

AVOUELLES PARISH

STUDENT HANDBOOK AND GUIDE

on

ATTENDANCE

DISCIPLINE

OTHER STUDENT AFFAIRS

SPECIAL RULES AND POLICIES

Elementary, Middle and High School Edition

Adopted by the

AVOUELLES PARISH SCHOOL BOARD

2014-15

(Revised on 9/25/14)

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176 student days/year
182 teacher days/year

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PREFACE

This handbook exists as a guide for the purpose of pointing out to students, parents and school officials certain rights and responsibilities. It contains laws, policies, codes and procedures regarding rights and responsibilities of students. No one has the right to interfere with the student's right to learn, nor does anyone have a right to interfere with the teacher's right to teach.

ATTENDANCE

The Louisiana Compulsory Attendance Law states that the only valid reasons for absences on a temporary basis are: (1) personal illness, (2) serious illness in the family, (3) death in the family, and (4) observance of established religious holidays. Being needed at home is not a valid reason for absence.

The Avoyelles Parish School Board does not allow students to skip school for any reason. It is the parent's responsibility to have their children attend school every school day.

Charges will be filed against students and/or parents when there is evidence that students involved are guilty of habitual violation of the Louisiana Compulsory Attendance Law. Additionally, the supervisor of child welfare and attendance and peace officers are authorized to pick truant students up and either take them home or back to school. Further, peace officers may, if necessary, detain students at the police station until parents are notified and arrive to pick them up.

The student is required to arrange for making up any work missed. All tests or missing assignments must be made up within five (5) days after returning to school unless there are extenuating circumstances found to be acceptable to the principal. It is the responsibility of the student to make arrangements with the teacher(s) for make-up work. "My teacher didn't tell me about make-up work" is not an excuse.

Any student who checks out of school must have in his possession a check-out slip issued by the school's principal or his designee, or follow other procedures established by the home school.

Students who transfer from a school within the parish are allowed two (2) days to travel. Students who transfer from a school out of parish or out of state are allowed five (5) days to travel.

Attendance Requirements of Bulletin 741 (School Administrator's Handbook)

All children between the ages of seven to their eighteenth birthday shall attend school on a regular basis. This also applies to children legally enrolling below age seven. A parent, tutor, or other person responsible for the school attendance of a child who is under age eighteen and who is enrolled in school beyond his/her sixteenth birthday may request that the student be allowed to attend an alternative education program or a vocational-technical education program. In the case of a child who has no parent, tutor, or other person responsible for his/her attendance, the Superintendent may act on behalf of the student in making such a request.

In order to be able to receive grades, elementary students shall be in attendance a minimum of 159 days, or equivalent, per school year.

A student between the ages of 15 and 18 must be in regular attendance and must have a GPA of at least 1.0 as a condition of receiving or maintaining a driver's license for driving privileges. Act 648, 1989 Legislature.

A "school withdrawal" form shall be completed on any student between the ages of 15 and 18 who withdraws voluntarily or involuntarily (expulsion or incarceration) and is subject to the compulsory attendance laws of the State of Louisiana. Withdrawal forms are forwarded through the central office to the Office of Motor Vehicles in Baton Rouge for the purpose of canceling driving privileges and surrendering license to same. Act 648, 1989 Legislature.

In addition, ten (10) consecutive unexcused absences or fifteen (15) unexcused days in a semester warrant the initiation of a withdrawal form regardless to whether a student has a driver's license or not. Act 648, 1989 Legislature.

EXTENUATING CIRCUMSTANCES

The only exception to attendance regulation shall be delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. Refer to Revised Statutes of 1950, title 17:226.

1. Personal physical or emotional illness as verified by a physician or nurse practitioner
2. Hospital stay as verified by a physician.
3. Recuperation from an accident as verified by a physician or nurse practitioner.
4. Contagious disease within a family as verified by a physician or nurse practitioner
5. Prior school system approved travel for education
6. Death in the family (not to exceed one week)
7. Natural catastrophe and/or disaster
8. For any other extenuating circumstances parents must make a formal appeal in accordance with due process procedures established by the LEA (Local Education Agency). Your principals and teachers are familiar with the "Due Process Policy". It is in their handbook.

Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete make-up work or pass the course.

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

The days absent for elementary and secondary school students shall include:

1. Temporarily Excused Absences:
Students shall be considered temporarily excused from school for (1) personal illness, (2) serious illness in the family, (3) death in the family (not to exceed one week), or (4) recognized religious holidays of the student's own faith. For any of these absences the students shall be given the opportunity for make-up work. Your principal has the authority to allow more than 5 school days for death in the family. He/she does not have the authority to allow any additional days for any other temporarily excused absences unless the need for such absence is verified by a physician. Students are allowed 5 school days after returning to school to submit a statement from a physician authorizing their absence(s). All other absences, except death in the family, are counted against days allowed per semester (in high school) and days per term allowed (in elementary school).
2. Unexcused Absences:
Students shall not be excused for any absence other than those listed and shall be given failing grades in those subjects for those days missed with no make-up work allowed.
3. Absences Due to Suspensions:
Students missing school as a result of any suspension shall be given the opportunity to make-up work missed during the time he/she was suspended.

Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.

A student enrolled in regular education who, as a result of physical illness, accident or treatment thereof, is temporarily unable to attend school shall be provided instructional services in the home or hospital environment through special education, when appropriate. (Your principal is familiar with the Homebound Program and has applications available.) Homebound instruction is not considered absence.

Absences will be reported by periods where departmentalized. Your principal will notify you and your parent of your absences prior to your acquiring the maximum allowed in the school year. Any notification concerning absences should serve as a stern warning. If and when it is decided that you have more than the maximum allowed absences in a school year, you, your parents, and the supervisor of child welfare and attendance will be notified immediately. The principal and supervisor of child welfare and attendance will confer to determine whether or not you have violated the attendance regulations of Bulletin 741 and the Avoyelles Parish School Board's Attendance Policy. If such is determined, you and your parents will be notified accordingly, and the notification letter will include your right to appeal the decision. Failure in high school and the elementary grades would be for the entire year in the present grade, course, or courses. If it is determined that the student is still in compliance with the attendance regulations and policies, a determination would be made by the supervisor of child welfare and attendance and the principal as to the status of the student. The student and his/her parents would then be notified of their findings and recommendations, including the school's expectations concerning their attendance the rest of the school year. After this, if a student is found to be in a state of non-compliance with the attendance regulations and policies, the student and his/her parents would be informed of the student's failure in a particular course, courses, or grade.

Excessive Absences - ACT 757, 1991

A student is considered excessively absent for the purpose of notification when he/she has missed three (3) consecutive days for reason(s) unknown, or five (5) days of school for high school or eight (8) days for elementary schools. Guidelines for dealing with Absences:

Procedures:

1. After verification of the third (3rd) un-excused absence, the school shall send a warning letter to the parent(s)

or guardian(s) of the student informing them of the absences that their child has accrued and serving them notice that the student's file is being turned over to the offices of the District Attorney, Judges, and Child Welfare and Attendance for monitoring of attendance.

