

# **Opelousas Middle School**

## **Tigers that ROAR**



# **Student Handbook**

## **2019-2020**

**Marcella Fisher, Principal**

**SCHOOL'S CONTACT INFORMATION**

**Opelousas Middle School**  
**409 East South St.**  
**Opelousas, LA 70570**  
**(337) 942-8127– Office**  
**(337) 942-3386- Fax Number**  
**(337) 942-8128 – Cafeteria Manager: Ms. Julia Guillory**  
**School Website: [www.OpelousasMiddle.k12.la.us](http://www.OpelousasMiddle.k12.la.us)**

**Marcella Fisher, Principal**  
**Crystal Compos, Assistant Principal**  
**Jeanne Shaw-Reed, Administrative Assistant**  
**Shelia Thomas, Secretary**  
**Francella Haynes, Secretary**  
**Roxanne Kennerson, Guidance Counselor**  
**Charles Johnson, Guidance Counselor**

### **PHILOSOPHY OF OPELOUSAS MIDDLE SCHOOL**

We, the faculty and staff of Opelousas Middle School, believe that it is the constitutional right of every child to receive the best education possible. We also believe that it takes an entire community to educate our children. Therefore, we welcome parental involvement in the school process.

We believe that every child is unique, has potential and can learn. Opelousas Middle has a wide range of programs, a qualified-energetic staff, and leadership with a vision! It is the place where children become leaders by learning to be responsible, taking ownership for their academic success, and by becoming educationally empowered.

Every child is important at Opelousas Middle. We accept the responsibility in bringing out the best in each of them: academically, socially, and physically. Our computer lab and Title I Programs further enhance the learning process. In addition, we have a parent educator on site for parents and guardians to consult with and receive materials and learning strategies and participate in workshops that benefit the children. We believe that we are saving a community by preparing its future leaders of today. We believe that **Failure Is Not an Option!**

### **SLPSB MISSION**

**The Mission of the St. Landry Parish School Board is to ensure high Quality instruction while working collaboratively with families and communities to maximize every student potential**

### **SLPSB VISION STATEMENT**

**The St. Landry Parish School Board will promote excellence in education for all citizens**  
**Opelousas Middle School**  
**Student Policies**

## 2019-2020

### Table of Contents

List of Needed Forms from Parents .....	4
2019-2020 School – Parent Compact .....	5
Parent and Family Engagement Policy.....	9
OMS Policies and Procedures .....	11
○ Registration	
○ School Days	
○ Visitors/Conferences	
○ Parent-School Communication	
○ Telephone Use	
○ General Rules (Cafeteria, Playground, Bus)	
○ Uniforms	
○ Breakfast and Lunch	
○ Attendance	
○ Make-up Assignments	
○ Permission to Leave School	
○ Illness During School Day	
○ Health Records and Immunization	
○ Lice Infestation	
○ Medication Policy	
Students Success in School.....	14
○ Report Cards	
○ Honors and Recognition	
Evacuation Plan .....	18
Policy on Homeless Students .....	19
SLPSB Policies and Procedures .....	20
○ Registration	
○ Attendance	
○ Promotion Policy	
○ Uniforms	
○ Child Nutrition	

## **Parents**

*Please complete and return the following forms  
to your child's homeroom teacher tomorrow.*

Student Information Sheet  
**(Remember, you must provide proof of residency.)**

Parental Acknowledgement of Handbooks

Parent's Permission for Publication

Electronic Release Form

Thank you,

Marcella Fisher, OMS Principal

Dear Parent,

Please remove this page and return to your child’s school, so that we may maintain a record of you having access to both the 2019-2020 St. Landry Parish Students’ Handbook which can be found at [www.slp.k12.la.us](http://www.slp.k12.la.us) and the 2019-2020 Opelousas Middle School Student’s Handbook which can be found at <https://opelousasmiddle.slp.k12.la.us/>. If you are unable to access the handbooks electronically, we can provide you with a hard copy.

Thank you,

Principal

This is to certify that I have read and have access to the “Student Rights and Responsibilities Handbook and Discipline Policy.” I understand that is my responsibility to ensure thorough review of the Policies and Guidelines therein. I know that I can access the Student Rights and Responsibilities Handbook at [www.slp.k12.la.us](http://www.slp.k12.la.us).

