the principal). School fees **MUST** be paid before your child can attend any school functions or field trips. (NO EXCEPTIONS)

Grade Requirements:

Grade 1: Must pass reading and mathematics with a **C average** for 2nd through 6th six weeks.

Grade 2: Must pass reading and mathematics with a **C average** and pass one other major subject.

Grade 3: Must pass reading and mathematics and one (1) other major subject.

Grade 4 & 5: Must pass reading, mathematics, and two (2) other major subjects.

GRADING SCALE FOR Grades 1 – 5

75 – 100	S = Satisfactory	100 – 93 = A
74 – 67	N = Needs Improvement	92 – 85 = B
66 and below	U = Unsatisfactory	84 – 75 = C
		74 – 67 = D

A conduct grade is a separate grade apart from the academic subject matter.



Field Trips: In order to maintain the safety of our students on field trips, and for liability purposes, the following rules must be adhered to:

1. Only parents or legal guardians of the student involved may attend a school field trip.
2. Only school personnel and students may ride the school bus.
3. No other children may attend on the field trip.
4. Students must ride the bus to and from the field trip unless given approval in advance from the principal.

Birthdays and Parties: No flowers, candy, balloons, gifts, etc. may be given or delivered to the students. This is a disruption to the classroom setting and is not allowed on the school bus. Birthday cake/cupcakes may be brought or sent on your child's birthday if the teacher has been notified and agreed on the time.

Personal Property: All personal property should be labeled with student's name. The wearing of expensive jewelry and watches is not recommended. "Lost and Found" is located by the maintenance office. All unclaimed items will be donated to charity at the end of semester.

Students **May Not** bring radios, cameras, or any electronic items, toy guns, toys or games to school. Buying or selling these items among students is prohibited.

Books: Students are responsible for text books that are assigned to them and any library books that are checked out. Any lost or damage books must be replaced or paid for.

Parent-Teacher Conferences: Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established (before/after school, at library/computer time, etc.).

Cell Phone Policy: As outlined in LA 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. Student cell phones are required to be kept out of sight and turned off during school hours in a school building or on a school bus. Disciplinary action will be taken if this policy is not followed. It is strongly encouraged that students not bring cell phones or other electronic devices to school at all. The school will not be responsible for any such devices if lost or stolen at school or on the school bus.

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.*

Conduct/Discipline: Every teacher shall take disciplinary action to correct a student who disrupts normal classroom activities, is disrespectful to or willfully disobeys an adult, uses foul language, violates school rules or interferes with an orderly educational process. If the behavior problems are not resolved or continue, the student will be referred to the principal or designee for disciplinary action. The principal will discuss the particular misconduct with the child and, when appropriate, implement a disciplinary measure such as counseling, time-out, missing recess, corporal punishment or suspension. A copy of the behavior report and action taken will be sent home with the child. **It is to be signed and returned to school the following day.** This will provide you, the parent, the opportunity to follow through appropriately with your child. If a conference with the teacher and/or principal is required, it will be noted on the behavior report. The principal shall be the final interpreter of student conduct and consequences.

Attitudes: The teachers and staff at Riverbend believe that attitude directly influences the learning accomplishments in the classroom. Therefore, all staff members will make a conscious effort to develop positive attitudes among students by encouraging the following behaviors:

1. Courtesy and general good manners (yes ma'am, yes sir, no ma'am, no sir, thank you, please)
2. Respect for teachers, classmates and school

General Classroom Rules:

- **Students must bring all required materials to class.**
- **Students must not chew gum, eat or drink in class.**
- **Excessive talking or any other disturbances are prohibited.**
- **Students must raise their hands and wait for permission before speaking or leaving their seat.**
- **Objects must not be thrown.**
- **Students must not write on desks, floors, or walls.**
- **Class will be dismissed by the teacher, not the bell.**
- **Respect fellow classmates, teachers, and other staff at all times.**

Bus Transportation: School Board policies are distributed by bus drivers. A card or form will be included that requires the signature of both the parent and student. These must be returned to the bus driver. Students are not allowed to change their assigned bus without a note from parents and permission from the principal.