2. After verification of the eighth (8th) un-excused day of absence, the school shall again notify the parent(s) or guardian(s) by letter of their child's unsatisfactory attendance. A copy of this letter shall be sent to the Supervisor of Child Welfare and Attendance who will, in turn, provide written communication with the child's parent(s) or guardian(s). Upon consultation with the Courts, the District Attorney will recommend the timing and level of involvement by FINS Intake Officers.
3. After verification that the student has exceeded thirteen (13) days of un-excused absence for elementary or thirteen (13) days for high school, the school shall refer the student to the Supervisor of Child Welfare and Attendance who shall, in turn, file charges against the parent(s) or guardian(s) for violation of the Louisiana Compulsory School Attendance Law (R.S. 17:221).

Assignment of Judges:

Twelfth Judicial District Court
Judge William J. Bennett
Judge Mark Jeansonne

Plaucheville Elementary School
Avoyelles High School
Lafargue Elementary School
LaSAS
Cottonport Elementary School
Riverside Elementary School

Bunkie City Court
Judge James Mixon

Bunkie Elementary School
Bunkie New Tech High School

Marksville City Court
Judge Angelo Piazza

Marksville Elementary School
Marksville High School

Procedures regarding students returning to school after an absence/arriving at school after the opening bell checking out of school.

1. Students are to obtain an admit slip at the beginning of the school day. A student will be expected to have a note from one of his parents, stating the reason for his absence. The note will be turned in to the student's home room teacher or any other person designated by the principal. Anyone failing to have a note properly completed will be dealt with in a manner prescribed by the principal. All students must present a written excuse or doctor's excuse within five (5) days of their return to school following an absence.
2. Students who arrive at school after the opening bell must check in at the principal's office before reporting to class.
3. Students who become ill at school and find it necessary to leave the campus will follow this procedure.
 - a. Obtain a checkout slip from the principal and properly fill it out.
 - b. The principal's office will see to it that the slip is returned to the right teacher.
 - c. The student will be allowed to check out when his parent has been notified.
4. (K-8 only) Students who check in after the opening bell or are checked out prior to dismissal will be considered tardy. Three unexcused tardies will constitute one-half (½) day of unexcused absence.

CLOSED CAMPUS RULE - ACT 211, 1995

No student shall be allowed to leave the campus for any reason with anyone other than his parent(s), legal guardian(s), or a person designated by the parent(s) or legal guardian(s) on the emergency data card and with the Principal's permission. A picture ID is required. Students are not allowed to communicate with off campus visitors unless approved by the Principal.

DOMICILE OF STUDENTS

In order for a student to register and enroll in the Avoyelles Parish public school system, a parent/legal guardian shall complete the guardianship and residency verification document available at the school in which they are enrolling their child/children. Parents/legal guardians will have ten (10) school days to provide the required guardianship and residency information to the appropriate school(s). Failure to do so will result in the parent/legal guardian being referred to the Supervisor of Child Welfare and Attendance and the Superintendent of Schools for resolution. Those who claim to be homeless must file for homeless status with the Avoyelles Parish School Board. Additionally, they must present a notarized statement which includes the name and address of the person(s) with whom they are living. Homeless status must be updated annually, if the situation continues to exist. (Adopted by the Avoyelles Parish School Board, December 7, 2010).

No student living in another parish or in another school district will be allowed to enter Avoyelles Parish schools or a school in any other district without filing an application with the Hardship Committee for consideration. Approved applicants must provide their own transportation.

The Board will not be responsible to reimburse parents for mileage or provide bus transportation to the school the student is approved to attend.

CODE OF CONDUCT

Every student shall recognize the authority of all teachers, principals and other school officials and shall abide by the regulations of the school, the policies of the school board, and the laws of the local, state, and federal governments, going to or returning from school, while at school, at after-school functions, and going to, returning from, or while in attendance at any school-related function on any campus or at any other place.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. PBIS emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful.

PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing and monitoring appropriate behaviors and by treating much minor misbehavior as “teaching moments” rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and nondiscriminatory manner.

Avoyelles Parish School Board will continue to implement the PBIS program across the entire district. The Code of Student Conduct compliments and supports the district-wide implementation of PBIS to foster student academic and behavioral success.

DISCIPLINE PLAN

Student Discipline

Discipline is that set of policies, rules, and laws as well as the necessary enforcement by which order is maintained for the benefit of all. Discipline should have the qualities of understanding, fairness, firmness, consistency, and friendliness. It is the responsibility of school personnel, the student body, the home, and the community to provide for a school atmosphere that promotes a climate conducive to learning.

A student may be assigned detention, in-school or out-of-school suspension, placed in an alternative setting or expelled.

A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor's child's destructive acts against school property or persons. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of their child, or for any other discipline conference regarding the acts of the child.

Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district that refuses or willfully fails to attend such discipline conference as specified in the above paragraph may be summoned by proper notification by the Superintendent or the school attendance officer and be required to attend such discipline conference.

A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon his/her under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed an amount as provided by law.

The district shall be entitled to cover damages in an amount not to exceed an amount as provided by law, plus necessary court cost, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents who parental control of such child has been removed by court order or decree.

The discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a

period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

Classroom Discipline

Every teacher has an approved discipline plan which is in accordance with Board policy and posted in his/her classroom. The plan has the following format:

1. Classroom rules are posted and explained.
2. A set of consequences for breaking the rules is posted and explained.
3. Rewards for positive behavior are made known.

The Code of Conduct determines which student behaviors should be addressed in the classroom versus sending students to the office. A student refusing to comply with teacher directives for these offenses will warrant the student receiving corrective strategies. Each teacher must document a series of corrective strategies for offenses. Teachers will provide completed minor infraction forms to principal when students are referred to the office. For repeated infractions and behavior with established patterns, the school administrative team will refer the student to the school behavior counselor to evaluate the need for behavior supports.

Classification of Offenses

Violations of the Code of Conduct are grouped into five levels. Before determining a classification at the administrative level, the principal or designee will conference with the involved student(s) and school personnel to determine that appropriate level of the offense committed. Once the classification of the violation is determined, the principal or designee will implement the disciplinary procedure according to the written policy.

Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents, guardians, and/or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

Level 1 Infractions

Misbehaviors that are low in intensity, passive, and/or non-threatening in nature shall be classified as Level 1 infractions. Teachers shall manage Level 1 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 1 infractions.