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Student’s Signature

Names of children attending St. Landry Parish School Board schools and grades of each:

Names	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Dear Parent,

Your child's art, writing, or picture may be considered for publication on the St. Landry Parish School District's website, your school's website, or other media outlets throughout the coming school year. In order for that to occur, we must have this form signed and returned to the school. The websites may be accessed on the Internet at <http://www.slp.k12.la.us>. Please complete and return the following consent form. Forms will be filed at the school location. The following information is considered private and will not be placed in any publication, except where described below.

Today's Date \_\_\_\_\_ School Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, and Zip code \_\_\_\_\_

Home Phone \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_ School: Opelousas Middle School

I give permission for my child's writing, picture or art, first name and last name, age, grade, and school's name to be published on the St. Landry Parish School Board websites at <http://www.slp.k12.la.us> or in other media outlets.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature



## School Mission Statement:

*At Opelousas Middle School students will grow academically and personally in order to become college and career ready.*

As **teachers**, we will do the following:

- \*respect the students, their parents and the diverse makeup of the school.
- \*provide an environment conducive to learning.
- \*have high expectations for ourselves, students, other staff members and our school.
- \*invite and encourage parents to participate in parent-school partnership.
- \*use a variety of instructional strategies and activities to make learning meaningful, useful and fun.
- \*adhere to District policies and procedures

As a **parent(s)/guardian(s)**, you agree to do the following:

- \*believe your child can learn.
- \*support the school's policies in its efforts to maintain proper discipline.
- \*have ongoing communication with your child's school and teacher.
- \*see that your child attends school regularly and arrives / depart on time.
- \*visit the school Family Resource Center to get assistance for your child.
- \*update parental contact / student release information as changes occur.
- \*provide all the necessary supplies that your child needs.
- \*assist your child with homework and ensure that it is completed every day.

As a **student**, you will do the following:

- \*believe that you can learn.
- \*always work to the best of your ability.
- \*come to school each day on time, with homework completed and have all needed supplies.
- \*show respect for your school, other students, yourself and school staff
- \*learn, internalize, and live the 7 Habits of Highly Effective People (Leader In Me).

As a **principal**, I will do the following:

- \*work toward achieving excellence in our school
- \*work toward providing an environment that allows for positive communication between teacher, parent, and student.
- \*meet regularly with my staff, parents and students to keep them updated and informed.
- \*inform my students that I believe in their capacity to become educationally empowered.

## **Parent and Family Engagement Policy**

**Parent Educator-** Available five days a week from 8:00 a.m. – 3:00 p.m.



The purpose of the **Parent Educator** is to serve as a resource to parents and families in order to encourage and support children in their learning efforts. Parents learn to work with their own children by learning what is taught to them in the regular school curriculum. The goals of the **Parent Educator** have always been to:

- Connect home, school, and community together
- Help parents gain confidence and effectiveness in parental roles as their child's primary and most important nurturers, teachers, and advocates
- Help parents gain effective linkage with education, health and human service agencies in St. Landry Parish and statewide
- To provide new ways for parents, educators and children to work together
- To provide a supportive environment at school where parent involvement is encouraged  
To provide an area where teachers can recommend and/or place suggested materials that will enrich their students' curriculum
- To provide an interconnection between the school and businesses that shows their sincere interest in well-being of children and families

Special parenting workshops, individual families and/or group meetings, grade level materials, make and take activities, and home visits based on specific requests are also a valuable resource of the **Parent Educator** under the supervision of Mrs. Patricia Mason-Guillory, Coordinator of Parent Involvement.

\*By the ninth week of school, we will host a “Parent/Family Meeting” to provide parents and community members with information regarding the school’s academic performance.

\*Progress reports will be sent home the 4<sup>th</sup> week of each nine weeks for grades 5 and 6.

\*An Open House or comparable Parental/Guardian meeting will be held at the end of each nine weeks so that parents can meet with teachers to discuss their child’s progress and strategies for improving student achievement.

\*In class libraries (in ELA classrooms) will be utilized to increase reading interest, fluency, comprehension, and encourage collaborative reading between students and parents.

\*After each nine weeks, parents will receive a letter or phone call to inform them if their child is having academic difficulties. The teacher or Parent Educator will contact the parent to set-up a teacher/parent conference.

\*Parent Engagement Team will plan activities to inform parents about what their children are learning and strategies teachers use to enhance instruction and learning in the classroom.