Bus safety rules will be strictly enforced in order to provide the safest possible transportation for all students. Bus drivers 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 principal. Bus referrals for habitual offenders will result in suspension from the bus. Extreme behavior such as fighting, obscenity, disrespect, etc. may result in suspension from the bus on the first offense.

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, a crisis management plan is in effect. Although it is highly unlikely, some crisis situations may require that the school be evacuated and students relocate. Should evacuation of the school ever become necessary for any reason, the students, teachers, and staff will evacuate to:

1. West Monroe Community Center (1st Choice)
2. Piney Grove Baptist Church (2nd Choice)



Student Dress Code

The basic responsibility for the appearance of the students rests with the parents and the student themselves. Good personal hygiene allows for a more comfortable classroom setting. No unusual apparel, fashion or hair color/style that distracts others and disrupts classroom instructions will be allowed.

Anything that is too short, too tight, cause distractions or disruptions in class, or deemed inappropriate for school will result in a phone call to the parent/guardian to bring more suitable attire for the student.

1st, 2nd and 3rd Grade Students

Hunter green and gold uniform shirts

Khaki or navy blue uniform pants or shorts

Hunter Green		Gold
Khaki		Navy Blue

4th and 5th Grade Students

Burgundy or white uniform shirts

Khaki or navy blue uniform pants or shorts

Burgundy		White
Khaki		Navy Blue

- All students will tuck in their shirts and will wear a belt. The shirts may be short or long sleeved uniform shirts with no emblem.
- No flip-flops, athletic slides, slippers, or house shoes will be allowed.
- No hoodies or sweatshirts except those purchased from the school or related to athletic organization at Riverbend.
- No skirts or skorts will be allowed due to the length appropriateness.
- **ONLY BLACK, GREY, BLUE OR WHITE SOCKS WILL BE ALLOWED.**
- No bandanas or scarves will be allowed as part of the uniform.

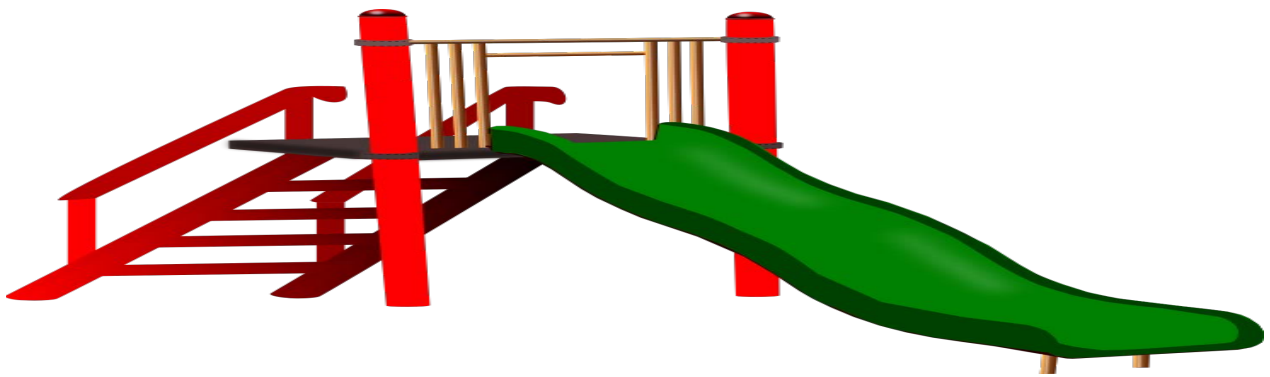
Caps: May not be worn by any student while on campus or on the school bus.