Infractions- Teacher Managed	Possible Corrective Strategies
Willful Disobedience	<p>The following strategies must be documented by school staff to address these <u>Level 1</u> behavior infractions.</p> <ol style="list-style-type: none"> 1. Redirect the student using effective instructions, choice provisions, or appropriate warning statements. 2. Hold a student conference privately to address the specific problem behavior. 3. Make a parental contact to inform the parent of the problem behavior, describe the strategies that have been used, and request assistance. 4. Require the student to complete a written assignment related to the problem behavior. 5. Hold a teacher-led after school detention.
Intentionally Treats Authority with Disrespect	
Uses profane and/or obscene language	
Dress Code Violation	
Hall Pass Violation	
Cell Phone Violation	
Tardiness to Class (refer to page 14 for elementary tardy policy)	
Mutual Display of Affection	
Inappropriate Physical Contact	
Inappropriate Communications	

Level 2 Infractions

Misbehaviors that are moderate in intensity and non-threatening in nature shall be classified as Level 2 infractions. Teachers, in collaboration with the school discipline administrative team as appropriate, shall manage Level 2 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 2 infractions.

Infractions- Teacher/Administrator Managed	Possible Corrective Strategies
Disturbs the school	The following strategies must be documented by the school administrative team to address Level 2 infractions. * Mandatory 1. *Student conference. 2. *Parental contact. 3. Meaningful reflective writing activity. 4. In-school Detention (ISD) 5. After-school Detention (ASD) Other possible strategies: Schedule adjustment Referral to counselor
Defacing Property/Vandalism (Less than \$25)	
Skipping Class/Truancy	
Leaving Class without Permission	
Failure to Serve Assigned Consequence	
Habitual Violation of <u>Level 1</u> Infractions	

Level 3 Infractions

Misbehaviors that are more serious in intensity but non-threatening in nature shall be classified as Level 3 infractions. The school discipline administrative team shall manage Level 3 infractions by using a range of intensive in-school corrective strategies. The principal or administrative team may assigned in-school suspension (ISS) for a Level 3 infraction, but may not assign an out-of-school suspension (OSS).

Infractions- Administrator Managed	Possible Corrective Strategies
Medication Policy Violation	<p>The following strategies must be documented by the school administrative team to address Level 3 infractions.</p> <p>* <u>Mandatory</u></p> <ol style="list-style-type: none"> 1. *Student Conference 2. *Parental Contact 3. Referral to counselor to assess the need for additional behavioral supports. 4. In-school Detention (ISD) 5. After-school Detention (ASD) 6. In-school Suspension (ISS)
Disturbs the School	
Unauthorized Use of Technology	
Gambling	
Stealing (Up to \$100)	
Vandalism (\$25 - \$100)	
Verbal Altercation	
Profanity in communications with Staff (non-threatening)	
Harassment/Inappropriate Communication with Peers	
Disrespect for Authority (Verbal)	
Leaving the Campus without Permission	

Level 4 Infractions

Misbehaviors that significantly interfere with others' safety and learning and/or are threatening or harmful in nature shall be classified as Level 4 infractions. The District may, but is not required to, assign an out-of-school suspension for Level 4 infractions. The school discipline administrative team shall utilize other corrective strategies as appropriate, except in emergency situations involving serious and immediate threats to safety. The school discipline administrative team shall ensure that a behavior plan is developed for students after a Level 4 infraction, if appropriate.

Infractions- Staff-Managed	Possible Corrective Strategies
Bus Disturbance	<p>The following strategies must be documented by the school administrative team to address Level 4 infractions.</p> <p>* <u>Mandatory</u></p> <ol style="list-style-type: none"> 1. *Investigation by school administrative team. 2. *Parental contact. 3. * Student conference. 4. ISD/ASD 5. ISS 6. Out of school suspension (OSS) not more than three days 7. *Use, Possession, and/or Distribution of Alcohol is a mandatory 10 day suspension 8. Recommendation for Expulsion for failure to respond to interventions
Campus Disturbance	
*Use, Possession, and/or Distribution of Alcohol	
Stealing (more than \$100)	
Vandalism (more than \$100)	
Cyber Bullying	
Bullying	
Harassment	
Fighting/Instigating a Fight	
Sexual Harassment	
Threatening/Intimidation	
Profanity Directed at Staff (threatening manner)	
False Charge against Authority	
Possesses Tobacco/Lighter	
Immoral Act	

Level 5 Infractions

The most serious misbehaviors that require immediate response from the school discipline administrative team and/or Central Office shall be classified as Level 5 infractions. The District may, but is not required to, assign an expulsion for a Level 5 infraction. The school discipline administrative team shall ensure that a behavior plan is developed for students after a Level 5 infraction, if appropriate.

Infractions- Staff-Managed	Possible Corrective Strategies
Drugs (Use, possession, and/or distribution)	<p>The following strategies must be documented by the school administrative team to address Level 5 infractions.</p> <p>* Mandatory</p> <ol style="list-style-type: none"> 1.*Investigation by school administrative team. 2. *Parental contact. 3.*School level conference with student, parent, and school administrative team. 4.*Referral to the Expulsion Review Committee (ERC) 5. Referral to law enforcement when required by law. 6. Recommendation for Expulsion
Group Fights	
Participation in gang-related activities	
Possession of explosive devices	
Possession of a weapon	
Stealing (over \$500)	
Vandalism (over \$500)	
Serious bodily injury	
Serious retaliation against school employee	
Battery of a staff or faculty member	
Assault of a staff or faculty member	
Public indecency, lewdness, or exposure	
Repeated sexual harassment	
Repeated harassment	
Sexual acts	
Severe campus disturbance	
Use, Possession, and/or Distribution of Alcohol	

FIREARMS, KNIVES, AND OTHER WEAPONS

Any student, Grades 6 – 12, found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be expelled from school for a minimum period of 4 semesters, and shall be referred to the District Attorney for appropriate action.

Any student, Grades K – 5, who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be expelled from school for a minimum period of 2 semesters and shall be referred to the District Attorney for appropriate action.

The principal shall immediately suspend a student who is found carrying or possessing a firearm, or other dangerous instrumentality, other than a knife, or who distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form. He shall immediately recommend the student's expulsion.

The principal shall immediately suspend a student who is found carrying or possessing a knife, the blade of which equals or exceeds two inches in length. He also shall immediately recommend the student's expulsion, except that, in the case of a student less than eleven years of age in pre-kindergarten through grade five, the principal may, but shall not be required to recommend the student's expulsion.

The principal shall immediately suspend a student who threatens to bring a weapon to school and/or threatens to kill, assassinate or do bodily harm to any person or persons.