- Parents Coffee Talk with the Principal and Leadership Team
- Cyber Bullying Awareness Night
- ELA Family Night

\*Instructional staff will participate in PLC meetings twice a month to discuss student progress and strategies to improve teaching and learning.

\*Strategic scheduling to protect core subjects.

\*Increase parental support through active Parent Action Team and/or P.T.O.

\*Parents are called via JCall each time their child/children are absent or late for school.

\*Excessive early check-outs or excessive tardiness will be reported to the Supervisor of Child Welfare and Attendance and St. Landry Parish District Attorney’s Office.

\*School attendance Zones will be carefully monitored and enforced.

\*Zero tolerance on bullying: See page 42-45 in the SLPSB Student Handbook

**How we facilitate communication with parents:**

- Opelousas Middle School Website (<https://opelousasmiddle.slp.k12.la.us/>)
- Opelousas Middle School Facebook Page
- St. Landry Parish School Board Facebook Page
- Weekly updates via JCall text messages and calls
- Class Dojo
- Outdoor Marquee
- Phone Calls
- Teachers' Weekly Newsletters, Homework, and Announcements
- Announcements on Brightly Colored paper

## Opelousas Middle School Policies and Procedures

### Registration

Parents of new incoming students must complete the registration pack as required by SLPSB. For more information, go to Opelousas Middle School's website, click on "Parents", then click "School Forms", then choose Registration Packet.

All 5<sup>th</sup> grade students entering Opelousas Middle School from Northeast Elementary, Park Vista Elementary, and Grolee Elementary are already registered. However, parents of all students must complete a new information page and present current proof of residency at the beginning of each year in accordance with SLPSB policies shown below.

\*Two current proofs of residence in the parent or legal guardian's name/address.

- Provisional custody or custody is only accepted by court order.

**Please refer to the first page of the SLPSB registration packet for documents which are accepted as proof of residence.**

### Registration Fee

Students must submit a \$20 registration/activity fee on the first day of school. A portion of these fees go to Photo ID's for the students

- Once registration fees are paid and students receive their IDs, they may then begin purchasing concessions if desired and participating in field trips and other school related activities where a fee is required.

Activity/registration fees are important to schools and help pay for supplies and materials for your students and their school in the absence of other funding sources. These fees, by no means, pay for everything that is needed, but are a big help. Some of the items which are purchased with registration fees include, but are not limited to the following.

- P.B.I.S. Incentives/Activities (\$5.00 out of every \$20 registration fee)
- IDs (\$5.00 out of every \$20 registration fee)
- Rewards and Incentives throughout the year
- End of year Awards for Students
- Hard copies of Students' Handbooks for families who do not have electronic access
- Classroom supplies for students as needed for classroom projects, etc.
- In some cases – books, workbooks, testing materials, etc.
- In some cases – cost of transportation for local field trips
- Stamps and envelopes for Mailing End-of-Year Report Cards
- Uniforms in cases of extreme emergencies or severe need
  
- Replacement/Repair of electronic devices (Chrome Books, key boards, mice, head phones – Unfortunately, sometimes students damage these items. In some cases and

depending on the item and cost, parents may be required to pay out of pocket for damaged technology.)

- Supplies needed for School-wide events for students, parents, faculty, and staff (Open House, Orientation, Awards Programs, etc.)

### **School Days**

**\*\*\*\*\*Students can only arrive on the school campus at or after 7:20 a.m.\*\*\*\*\***

**Students must have a written and signed note by the parent if there will be a change in mode of transportation (ie. change from car rider to walker and vice versa).**

**Parents must come in to complete proper documentation for changes in buses and allow 24-48 hours before the student will be able to ride the new bus.**

\*School begins at 7:50 a.m. daily. All students reporting to school after this time **must** report to the office with a parent or guardian for a tardy slip.

- An adult must sign-in students. If an adult does not come in with the student(s), we will call the parent, the student will not be able to go to class until the parent comes in, and the student(s) will be considered absent/tardy until the parent returns and signs them in.

\*Dismissal begins at 3:05 p.m.