Earrings: May not be worn by boys **(NO EXCEPTIONS)**

Hair: No distracting hair colors or spray. No distracting hair pieces. **(NO EXCEPTIONS)**

Playground Rules & Safety

- 1. Always play safe!!!!***
- 2. Always be careful and show courtesy.***
- 3. Never run around or push and pull others while near playground equipment.***
- 4. Never climb or run up the slide surface or the frame.***
- 5. Slide down the slide with your feet first and sitting up; never head first or on your back; knees or on your stomach. Go down one at a time with no fancy tricks.***
- 6. Always sit in the center of the swing; don't stand or kneel. Hold the chains tightly with both hands. Stop the swing completely before getting off.***
- 7. No jumping out or off the swings; no twisting the chains or swinging sideways. Do not swing empty seats!***
- 8. Never double up with other kids to a swing or try swinging too high.***
- 9. Do not do any tricks or flips from the swings.***
- 10. Stay at a safe distance from other children on the swings. Be careful not to run or walk in front, in back or between them. Walk out and around the swing instead.***



Ouachita Parish School Nurse Program

The school nurse program continues to expand its services and strives to fulfill mandated legislation. Its primary concern is for the health, safety, and welfare of students. The school nurse is available as resource person for any health related concerns you may have. The nurse can provide preventive measures, health counseling, and assist with medical problems. The nurse can help to promote understanding of chronic health problems and assist the student, family and school personnel in the adjustment of those problems. The school nurse needs to be notified of any changes that occur in your child's health condition. Provide updated telephone numbers and address changes to facilitate the care of your child's needs. Please submit needs in writing to your school nurse each year.

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

Screening programs performed during the year are as follows:

1. Mandated vision and hearing screening per recommendation by the American Academy of Pediatrics or by special request of parents or school personnel.
2. Head lice checks on elementary students per parish protocol. At the request of a teacher or parent, the school nurse will perform a lice check for a student or classroom. The parents will be notified immediately if lice/nits are noted in order for the child to be picked up from school. The parent must accompany the child to the office when returning to school in order for the child to be re-checked.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds and visual assessments.

Riser Clinic: Riverbend students are eligible for services at the Riser Health Clinic. The clinic is located behind Riser Middle School at 100 Price Drive off Washington Street in West Monroe. Personnel at the clinic can give immunizations and examine sick or injured children.

Illness:

To prevent the spread of illness, there is a 24 hour rule. Your child must be free of symptoms for 24 hours before returning to school. A few examples are (fever, vomiting, or diarrhea). Please see the page titled **Helpful Guidelines for School Attendance** for more information.

Allergies:

If your child has allergies to any type of food product, we must have it in writing from the physician for the cafeteria, teacher & school nurse.

If your child has an environment allergy, we must also have that in writing form the physician for the teacher and school nurse.

HELPFUL GUIDELINES FOR SCHOOL ATTENDANCE

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

1. **FEVER** is a sign of infection or illness. If your child has a temperature of **100 degrees or above**. **He/she should remain at home. CHILDREN MUST BE FREE OF FEVER FOR 24 HOURS WITHOUT FEVER MEDICATION BEFORE THEY CAN RETURN TO SCHOOL.**
2. **VOMITTING AND DIARRHEA** are often contagious. Your child should be watched closely for dehydration and/or bloody stools. **Children must be free of vomiting and diarrhea for 24 hours before they can return to school.**
3. Children often have runny noses and coughs during the cold and allergy seasons. These should be watched carefully. **Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or a thick, discolored nasal discharge.** If these symptoms persist, you should consult a doctor.
4. **RINGWORM** is a fungal infection of the skin and may be spread from one child to the other. There are two types: Ringworm of the scalp, and Ringworm of the skin. The student **must** be seen by a doctor and be on medication for 24 hours before returning to school. **A note from the doctor IS REQUIRED before being admitted to class.**
5. **RASHES** vary widely, both in appearance and severity. Whereas a small, isolated are may not warrant keeping your child home, a rash covering a large portion of the body would. A doctor should be consulted, if the rash is spreading, if the rash accompanies an illness, if the rash covers a large portion of the body, or if the child is too uncomfortable.
6. **SORES** may be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of a minor injury and then spread to normal skin nearby. This type of infection is **CONTAGIOUS** and may cause serious problems for the infected child. **A doctor's note is required when returning to school and the student must have been on prescribed medication for 24 hours.**
7. **PINK EYE** is another common condition seen in schools. It is contagious and must be treated with **MEDICATION PRESCRIBED BY A DOCTOR**. Symptoms include redness, itching, swelling, drainage and excessive matter upon awakening in the morning. Eyelids may be stuck together. **DO NOT SEND STUDENTS TO SCHOOL WITH THESE SYMPTOMS.**
8. A student may return to school after being on medication for 24 hours and if symptoms have disappeared. **A note stating the name of the medication is required.**