CONDUCT ON THE SCHOOL BUS

To insure the maximum safety and efficiency of transporting pupils to and from school, the Avoyelles Parish School Board will use video monitors on school buses as a means of maintaining orderly conduct through strict observance of the following rules:

1. Students will enter and leave the bus at school loading stations at highway bus stops, on time, in orderly fashion in accordance with instructions.
2. Students will remain quiet enough not to distract the bus driver.
3. Students will remain seated while bus is in motion.
4. Students will cross road in accordance with instructions and provisions of Louisiana State Law.
5. Students will neither purposely or maliciously destroy property. Students shall be recommended for expulsion and required to pay for damages or replacement.
6. Students will not extend arms or other parts of body out through windows.
7. Students will not throw objects about in bus nor out through windows.
8. Students will not eat or drink beverages on the bus.
9. Students riding a bus may be suspended from the bus and/or school depending on the seriousness of the offense. The home base principal issues discipline.

RESPECT FOR SCHOOL EMPLOYEES (K - 8 grades only)

Louisiana R.S. 17:416.12 requires that each public school student in grades K-8, when addressing a public school system employee, use the terms "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir", as appropriate, or "Yes, Miss, Mrs., or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)" and "No, Mr. (Surname)", as appropriate, each such title to be followed by the appropriate surname.

DISCIPLINE CONSEQUENCES

NON-EXCLUSIONARY DISCIPLINE

Detention

A form of discipline used in schools in which a student is required to spend extra time in school. A detention usually takes during a period after the end of the regular school day. Detention may also take place at other times, such as before the school day, and during breaks in the school day, such as recess.

Detention is usually considered one of the milder forms of disciplinary actions available to a school and may also include the provision of behavioral remediation through use of direct skill instruction and/or behavior packets.

In-School Detention (ISD)

This refers to a corrective strategy for behavioral infractions that involves the use of positive strategies to address the identified problem behavior. A detention may take place during breaks in the school day, such as recess or an elective period. Detention is usually considered one of the milder forms of disciplinary or corrective strategies available to a school where the student is not removed from instructional time, ISD should include remediation designed to teach the student replacement behaviors and generalization strategies to assist the student in displaying appropriate social replacement behaviors in the school environment. ISD cannot exceed more than 1 hour/period per day or remove the student from core academic instruction.

Students in grades K-6 may be kept from participating in physical education, music, or library activities for either disciplinary reasons or makeup work, so long as the teacher keeps the student during the entire period of the activity and he/she is under constant teacher supervision. The student may not be kept from participation in these activities for more than three (3) consecutive days because of discipline or makeup.

After School/Lunch Detention – Teacher Led

A corrective strategy employed by teaching staff to address Level 1 behavioral infractions. Students are typically required to attend an extra 30 minutes after school or during their lunch period to complete remedial activities related to their behavior. These activities may include completing targeted behavioral packets, completing a reflective activity, developing a problem solving plan to address repeated level 1 behavioral violations, and/or writing a letter of apology. Teachers may assign multiple ASD's for up to 5 consecutive days to address student behavioral infractions. Parents are given a minimum of a 24 hour notice prior to the student serving the ASD.

After-School Detention – Administrative

A corrective strategy designed to typically address non-threatening Level 1-2 and occasionally Level 3 behavioral infractions. After-School Detention (ASD) involves a student remaining after school for a specific period of time (e.g. up to one hour) to complete social skills activities that are related to the student's referral concern(s) and/or to complete academic assignments with appropriate educational supports. School administrators have the discretion to utilize multiple ASD's for up to 5 consecutive days as an alternative to exclusionary discipline consequences (e.g., In School Suspension, Out of School Suspension). Parents are given a minimum of a 24 hour notice prior to the student serving the ASD. Failure to report for detention as scheduled without reasonable explanation will result in additional disciplinary action.

EXCLUSIONARY DISCIPLINE

Discipline and Make-Up Assignments

Students absent for disciplinary reasons, in accordance with the discipline plan will be allowed to complete any missing assignments and/or assessments. The school will provide make-up work as appropriate. Missed assignments and/or assessments must be completed within three days upon the student return to school.

SUSPENSION

In-School Suspension (ISS)

ISS is a corrective consequence for violations of the Student Code of Conduct that involves the temporary removal of a student from regular school classes and the placement of a student in an approved in-school setting during the course of the school day. Students assigned to ISS are required to complete relevant social skills activities that relate to their referral concern(s), as well as their academic class work and other assignments that are in keeping with the student's curriculum. Assignment to ISS may occur for specific periods of time (e.g., 1 hour to 3 school days for 1 offense) deemed appropriate by the school district administrative team to effectively address behavioral infractions for which ISS is an appropriate consequence. ISS includes planned remediation designed to teach the student replacement behaviors and generalization strategies to assist the student in displaying the replacement behaviors in the school environment, as well as restorative justice practices, if appropriate. ISS cannot be assigned for more than 3 school days for 1 offense. ISS cannot be assigned for more than 5 school days in one 9-week school quarter. In-school suspension does not include in-school detention.

Out of School Suspension (OSS)

OSS refers to a consequence of 10 days or less for Level 4 and 5 behavioral infractions that removes a student from his or her regular classroom and school. OSS cannot be assigned for more than 3 school days for 1 offense. OSS cannot be assigned for more than 10 school days in one 9-week school quarter or more than 15 school days cumulatively per school year. OSS shall not be used for students under the age of 10 except for Level 5 infractions or in emergency situations involving a serious and immediate threat to student, school personnel, or public safety. OSS shall not be used for misconduct that occurs off school property or outside the school day unless the infraction occurs at a school-sponsored event or on a school bus, or the conduct substantially disrupts, or will substantially disrupt, the school environment, or seriously endangers the welfare or safety of other students or school personnel.

Any suspension must be preceded by appearance of the student before the principal or his/her designee, at which time the student will be informed of the violation and the basis of the accusation. The principal shall investigate the situation causing the violation, to the extent possible and reasonable, including but not limited to interviewing other students and faculty members who may have witnessed the infraction. The student shall be allowed to have other students or faculty called in who would possibly support his/her side of the story and place such conduct in what he/she deems to be the proper context.

In all instances of suspension, parents shall be notified by telephone if they can be reached with reasonable effort, and by letter from the principal with a copy of the suspension notice to be given to the student. During any period of suspension, the student shall not be permitted to be on school grounds or attend any school – related activity, including band, athletics, chorus, strings, etc.

For violations of school rules, board policies, and state laws, principals or their designees may suspend students, however, students' due process rights guarantee certain conditions:

1. The student shall be given notice in writing, stating the specific charges for which he is being suspended. A copy of this notice shall be given or mailed to the student's parents. Parents are to be notified by telephone, when possible, of suspension(s).
2. The student shall have the right to express his views concerning the charges.
3. If the presence of a student poses a danger to persons or property or is considered highly likely to disrupt the orderly processes of the school, the student may be removed from the premises immediately. (In such case, a hearing will follow as soon as practical.)
4. Principals shall not suspend more than 3 days without a conference or notification of the Superintendent or his designee.
5. Principals shall not suspend more than 9 days without a hearing before the superintendent or his designee.
6. Parents are required to schedule and participate in a conference at school with the school administrator(s) upon request to deal with a child's persistent disruptive or inappropriate behavior on the day of return from suspension. Failure to do so will result in the matter being turned over to the Supervisor of Child Welfare and Attendance for possible referral to the courts (FINS).
7. A student suspended for damages to any property belonging to or contracted by the school system, including school buses, shall not be readmitted until payment in full for damage has been made or until directed by the Superintendent.