- Walkers will be dismissed first and must enter the foyer where they will be directed to exit through the front entrance of the main building.
- Car Riders will be called to the Walnut St. side of campus (east side) to sit on benches until their ride comes.
  - Parents picking up and dropping off students may only travel north on Walnut St., stop in front of the walkway for students to enter vehicles, and then must turn east on South St.
  - As always, parents picking up students should wait in line in their vehicles and not leave cars unattended on the street or on the side of the street.
- Bus Riders will be called to the front entrance as buses arrive.

\*Parents are not permitted to drop students off /pick them up in front of school on South St.

### **Visitors/Conferences**

- Whenever visiting on campus, one must check in at the school office and obtain a visitor's pass.
- The secretaries will take messages for administrators when a visitor comes in and an appointment has not been scheduled. One of the administrators will follow-up with a phone call. Quite often administrators do not return calls until after dismissal is over in the afternoons.
- Principal/ Parent/Teacher conferences must be scheduled through one of the secretaries.

- In an effort to protect core instructional time and to minimize disruptions in instruction and learning, conferences will only occur outside of a teacher's instructional time such as during a planning period and before or after school – at the teacher's and/or principal's discretion.

**Custodial parents/guardians may visit/observe their children in the instructional setting with the following requirements:**

- **only with administrative and teacher's approval**
- **only with an administrator present during the visit**
- **and as long as it does not disrupt normal teaching and learning.**

During such visits, visitors may not approach students other than their own child to have discussions of any kind.

**Communication**

At Opelousas Middle we communicate with parents via several methods.

1. Announcements and important dates are shown on the marquee in front of school.
2. Pictures of events and activities are shown on the monitor in the foyer.
3. Opelousas Middle Facebook page is uploaded daily.
4. Some teachers communicate with parents via Class Dojo.
5. Announcements are made via JCall messages.
6. Parents may send email messages to [oms@slp.k12.la.us](mailto:oms@slp.k12.la.us) and someone will respond. You may also request teachers' email addresses.
7. As always, parents may call the school at 337-942-8127 to schedule a meeting or conference.
8. Parents may view their children's progress and grades by logging into the JCampus Parent Portal which can be found on the St. Landry Parish School Board website. If you need your login information or assistance getting started please call to ask for assistance.

**Use of Telephone**

- In case of an emergency, students may present to the office where the secretary or another adult will make the needed phone call for them.
- Parents should inform students of after school destinations before they leave home.
- Students are not permitted to make or receive personal telephone calls. Emergencies will be handled through the secretary or an administrator. We will not get a student from class to speak with a caller.
- Any important messages that must be delivered to a student must be done by 2:00 p.m. Messages will not be delivered after 2:00 p.m.

**General Rules**

- Students must be in uniform: See SLPSB Policy at [www.slp.k12.la.us](http://www.slp.k12.la.us)
  - We will firmly adhere to SLPSB School Uniform Policy. Please ensure that your child is in compliance.
- Students' parents are financially responsible for lost or damaged textbooks and electronic devices.
- Books and computers/electronic devices will be checked periodically by the teachers. Fees for damaged or lost items must be paid to receive a final report card.
- All students are responsible for their own possessions. Students may not exchange any personal items.

### **Vandalism and Property Damage**

Opelousas Middle School belongs to all of us. We have installed security alarm devices that notify the police, fire department, and administration. Please stay clear of the Opelousas Middle Campus when school is not in session.

- Parents of students who vandalize school property will be required to pay for losses or damages. Students may be subject to suspension, expulsion, and even criminal charges!
- ABSOLUTELY no students are to enter the teacher's lounge unless given permission from the office. Teachers may not send students to the lounge to retrieve their lunch, retrieve soft drinks, or check their mailboxes.
- Students may not use microwaves on campus to heat food. Parents should ensure that food brought from home is packaged as needed for proper temperatures.

### **Cafeteria Rules**

- All teachers must escort their classes to the lunchroom at the respective lunch periods. The following rules are to be enforced at all times:
  - The student will wash his/her hands before eating.
  - After eating, students will empty /return food tray in appropriate receptacles and line up in assigned place to be escorted to recess or class.
  - The student must always practice good table manners and positive behavior.
  - Loud or ill-mannered behavior is not allowed.

### **Playground Rules**

- Recess is a privilege and not a requirement. Indoor or outdoor recess is determined by the principal as needed.
- All students must play in their designated areas and follow grade level playground rules.
- Be courteous and kind to others at all times.
- Place all trash in trash cans.
- Play without rough playing, hitting, fighting or bullying.
- All students are urged to practice safety at all times.