Thank You For Helping Us Keep All Our Children Healthy!!!!

MEDICATION:

- 1) Medication must have a proper 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 consent forms, release of liability, and emergency—before any medication can be administered at school. The parent shall bring the completed proper medication form, for their child and the proper labeled medication (this includes over-the-counter drugs). At this time, the nurse will perform a physical assessment on your child.
- 3) Medication must be brought to the school by a **PARENT OR GUARDIAN** in a current container appropriately labeled by the pharmacy. Parents/Guardians must sign a form stating that the school received the medication and how much was received. No more than 25 dosages in a tablet form can be kept at the school for each child. **NO MEDICATION WILL BE ACCEPTED IN PLASTIC BAGS OR MISLABELED BOTTLES!** It is recommended that all narcotics (Ritalin, Adderall, Dexedrine, and Methylphenidate) be dispensed in a blister pack. At this time, these packs are available at Wal-Mart, Price Right Pharmacy, Eckerd's, Rite Aid, & Masson's Pharmacy. Please check with your pharmacy.
- 4) If a medication or dosage is changed, please contact the school nurse. A new order and new pharmacy labeled bottle will be required. ****If medication is found in a student possession, whether it is a prescription or over-the-counter drug, the student will be subject to disciplinary action. THIS INCLUDES: ASPRINS, TYLENOL, COUGH DROPS, COUGH SYRUP, ANTACIDS, ETC.** The **ONLY** exceptions are inhalers for severe asthma and epi-pens for severe allergic reactions. These meds also require the above arrangements and an additional form to be completed by the doctor and parent. If a student carries an inhaler or epi-pens on his person, it is advisable that the school office be provided with an additional dose for locked storage. In most cases, for Kindergarten & first grade students, it is recommended that the student **NOT** carry these medications on them.

NO EYE OR EAR DROPS CAN BE GIVEN AT SCHOOL.

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

CHILDREN WITH SPECIAL HEALTH NEEDS

The school nurse needs to be notified of any **changes** that occur in your child's health condition, provide updated telephone numbers and address changes readily to facilitate the care and needs of your child. We often need documentation from the physician in case a care plan is needed at school.

Ouachita Parish School Board Policy on Head Lice

HEAD LICE is a treatable problem. Our school system follows a “***NO NIT***” policy, which means a child may not return to school with any bugs or eggs in his/her hair. Not all nits are killed by the treatments, so it is important to remove them to prevent further hatching.

Principals/School personnel will exclude from school and refer for treatment of any student with known infestation of head lice. This problem is particularly difficult, since other members of the family are frequently infested and the student may become re-infested.

All members of the family should be examined for infestation by a family member. Infested individuals must shampoo with medicated shampoo for lice, such as Quell, Rid, etc., repeating treatment in 7-10 days. After shampooing, remove all nits with fingernails. (Nylon net is sometimes helpful in removing dead nits). Carefully wash all combs and brushes and soak them for one hour in 2% Lysol solution according to bottle instructions or in the medicated shampoo.

Home control measures include washing all clothing and bedding in hot soapy water. Personal articles that cannot be washed may be dry cleaned or placed in a plastic bag sealed for two weeks. One of the lice control insecticides may be used to treat mattresses, upholstered furniture and shelves on which head and neck apparels are stored. DO NOT USE insecticide on the head or any other part of the body. Keep all of the affected children’s clothing separate from that of other children. All members of a household should be treated.