As the long range goal of any disciplinary action is to foster self-discipline, the following alternatives emphasize intervention strategies to assist students in modifying their behavior, thus avoiding suspension and/or expulsion from school.

Fighting Defined

Participant – A student participating in a fight may receive the same consequences as the instigator. Principals and their designees shall exercise appropriate judgment and discretion in determining whether a student is involved in a "fight" as defined below. Administrators may consider in this determination the following among other factors:

- Whether closed fists, objects or weapons were utilized;
- Whether the participants were shouting, threatening or cursing prior to or during the incident;
- Whether any participant, bystander or school employee was physically injured or whether clothing or other property was damaged or destroyed;

- Whether the activity ceased immediately upon instructions to stop given by uninvolved students, teachers, administrators, school resource officers or other school employees;
- Whether the incident is related to earlier events or the student has a pattern of fighting with, bullying or intimidating others;
- Any other fact or circumstance relative to an appropriate determination.

A student who uses reasonable force to prevent a forcible offense against that student should not be disciplined under this provision, provided that the force used must be reasonable and apparently necessary to prevent such offense and further that the student may not claim the right of self-defense if the student is the aggressor or brings on or precipitates a difficulty by taunting, fighting words, challenges or any other verbal or physical activity which contributes to the initiation of the physical incident. Additionally, a student who continues an affray after being urged to stop may not claim self-defense.

Expulsion Review Committee

This school-based committee will consist of a classroom teacher, one administrator, one special education teacher, and the school’s district liaison and will be used to determine if a fight rises to the level of consideration for a recommendation of expulsion by the principal. This committee can only make a recommendation to the principal.

Use of an Electronic Warning/Communications Device/Laser Pointer/Cell Phones

1st Offense- Confiscate.

Student given a choice of 5 day retention of the device or assessment of a fee of \$25 for possession or use of/operation. Phone returned to parent/guardian upon payment of fee. Fee is to be deposited in the school’s Positive Behavior Incentive Support Program (PBIS) fund. After five day retention, if chosen, phone is returned to the parent/guardian of the student.

2nd Offense- Confiscate device.

A fee of \$25 assessed for possession, use of/operation. Phone returned to parent/guardian upon payment of fee. Fee is to be deposited to the PBIS Fund.

3rd Offense- Confiscate device.

A fee of \$25 assessed for possession, use of/operation. Phone returned to parent/guardian after payment of fee. Fee to be deposited to the PBIS Fund.

4th Offense- Suspension of student

If a student refuses to turn in the cell phone, the student will be immediately placed in detention and the parents will be contacted. Parents can agree to the \$25 fee and retrieve the phone.

“Use of” is defined as when the device is turned on and/or student is actively using the device by texting or talking on the device. Cell phones may be used for after-school activities without penalty.

During State Testing Windows the following will be enforced regarding electronic devices:

Bringing an electronic device into a testing area violates district and state policy. If a student is in violation of the electronic device policy, the student’s phone will be confiscated, searched for testing irregularities or security breaches, held for the remainder of the testing window and automatically disciplined as a 4th offense – automatic suspension 1 day.

Administrator may by-pass all consequences and use In-school suspension or suspension depending on the severity of the offense. Any student who accesses and/or tampers with a school’s administrative database will be automatically recommended for expulsion.

Elementary Tardy Policy – Tardy to school

- 1st Offense Letter to parent (After 3rd Tardy)
- 2nd Offense Letter to parent (After 6th Tardy)
- 3rd Offense Conference with parent in addition to the letter to the parent. (After 9th Tardy)
- 4th Offense One (1) day of After School Detention
- 5th Offense Two (2) days of After School Detention

The student's tardy infractions will be cleared from the discipline record card after the first semester.

SUBSTANCE ABUSE POLICY
(Including Smoking, Alcohol, Controlled Dangerous Substances)

Students are not permitted to smoke or use tobacco of any kind including e-cigarettes in school buildings, on school grounds, or at any school related function, or while riding school buses. Parental permission to use tobacco does not exempt a student from this policy. Students under age of 18 who are caught with tobacco products on the school campus or at a school related activity will be referred to appropriate law enforcement agencies for prosecution under Louisiana R.S. 14:91.8 and R.S. 26:793 (L) (I). All students found in violation shall be disciplined in accordance with established policies and procedures. All students and/or faculty/staff found in violation of this policy shall be referred to the school's health care provider and shall be given information on the Quit Line or 1-800-Quit Now in accordance with the Louisiana State Department of Health and Hospitals for free counseling and cessation therapy.

The Louisiana Smoke-Free Act (Act 815), a state-wide law, went into effect on January 1, 2007; therefore all schools in Louisiana with grades Pre-K through 12 are 100% smoke free. The law states that smoking is prohibited up to 200 feet from buildings on all school property.

SUSPENSION PROCEDURE

1. Use of alcohol is strictly prohibited. A student who drinks alcohol, or who is found in possession of alcohol, or who is under the influence of alcohol at school, while riding school buses, or at school related functions shall be suspended for a minimum of ten (10) days or recommended for expulsion if other serious violations are also involved. A second offense of the above alcohol policy shall warrant an automatic recommendation for expulsion.
2. Use, being under the influence or possession of any controlled dangerous substance in school buildings, on school grounds, or at any school related function will result in an immediate suspension and a recommendation that the student involved be expelled. Parents and law enforcement officials shall be notified immediately upon verification of the violation.

EXPULSION PROCEDURE

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

REFERRAL FOR TESTING

1. Any case involving a student in Kindergarten through grade five found guilty of knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event shall be referred to the local school board where the student attend school through a recommendation for action from the Superintendent.
 - a. Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his designee, within five days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances. (Act 80, 1995).

Note: It shall be unlawful for any person to produce, manufacture, distribute or dispense any substance which is falsely represented to be a controlled dangerous substance or which is represented to be a controlled dangerous substance. Louisiana R.S. 40:971.1.

MEDICATION POLICY

Students shall not be allowed to have any drugs, including prescribed or over-the-counter medication in their possession on the school grounds, nor give or administer same to another student.

Medication to be administered at school requires a completed doctor's order, a completed parental permission form, a completed health history, medicine provided in a container appropriately labeled by the issuing pharmacist and signed in with the school nurse.

School medication should be given around school hours and are limited to medications which cannot be given before or

after school hours.

The initial dose of medication is to be given by the parent or legal guardian outside the school jurisdiction with sufficient time for observation of possible side effects.