### **Bus Rules**

- Students must be on time at the designated stop for loading/unloading.
- Students must obey the driver promptly and cheerfully.
- Students must help to keep the bus clean and sanitary.
- Students must not tease, pull hair, scuff, use profanity or bully other students.

- Arms and heads must be kept inside the bus windows at all times. Nothing is to be thrown out of the bus windows.
- There should be no moving around while the bus is in motion. If assigned to a seat by the driver, stay in the assigned seat.
  
- **Uniforms**
  - See SLPSB Policy or at [www.slp.k12.la.us](http://www.slp.k12.la.us)
  
- **Breakfast and Lunch Program**
  - See SLPSB Policy at [www.slp.k12.la.us](http://www.slp.k12.la.us)
  
- **Attendance**
  - See a summary of SLPSB Policy on Page 15 or at [www.slp.k12.la.us](http://www.slp.k12.la.us) for the complete policy.
  
- **Make-up Work/Assignments**
  - Students will be allowed to make up work missed for excused absences from parents or doctors.
  - Students will have three days to make up missed tests and assignments. Students may also be required to complete missed tests before or after school as in class time has to be dedicated to instruction based on SLPSB pacing guides and teachers' weekly lesson plans.
    - The student making up work should not expect the teacher to use class time to enable them to catch up. Parents may make before or after school arrangements for make-up work – this is at the teacher's discretion and availability.
  - The teacher will give reasonable assistance without interfering with the regular class routine.
  - The student making up work is expected to complete missed assignments and keep up with his/her regular daily assignments.
  
- **Permission to Leave School**
  - No student may leave school at any time without permission from the Principal's Office
  - A parent or guardian must come into the front office to check out a child or children.
  - All students must be signed out by an adult in the secretary's office. Custodial parents or guardians must designate non-custodial adults who are allowed to check out child/children with secretary.
  
- **Illness During School Day**
  - It is most important that each child provides the school with a telephone number where parents or a relative can be reached in case of an emergency.

- Someone will notify parents immediately in case of illness or accident (if considered as an emergency).
- Students with a communicable disease, fever, and/or infection cannot attend school. If in doubt, please call for verification.

- **Health Records and Immunizations**

- State law requires all students in public schools to have completed and updated immunization records on file at the school. This will be strictly enforced.
- Students with incomplete health immunization records will not be registered in school until the record is completed.
- Please inform school personnel about specific health problems a student may have which may be evidenced during a school day.
- Please provide updated records after student has been given immunizations.

- **School Nurse**

\*The school nurse is scheduled to visit the school weekly and may be called as needed.

**Lice Infestation Policy**

- All students suspected of having lice (in any form) will be subject to an examination by the school nurse or other personnel.
- Parents of students with cases of identified lice will be required to pick-up student and take them home for treatment that has been proven effective against lice infestation.
- When a student is sent home for treatment of lice infestation, a letter explaining the suspected problem will accompany the student.
- Students must be free of lice/eggs before a returning to school. This will be determined by the school nurse or other trained personnel by examination of the student upon re-entry.
- Following proper treatment, a student should not be out of school for more than three days. Any students absent longer than the three day period should be referred to the Supervisor of Child Welfare and Attendance with the use of form C-15.

- **Medication**

- January 1, 1996, Act 87 of 1993 enacted by the La. Legislator has become effective, Act 87 regulates the administration of medication in local school systems. This will affect your child in the following manner:

**Physicians Medication Orders Form (#59)**

- This form must be completed by your physician in full (no item can be left blank) and returned to the school before further medication can be dispensed.
- Parent/Guardian's request and authorization form (#60)
- This form must be completed in full (no item can be left blank) and returned to school before further medication can be dispensed.

**Prescription Labels (#61)**

- All medication must be in a current prescription bottle. All dosage information that applies to the dosage taken at school must be highlighted on the bottle. Doctor's orders and prescription labels must match exactly.



**\*Note:** If your pharmacist must split a pill to get the correct dosage, he/she must note the exact number of pills on the dosage. A new prescription bottle will be required every time you visit your doctor for renewal.

### **Transportation of Medication**

- Parents or guardians are required to deliver all medication to the designated employee who has been trained to receive the medication and collect the proper documents. Medication cannot be accepted by any other employees.
- For your convenience, we suggest that you bring in a 25 school day supply of medication at a time. We cannot accept more than 25 at a time.