The school nurse, principal’s designee determines by examination that the student’s head is free of lice or live nits before the student will be readmitted to school.

***Mr. Anthony D. Moore, Director
Child Welfare and Attendance***

OUACHITA PARISH SCHOOL BOARD

HARRASSMENT, INTIMIDATION AND BULLYING POLICY

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

1. A reasonable person, under the circumstances should know will have the effect of harming a student, or damaging his/her life or property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property; and
2. So severe or persistent that it creates an intimidating, threatening or abusive educational environment for a student.

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident have occurred, the student(s) 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. 17:41613

OPSB 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.

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 any 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 on file.
- 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 drivers, etc.) that have been scanned and found to be free of viruses.
- c. Users will not attach a 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 includes personality 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 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 materials and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permission, documentations, or citations.

5. Software

- a. Users will not download, store, or install any unapproved or unlicensed software on school 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 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 of costs associated with system restoration, hardware or software costs.
- d. Users bringing illegal and/or inappropriate materials into the network will be subject to disciplinary action.

TITLE 1 PARENTAL INVOLVEMENT

PARENTS RIGHT TO KNOW:

Parents have the right to request information from the principal regarding the professional qualifications of their children's classroom teachers. This information regarding the professional qualifications of your child's classroom teachers include, at a minimum, the following:

- Whether the teacher meets the state qualifications and licensing criteria for the grade levels and subject areas in which he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child, and if so, their qualifications.
- If at any time your child has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified, the school will notify you.

Parents have the right to know how well your child is doing in school. Parents will be provided information regarding their child's progress, results of any diagnostic report, and level of achievement on each of the state's academic assessments.

- Standards detail what students are expected to know and what skills they should have. The NCLB Act requires states to set high standards for reading, math, and science.
- Standards-based tests let parents, teachers, and communities see how well students performing. Testing also helps educators evaluate which students and schools need extra help.

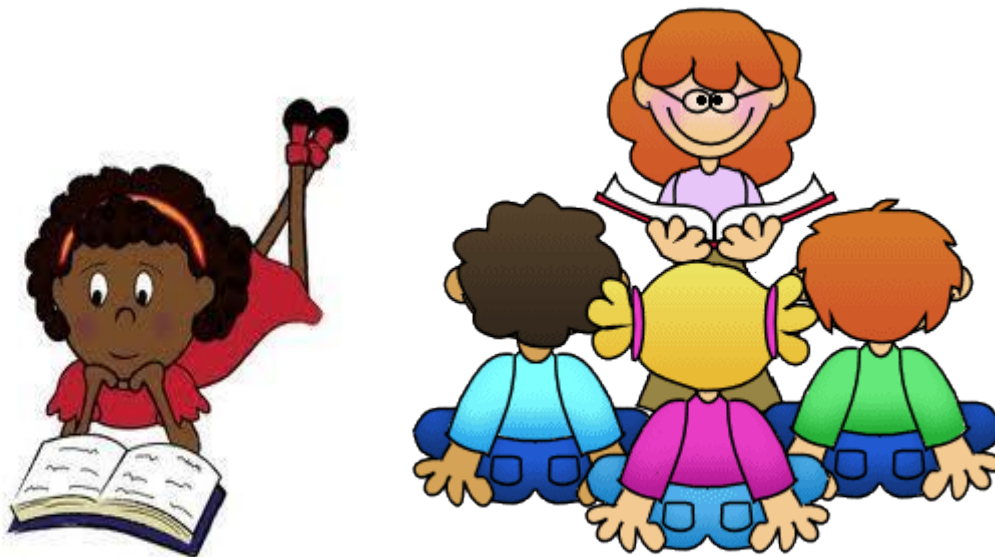
Parents have the right to know if your child's school and the district is meeting the goals set by the state for Adequate Yearly Progress (AYP).

- Schools that do not make Adequate Yearly Progress must develop improvement plans and take other actions to meet AYP requirements.
- Annual District and state report cards on school performance are published to show parents and other members of the community how the school's performance compares to that of other schools in your district and state.