Arrangements are to be made for the safe delivery of medication to school in a properly labeled container as dispensed by the pharmacist and must be delivered by a responsible adult

Student self-administration

Only those medical conditions which require immediate access to medications to prevent life threatening or potentially debilitating situation shall be considered for self-administered medication. Compliance with the school policy for a drug free zone shall also be met if possible.

Asthma or the Use of Auto-injectable Epinephrine

1. Written authorization for the student to carry and self-administer such prescribed medication.
2. Written certification from a licensed medical physician or other authorized prescriber that the student:
 - a. Has asthma or is at risk of having anaphylaxis.
 - b. Has received instructions in the proper method of self-administration of the prescribed medication to treat asthma or anaphylaxis.
 - c. A written treatment plan from the student's licensed physician or other authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parents or legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
 1. The name, purpose, and prescribed dosage of the medications to be self-administered.
 2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 3. The length of time for which the medications are prescribed.
 4. Any other documentation required by the school board.

Permission for the self-administration of asthma medications or use of the auto-injectable epinephrine by a student shall be effective only for the school year in which permission was granted.

A student shall be permitted to possess and self-administer such prescribed medications at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration used to treat asthma or anaphylaxis.

Administration of medication on field trips

- a. Medication administered during field trips require all of the conditions and documentation that any other medication requires.
- b. Multiple day field trips will be handled on a case-by-case basis.

LICE INFESTATION POLICY (R.S. 17:436.1, Section 1)

1. All students suspected of having lice/nits will be subject to an examination by the school nurse or other trained personnel.
2. All cases of identified lice/nits will be sent home for treatment that has been proven effective against lice infestation.
3. When a student is sent home for treatment of lice infestation, a letter will accompany the student. This letter will explain his/her suspected condition and will suggest accepted treatment for ridding the student of the suspected problem.
4. Students must be free of lice/nits (eggs) before returning to school accompanied by parent/guardian. Re-admittance will be determined by the school nurse or other trained personnel by examination of the student upon re-entry.
5. Following proper treatment a student should not be out of school for more than three days. Any student absent for longer than the three day period should be referred to the Supervisor of Child Welfare and Attendance. Excusals for lice infestation(s) will be a maximum of three days each for a maximum of five times a year.

Excusal of absences: Anytime a school nurse, administrator, or his/her designee has to call for a child to be picked up from school due to a medical reason, the absence for that day or half day only will be recorded as an extenuating

circumstance.

VEHICLE RULES

Students are urged to use school buses to and from school and for school functions when such transportation is furnished by the Board or school. Specific rules are:

1. To be issued a school parking permit, a student must provide a valid driver's license and proof of mandatory automobile insurance as required by Louisiana law.
2. All cars, trucks, motorcycles, motorbikes, motor scooters, and bicycles must be parked in the prescribed place designated by the principal.
3. Students may not sit in parked cars on the campus or street surrounding the campus before, during or after school. (This applies to the regular school day and to any school-related function on the student's respective school campus or any other school campus.)
4. After students arrive at school they will not be allowed in the parking area again until it is time to leave unless it is with the expressed permission of the principal.
5. Any student guilty of speeding, skidding tires, or any other reckless operation of any type of vehicle on campus at any time will be deprived of driving any type of vehicle on campus. He/she will lose this privilege for one week on the first offense and for the remainder of the school year on the second offense.

Disciplinary action may be administered to any student who is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury. Under no circumstances will students have firearms, in their possession, in their vehicle, lockers, in the school building, or any part of the school campus at any time.

SEARCH AND SEIZURE

Act 861 of 1981 and Act 675 of 1982 are Louisiana Legislative Acts (Laws) authorizing school officials the right to, with articulable facts or reasonable suspicion, search any building, desk, locker, area or grounds, for any weapon, illegal drugs, or any other object, the possession of which could be harmful to the student in possession or any other person on the school campus, and, having found any of the above to confiscate the same. The same laws allow the searching of any student's person, and board policy also allows the searching of vehicles when there is probable cause that any of the above-mentioned items will be found and the same rights to confiscate are authorized. If any object, the possession of which is not permissible on the school campus is found, the student will be disciplined in accordance with school regulations, School Board policies, and laws of the State of Louisiana. Suspension is likely, expulsion is a definite possibility, and referral to a law enforcement agency is not out of the realm of authority of the school officials.

Within limits, the principal has discretionary authority to employ any of the above-mentioned disciplinary methods, including the use of metal detectors for random searches. All teachers and/or administrators who have reasonable belief that a student is in possession of weapons, illegal drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of parish school board policies shall be authorized to search the person of said student. Any such action by teachers or administrators shall not be done maliciously or with the intention of embarrassing, harassing, or intimidating the student. However, if the principal is aware that any student manufactured, distributed, or had within his possession, with the intent to distribute, any controlled dangerous substance, he shall report the same to the local law enforcement authorities.

When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual will be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the student, shall be present throughout the search.

Should an individual be found in possession of a weapon (i.e., firearms, knives, or other implements which can be used as weapons), the administrator shall notify the appropriate school official and/or law enforcement officer. The administrator and/or law enforcement officer shall take custody of all weapons and other prohibited objects.

LOCKER CONTRACT

Locker Contract (Note: The signing for receipt of the student handbook will also be binding for the following statement of "locker contract".):

For a fee of \$_____, it is my understanding that I am entitled to the use of locker #_____. I agree that this locker is to be used for my own personal use, exclusive of other students (or exclusive of all other students except the person with whom I am sharing the locker if such is the case). I also understand that the school retains "proprietary interest" (ownership) in the locker and reserves the right to determine what may and may not be kept in the lockers. It is my understanding that any books, composition books, loose-leaf notebooks, pencils, drawing paper, loose-leaf paper and any other school related articles may be kept in locker. I also understand that it will not be permissible to keep any non-school related articles in my locker. This includes

such things as cigarettes, tobacco, alcohol, drugs, explosives or any other materials with might be detrimental to me or any other person connected with the school. I also understand that the school maintains a master key and/or combination to the lock on my locker and further that the locker is subject to periodic checks. I also understand that the principal or his designee may inspect my locker at any time if there is "reasonable suspicion" or that there are articulable facts that something of an illicit nature is contained therein. I also understand if the search results in finding illegal goods stored in my locker, I may be prosecuted by the courts. I also understand that the principal may detain, suspend, or recommend that I be expelled from school for the remainder of this school year if he feels that my conduct warrants any of this.

My signature is an indication that I have read the above contract and agree to abide by its terms.