### **Distribution of Medication**

- All medication must have the correct documentation and container as provided by pharmacy before we can administer a dosage. We cannot distribute medication after school. Over the counter medications (aspirin, cough syrup, pain meds etc.) are not allowed at school. Possession of them at school is grounds for suspension and or expulsion.

\*Please be aware that these regulations are beyond our control, but we are required by law to enforce them. We apologize for any inconvenience this may cause.

## STUDENTS SUCCESS IN SCHOOL

### Report Cards

\*Report cards are issued to each student by his/her homeroom teacher at the end of each nine weeks reporting period. \*Please sign and return the report card to child's homeroom teacher the following day.

### Nine Weeks Honors

Students who maintain grades of A and B and have a 3.0 GPA or above will be on the "Honor Roll". All honor roll students will be recognized each grading period.

### End of the Year Honor Program

\*While not a conclusive list, the following awards may be given:

- 5<sup>th</sup> Grade Student of the Year
- Honor Roll all year
- 4.00
- 3.50 – 3.99
- 3.00 – 3.49
- Perfect & Merit Attendance (1-2 excused absences) Awards
- Principal's Award for Outstanding Student: 1 6<sup>th</sup> grade female and 1 6<sup>th</sup> grade male
- Band and Art Awards
- 4-H
- Core Subject Awards

## EVACUATION PLAN

The St. Landry Parish School Board requires that all schools in the parish have an evacuation site in case of an emergency. In the event of an evacuation, all of the students and staff will be brought by buses to Auto Zone, 321 S. Union St., Opelousas, LA. The students will be seated inside Auto Zone with the staff according to grade levels.

Parents are to come to the front entrance of the Christian Center to pick up your child. The students must be signed out by their parents. This will give us a record of who picks up each child. So as to avoid any confusion, we are asking that no parent come to the school. They are to go directly to the Christian Center.

Also, because of the need to have open phone lines, we are asking that no one call the school. All information will be given out at the Christian Center. In the event of an emergency that requires us to evacuate the school, you will be notified where to pick up your child/ children. Please keep parent/guardian contact numbers current.

## Policy on Homeless Students

The St. Landry Parish School Board shall provide a free appropriate public education to any homeless child or youth within the jurisdiction of the School Board. Homeless Children and Youth shall be placed in school immediately, even if requested registration documents are unavailable. Any school document that is needed should be requested and received after the student has been enrolled. There shall be no barriers to homeless children and youth entering school.

For the purpose of this policy, the term **homeless** includes an individual who lacks a fixed, regular or adequate residence; or has a primary nighttime residence in a shelter, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term does not include any individual imprisoned or adjudicated. In addition to the above, the St. Landry Parish School Board shall:

Continue the child's or youth's education in the school of origin for the remainder of the academic year, or for the following academic year if the family becomes homeless between academic years, or shall enroll the child or youth in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend – whichever is in the child's or youth's best interest.

Keep and have immediately available any record ordinarily kept by the school – including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs – of each homeless child or youth. Additionally, a homeless child or youth will not be denied entry into a school due to the lack of any records or documentation normally required for entry into a school. The child or youth will be immediately enrolled and the homeless liaison will assist in obtaining necessary records or documentation.

Make placement choices regardless of whether the child or youth resides with the homeless parents or has been temporarily placed elsewhere by the parents.

Provide services comparable to services offered to other students in the school selected, including transportation services, educational services for which the child or youth meets the eligibility criteria (Title I, Special Education, Limited English Proficiency) programs in vocational education, programs for the gifted and talented, and school meals program.

Designate a Central Office Official that will serve as a homeless advocate to coordinate services and ensure that there are no barriers to the enrollment, transportation, attendance, and success in school for homeless children and youth.

Additionally, the homeless advocate will promptly solve disputes regarding education.

**ST. LANDRY PARISH SCHOOL BOARD  
POLICIES AND PROCEDURES  
All SLPSB Policies can be located at [www.slp.k12.la.us](http://www.slp.k12.la.us)**

**REGISTRATION**

**All** students must have the following documentation to submit a completed registration packet.

- \*Birth Certificate/Social Security Card
- \*Transcript (high school only)
- \*Official withdrawal form from previous school
- \*Last report card
- \*Up-to-date immunization record
- \*Completed Registration form
- \*Two current proofs of St. Landry residence in the parent or legal guardian's name/address.
- Provisional custody or custody is only accepted by court order.