Parents have the right to send your child to a safe school. The NCLB Act requires schools to report on school safety. Your child's school is working to keep students and teachers safe by enforcing laws and school policies. Safe and drug-free prevention plans at your child's school cover:

- Security procedures
- Codes of conduct for students and school staff
- Discipline policies when codes of conduct are broken
- An emergency or crisis management plan

Procedures will be in accordance with the No Child Left Behind Act, (Federal, State, & Local Guidelines).





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

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

<p align="center">Todd Guice Personnel Director/Title VI Coordinator Ouachita Parish School Board 100 Bry Street Monroe, LA 71210 (318)432-5000</p>	<p align="center">Brenda Adams Director of Special Education Student Support Services 800 Claiborne Street West Monroe, LA 71291 (318)432-5400</p>
<p align="center">Mickey Merritt Director of Secondary Education/Title IX Coordinator Ouachita Parish School Board 100 Bry Street Monroe, LA 71210 (318)432-5000</p>	<p align="center">Myrrah Thompson Section 504 Facilitator Student Support Services 800 Claiborne Street West Monroe, LA 71291 (318)432-5400</p>

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.

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 and 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 and equal opportunity to participate in non-academic and extracurricular activities offered by the district.**
- **Have your child be given and 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 for 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 refused this request for amendment it shall notify you within a reasonable time and advise you of the right to a hearing.**
- **Request medication 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 Coordinator, Ouachita Parish School System.**
- **Request payment of reasonable attorney fees if you are successful on your claim.**
- **File a local grievance.**
- **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**

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 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.” 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.**

Section 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 disable 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.

HOMWORK ASSISTANCE SERVICES

Homework Louisiana (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.

FERPA

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

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allow 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 adult or evaluation purposes;
•	Appropriate parties in connection with financial aid to a student;
•	Organizations conducting certain studies for or on behalf of the school;
•	Accrediting organizations;
•	To comply with a judicial order or lawfully issued subpoena;
•	Appropriate officials in cases of health and safety emergencies; and
•	State and local authorities, within a juvenile justice system, pursuant to specific State law.

Louisiana Department of Education Complaint Procedures For The Elementary and Secondary Education Act of 1965

If the Ouachita Parish School System's Title 1 Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online at the following website address: <http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc>. Parents may also request a copy of this bulletin by calling the Department's toll free number 1-877-453-2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 6301, et. Seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

Parents in Louisiana may contact the Parent Information and Resource Center for further information concerning No Child Left Behind and how to assist their children in meeting its requirements:

Louisiana Promise,
Volunteers of America Highland Center
520 Olive Street, Suite C-4
Shreveport, Louisiana 71104
Phone: 318-429-6968 or Toll –Free Information Line: 1-866-751-6958

Riverbend Elementary School
700 Austin Avenue – West Monroe. LA 71292
Phone: 318-361-0155
Fax: 318-329-9614

Dwayne Lathan
Principal

Valerie Williams
Assistant Principal

Dear Parents:

If you have made the decision that your child may not receive corporal punishment (spanking) at school, then please be advised; it will be your responsibility to be available to pick up your child **IMMEDIATELY**. This includes leaving your work, school, appointments, etc. Please remember that, by this time, all other disciplinary measures have been tried and have not been successful. If you choose not to pick up your child, then your child will receive an official suspension to begin the following day.

NOTE: Children with exceptionalities Will Not be paddled.

Please sign and return to the office.

Thank You

Dwayne Lathan, Principal

Valerie Williams, Assistant Principal

_____ **I Do Not Want My Child Paddled.**

Child's Name	Grade	Teacher
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Parent's Name/Signature

Handbook Awareness Statement



My signature below indicates that I have received and read the contents of the Student Handbook. I understand that if I have any questions, I can contact my child's principal. I know that it is my responsibility and I agree that I should and will inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

Student's Name: _____

Grade: _____ **Date:** _____

Parent Signature: _____

Teacher Name: _____

*PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR CHILD'S TEACHER