STUDENT DEMONSTRATIONS AND DISRUPTIONS

1. Any student demonstrations or mass disruptions of school will be immediately brought to the attention of the Superintendent and he has the authority to alert the police authorities or direct the principal to do the same.
2. Students involved in any demonstration or disruptive activities will be directed by the principal or his designee to report to their regular classroom assignments.
3. The principal or his representative will arrange a meeting between the administration and the individuals involved or their leaders to discuss in a rational, orderly manner the problem or cause of the disruption.
4. Any demonstrators, other than students and other authorized persons, will be directed by the principal or his representative to remove themselves from the school campus.
5. If order is not restored at this point, the Superintendent or his representative will ask police to remove demonstrators and any other individuals in noncompliance with the procedures outlined in the steps above.
6. If safety is a factor, students and faculty may be directed to leave the building or school property.
7. No negotiations will be entered into with protestors or persons with grievances as long as the demonstration is in progress.
8. The Superintendent shall be charged with the responsibility of establishing communication with the leaders of the protesting group only when the normal educational process has resumed.

CORPORAL PUNISHMENT FOR K-6 STUDENTS ONLY

Corporal punishment of students is permissible by Louisiana Legislative Act 688 of 1976 and the Avoyelles Parish School Board's Corporal Punishment Policy required by this act.

1. Corporal punishment may be administered to a student by the principal or the assistant principal only.
2. Corporal punishment may be administered to a student in lieu of a short-term suspension for violation of any of the school rules, the violation of which would allow a student to be suspended.
3. Prior to the administering of corporal punishment, the student does have a right to know the reason/reasons he is being punished and the right to relate his version of the facts of the case. (It is the school administrators' responsibility to determine whether or not corporal punishment will be administered.)
4. Parental consent will be obtained by the principal prior to administering corporal punishment to any student.

Corporal is not authorized for use in grades 7-12.

EXPULSIONS

Any student may be expelled for any of the offenses for which principals and/or their designees may administer disciplinary action, upon recommendation of the principal or his designee of the school in which the student is enrolled.

1. Only the Superintendent or his designees shall conduct expulsion hearings.
2. All students who have been suspended 3 times, upon committing an offense necessitating a fourth suspension, may be recommended for expulsion.
3. A principal or his designee may recommend that a student be expelled and the student may actually be expelled for a single act of misconduct if the offense is sufficiently serious.
4. At the expulsion hearing, the student has the right to have any witnesses he chooses to testify on his behalf, and he may be represented by any person, of his choosing, including an attorney, if such is the choice of the student and his parent.
5. The student and/or his parents have the right to appeal the Superintendent's decision to the School Board within 5 days of the receipt of the same. Otherwise, the Superintendent's decision is final and incontestable.

**Avoyelles Parish School Board Alternative Program
2014-15**

- Students will be assigned to the Avoyelles Virtual Alternative Program (AVAP) in Hessmer, upon a Principal's recommendation for expulsion. Parents must report with the child to enroll them in this program. An interview and program introduction will be conducted at this time.
- The Principal of the sending school will be responsible for faxing all pertinent student information to AVAP within one (1) business day.

Attendance

- Students must report within five (5) days after an expulsion recommendation by a principal, pending hearing results. If they do not report within (5) days, they will be assigned to the APSB at home virtual school program for the length of the expulsion. Students will be contacted by their home school to enroll in this program.
- If a student misses five (5) consecutive non-excused days, they will be removed from AVAP and placed in the APSB at home virtual school program.
- APSB At Home Virtual School Program- Students will be provided with a laptop from their home school. They will also receive a list of WiFi spots in the parish if they do not have internet at home. The Plato Program will be the instruction.

Transportation

- Transportation to AVAP will be provided by the district.
- Students will not be allowed to drive to AVAP.

Assignment

- Assignment to AVAP is based on a recommendation from the school's Principal, pending the expulsion hearing. The length of stay will be determined by the expulsion committee. Students will be assigned to Alternative programs for a minimum of 88 days.
- Students may be considered for early release from AVAP after 30 days of attendance and upon recommendation from Ombudsman directly to the Superintendent. Consideration for early release will be made based on attendance, academics, and behavior.

Food Service

- Breakfast and lunch will be provided for students attending the morning session. Lunch will be provided for students attending the afternoon session.

Special Education

- Special Educations students will continue to receive services listed on their IEP.

**AVOYELLES PARISH SCHOOL SYSTEM POLICY
CONCERNING STUDENTS CONVICTED OF FELONY OFFENSES**
(Adopted 7/7/98)

1. This policy applies to all students who have been convicted of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the board; provided that such expulsion shall require the vote of two-thirds of the elected members of the school board.
2. In all cases prosecuted in the Courts involving students in the Avoyelles Parish School System who are prosecuted for alleged violation of a felony offense, the Courts will provide to the principals the following information.
 - a. For juveniles, the Courts shall provide any portion of a pre-disposition report containing and limited to conviction, adjudication, or disposition of a child in grade seven through twelve, who is arrested, charged or adjudicated a delinquent for committing a felony grade delinquent act, or a misdemeanor grade delinquent act involving distribution or possession with intent to distribute a controlled dangerous substance in violation of the Uniform Control Dangerous Substance Law or any violation offense against the person.
 - b. For adults, the Courts shall provide to the principals the name of the student together with the offense charged, conviction date, and appropriate sentence.
3. Marksville City Court and Bunkie City Court will provide to the principals of the appropriate schools any portion of a pre-disposition report containing and limited to conviction, adjudication, or disposition of a child in grade seven through twelve who is arrested, charged, or adjudicated a delinquent for

- committing a felony grade delinquent act or a misdemeanor grade delinquent act involving distribution or possession with intent to distribute a controlled dangerous substance in violation of the Uniform Control Dangerous Substance Law, or any violent offense against the person.
4. As per the authority of R.S. 17:416, the principal of a school shall immediately suspend any student whose presence in or about a school poses a continued danger to any person or property and/or ongoing threat of disruption to the academic process.
 5. Upon receipt of information from any Court System concerning students enrolled in the Avoyelles Parish School System, the principal shall immediately investigate the school record of said child, and when appropriate, shall request of the Superintendent and/or the Supervisor of Child Welfare and Attendance on the appropriate investigation of said student.
 7. In the event, the principal of a school requests an investigation of a student by the Superintendent or Supervisor of Child Welfare and Attendance, the person conducting the investigation shall make an appropriate inquiry with the appropriate judicial district court system for available information concerning the investigation of said student. Upon review of all information involving a student convicted of a felony offense, the Superintendent and/or the Supervisor of Child Welfare and Attendance will make an appropriate recommendation to the Avoyelles Parish School System regarding expulsion of said student. The Avoyelles Parish School Board shall then determine the validity of the request for expulsion by a two-thirds vote of the board, however, the Superintendent and/or Supervisor of Child Welfare and Attendance shall recommend for expulsion any student who has been convicted of a felony and is awaiting incarceration. However, the expulsion request must be approved by a two-thirds vote of the Avoyelles Parish School Board.
 8. All provisions of Louisiana Law concerning confidentiality of juvenile proceedings shall be strictly adhered to at all times.