**Documents must include:**

- **Original** mortgage or **original** lease agreement/rental contract on company letterhead  
**AND** Utility bill (gas/water bill, showing name and address)

**And at least 2 of the following:**

- Entergy, Cleco, or Slemco bill; Cable TV / Satellite bill; or Telephone bill (land line) or Tax Assessor's bill
- **Original, current** Medical/Medicare or social security insurance card
- **Original** Homestead Exemption

**SLPSB ATTENDANCE POLICY**

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year, In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83,5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis. (Bulletin 741, 51103,G)

Minimum attendance requirements:

\*Attendance in school is compulsory for all students as mandated by LA. R.S.17:221. Once a student is enrolled in the St, Landry Parish School System, regardless of age, they are required to follow the compulsory attendance law.

\* Elementary students may not miss more than ten (10) days per year in order to be eligible for promotion.

The four reasons for excused absences are:

1. Illness of the student
2. Death (student must show obituary) or serious illness in the immediate family
3. Religious holiday
4. Catastrophe

**Please note: Even with an excuse, the student is still marked absent.**

\*To receive an excused absence, the student must bring a doctor's excuse, copy of obituary or a signed statement from parent for religious holidays and catastrophes to the homeroom teacher.

Students attending a school sponsored activity are counted present.

A doctor's excuse will be required for any student missing more than three consecutive days.

## **ST. LANDRY PARISH PROMOTIONAL POLICY**

The St. Landry Parish School Board publishes a Promotional Policy Handbook which can be found online at [www.slp.k12.la.us](http://www.slp.k12.la.us). Please refer to the online handbook for the most current promotion policies.

### **St. Landry Parish School Board Students' Uniform Policy**

**The uniform policy will be strictly enforced; students must adhere to SLPSB policies in regards to this policy. This policy is copied directly from and can be found at [www.slp.k12.la.us](http://www.slp.k12.la.us).**

The St. Landry Parish School Board believes that a mandatory school uniform policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for all students. The student dress code policy shall apply to all students in grades pre-kindergarten through 12th grade. This policy shall apply to all students attending public schools in St. Landry Parish. The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

1. **Uniform Shirts** - The shirt shall consist of a plain-collared **navy or white polo knit shirt**, with no logo, and with either short or long sleeves. Each school will have the option of another colored shirt (At Southwest Elementary this is **hunter green**). The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The **undershirt must be white**, and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt.
2. **Uniform Bottoms** - Bottoms shall consist of **classic, traditional, straight leg dark khaki/navy blue cotton twill uniform pants or walking shorts with a finished hem** (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. **No cargo pockets or flaps on back pockets** are allowed on uniform bottoms. **Bell-bottoms, boot cut, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed**. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. **Walking shorts shall not be more than four inches (4") above the back crease of the knee**. Sagging of the uniform bottoms will not be allowed.
3. **Uniform Bottoms For Girls** - In addition to the above uniform bottoms, **traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee**. All items of clothing must be worn as intended by design. Allowable colors are **khaki and navy**. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Dark khaki/navy blue skirts are allowed for Pre-K-2nd grade. Skirts worn at the 5-12 grade level must be box pleated style.

**NOTE: No tight or revealing clothing worn by any student will be tolerated.**

4. **Belts - A black, brown, khaki, or blue belt must be worn or a plain belt with a buckle no larger than 2" x 3"**. No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. However, Pre-K through 2nd grade students may wear uniform bottoms

with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K-2nd grade.

5. **Socks** - Socks must be worn at all times. They must be **solid navy, white, black, brown or the school optional color** with no emblem or logo. Crew length socks must cover the ankle and be visible above the shoe.
6. **Shoes** - Students must wear a **closed shoe (front and back)**. Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.
7. **Outerwear** - In cold weather, students will be allowed to wear the following over their school uniform:

**Sweatshirt** - A sweatshirt must be waist length with a tight, ribbed elastic bottom, **must be plain, solid colored in black, white, heather gray, or dark navy blue with no emblem, logo, or marking**. Students can wear a sweatshirt in the optional school color with school logo.

**Sweater** - Crew neck, v-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, **must be plain, solid-colored in black, white or dark, navy blue with no emblem, logo, or marking**. Optional school color with school logo and school-issued sweaters are permitted.

**Lightweight Jacket/Windbreaker (With Or Without Hood)/Coat** - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear **must be plain, solid-colored in black, white, khaki, heather gray, or dark navy blue with no emblem, logo, or marking**, however, jackets in the optional school color with school logo and school-issued jackets are permitted.

NOTE: No leather, synthetic leather, corduroy or suede will be allowed, unless school issued.

The principal, not uniform vendors, should address any questions about the dress code.

Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School System will be unacceptable.

#### COMPLIANCE TIMELINES

1. All parish students and incoming Pre-K students shall comply with the dress code on the first day of school.
2. Any student transferring from another parish shall be given ten (10) school days to purchase uniforms and comply with this policy.

#### VIOLATIONS

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

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

Adopted: July 18, 1991

Revised: April/May, 2001

Revised: September, 1991

Revised: August, 2005

Revised: January, 1998

Revised: December, 2008

Revised: July, 1998

Revised: March 1, 2011

Revised: January, 2000

Revised: November 5, 2015

Ref: La. Rev. Stat. Ann. §§[14:95.9](#), [17:81](#), [17:416.7](#)

[Scott v. Board of Education](#), 304 N.Y.S. 2d 601 (1969)

[Karr v. Schmidt](#), 460 F. 2d 609 (5th Cir. 1972)

Board minutes, 5-2-91, 5-7-98, 1-6-00, 5-03-01, 9-8-05, 3-1-11, 11-5-15

St. Landry Parish School Board



## **Child Nutrition Services Parent Information**

### **Cafeteria & Meal Policies**

The school cafeteria is maintained as a vital part of the health program of the school environment. To encourage good nutrition, a well-balanced breakfast and lunch is offered free of charge to all students. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all breakfast & lunch litter in trash cans.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Leaving the cafeteria immediately upon completing your meal.

**Note: No food may be brought to a student during the school day unless the student is on a special diet. A statement from the doctor is necessary for verification of a special diet. By law, students are not allowed to receive food delivered from outside vendors or businesses (i.e. McDonald's, Burger King, Pizza Hut, Taco Bell, etc.). Students are not allowed to bring food or drinks into classrooms, and they will not be excused from class to eat delivered food regardless of the person who brought it.**

**Students with Food Allergies must provide the Diet Prescription for Meals at School Form completed and signed by a physician as well as meet with the school nurse, cafeteria manager and other stakeholders for special arrangements.**

**All schools are PEANUT and SEAFOOD free.**

### **Community Eligibility Provision (CEP)**

The St. Landry Parish Child Nutrition Department is pleased to inform you that we will continue to implement the Community Eligibility Provision (CEP) for the School Year 2019-2020. This means that all enrolled students in St. Landry Parish public school system are eligible to receive a healthy breakfast and lunch at no charge to your household each day of the 2019-2020 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

## **ALL STUDENTS' MEALS ARE FREE!**

### **Meals from Home**

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service. **The cafeteria cannot store student meals brought from home.** Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

### **Allergies**

All school campuses are **Peanut** and **Seafood** Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

### **Microwave**

Students at the elementary level (K-8) are not allowed to use the microwave at school. Therefore, parents are encouraged to pack student meals with ice packs to ensure proper temperature control for the safety of the student.

Students at the high school level (9-12) may use the microwave, if available; however, it is at the discretion of each principal. If microwave use is allowed, the following should be adhered to:

- There should be adult supervision when students are using the microwave
- Adults and students must remain by the microwave when it is being operated.
- Operating instructions should be available to users.
- Instructions for safe use of the microwave should be provided.

### **Refunds**

Parents or guardians must request a refund when their child is no longer enrolled, exiting due to graduating, or just to clear out their account. You may submit a written request for a refund on the form provided by the cafeteria manager. Once the form is completed and submitted, it will be processed for approval. Be sure to give us your new address if you will be moving to a new location.

Refund checks are mailed. Refunds **will not** be granted after the last day of the fiscal year which ends on the last business day in the month of June. You may also come by the Child Nutrition Department and we will be happy to help you.

**Note:** Any balances remaining in an account for existing students will be carried forward to the following school year.

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**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information

requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.