STUDENT COMPLAINTS

1. Students have the right to express school-related concerns to the school's administration.
2. Any student or group of students with a school-related problem should request an audience with the principal who will schedule a time and place for a meeting.
3. Students have a right to have a faculty member of their choice present with them at the meeting.
4. Students will be allowed to express their complaints and grievances and the principal will listen and act in accordance with whatever he feels to be in the best interest of the school.

DISCIPLINE COMPLAINT PROCEDURES

The school district takes seriously all concerns and complaints by students and parents. Parents are encouraged to address all concerns to school personnel. If the complaint is not resolved at the school site, parents are encouraged to contact the Central Office at 221 Tunica Drive West, Marksville, Louisiana or by phone at 318-253-5982. Parent complaints may be submitted in verbal or written form. The discipline complaint form is also available on the district website at www.avoyellespsb.com.

Avoyelles Parish School District
Discipline Complaint Form
2014-2015

School: _____

Date: _____

Address: _____ Telephone: _____

Student's Name: _____

Discipline Complaint: _____

Parent Signature and Date:

Resolution Details: _____

Administrator's Signature and Date:

_____ Date: _____

STUDENT RIGHTS AND RESPONSIBILITIES

Students do not leave their rights behind them when they enter the school campus. The Bill of Rights of the Constitution pertains to the rights of students as well as to adults. There are stipulations, however, that all persons must consider and additional stipulations must be considered in operating schools: (1) first and foremost - with rights come responsibilities; (2) no one, while exercising his rights, has the right to infringe upon the rights of others; and (3) orderly processes in schools are absolutely necessary, since without order, you are flirting with anarchy and chaos. Students shall be afforded the opportunity to express their ideas and feelings through proper channels (school administrators) providing that these expressions do not interfere with the orderly processes of the school or the rights of other individuals. Students may express themselves; however, they shall do it in good taste and in keeping with the policies of the Board and the regulations of the Board. The consequences of doing it any other way may bring about corrective disciplinary measures.

The Avoyelles Parish School Board recognizes the need for an organized disciplinary system which supports teachers' efforts to teach and which addresses the growth of positive student activities and behaviors. The administration of the school district is charged with the development of a defined systematic approach to school discipline to be recommended to the School Board. The basic objectives of discipline within the school may be described as threefold:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To establish and maintain study conditions that are conducive to learning.
3. To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own conduct.

Teachers and administrators shall be responsible for creating and implementing programs favorable to the development of self-discipline and self-direction. School personnel shall plan carefully to ensure active interest in class work and the total school program, including the teaching of good behavior and accepted goals of the school. The use of all personnel provided by the school shall be maximized to assist in the development of personal value judgments, the teaching of school and civic responsibilities, and human relations.

Teachers and administrators are authorized to take just and reasonable measures to establish effective school discipline and to develop in students' self-discipline, emotionally mature behaviors. The authority to control student conduct shall extend to all activities of the school, including all games and performances of athletic teams and other school groups.

Discipline should have the qualities of understanding, fairness, firmness, and consistency. Consideration should be given to the cause, nature, condition, and frequency of misconduct. Teachers should manage their own discipline problems if at all possible. Discipline should be used by each teacher as means of improving the fundamentals of self-control, good work habits, and sound citizenship in the student and the group. Each infraction serious enough to be recognized one time should be recognized each time it occurs on the part of any student.

Prescribing Disciplinary Measures

When a teacher sends a student to the principal's office for disciplinary reasons, the decision regarding punishing the child shall rest solely with the administration. Teachers will not prescribe to the administration what is to be done concerning disciplinary measures after they have attempted to solve the problem. This does not mean that a teacher cannot make suggestions – but in no case shall the teacher tell the student that he/she is going to be suspended or disciplined on other ways. It shall be the administration's responsibility to determine appropriate disciplinary measures as outlined in the student code of conduct and in accordance with policies and procedures established by the Avoyelles Parish School Board.

Make-Up Work During Suspension

Graded work missed during the time of suspension should be made up at a time designated by the administration.

Students shall have the right to make-up all work missed as a result of suspension. In the event the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as would be necessary to complete the course of instruction for that semester or term, provided that all work is completed after the regular school day.

DUE PROCESS

The District shall provide students with due process before excluding them from their home school for any length of time, including through suspension, expulsion, or alternative placement. For purposes of this section, alternative placement does not include voluntary placement in the alternative school. The District shall provide students and their parents with a fair and impartial proceeding before imposing exclusionary discipline, with a right to appeal the exclusionary discipline consequence.

If an emergency requires immediate removal of the student from school, all required proceedings shall follow as soon after the student's removal as practicable. If such removal is necessary, the school shall immediately notify the parent to determine the best way to transfer custody of the student to him or her. If possible, the District shall provide the removed student with school work (e.g., via email) during the pendency of the removal.

Prior to imposing an out-of-school suspension or recommending expulsion or alternative placement, the district shall provide students with an informal hearing with the school principal. At the informal conference, the principal or his/her designee shall:

- (a) permit the student to call his or her parent and permit the parent to attend the conference if he or she is able to within a reasonable amount of time;
- (b) inform the student of the charges and evidence against him or her;
- (c) provide the student with an opportunity to respond to the charges, verbally or in writing, and present his or her version of events;
- (d) inform the student of his or her right not to submit a written statement, if a written statement is requested; and
- (e) provide the student with an opportunity to present evidence in his or her defense, including the right to have his or her witnesses interviewed by the principal or designee.

If after the informal conference the school principal decides to impose the suspension or recommend expulsion or alternative placement, the school must make a reasonable attempt to contact the parent(s) by phone if they were not present for the conference. The school shall also provide the student and parent(s) with a written notice stating that the student has received a particular consequence, and providing the grounds for the consequence, the period or duration of the consequence, and an offer to schedule a time and place for the parent(s) to meet with the principal or designee to review the consequence prior to or concurrent with reinstatement. The notice shall also state that make-up work shall be provided during the period of the consequence, as appropriate, that the student has the right to appeal the consequence, and how the student may appeal.

Students who are suspended from school shall have the opportunity to appeal the suspension to the Supervisor of Child Welfare and Attendance. The Supervisor of Child Welfare and Attendance shall schedule a hearing within a reasonable time from the date of the suspension. The student shall have the right to be represented at the hearing by anyone that the student or parent chooses. At the hearing, the hearing office shall consider the following:

- (a) whether the District complied with the procedural requirements regarding notice, and the student's opportunity to have a meaningful hearing;
- (b) whether the evidence was fully and fairly considered;
- (c) whether the District complied with the requirements in the Code of Conduct;
- (d) whether the school tried non-exclusionary alternatives before imposing the consequence;
- (e) mitigating factors that should be considered; and
- (f) additional facts that were not heard at the original hearing.

The Superintendent or his/her designee shall provide a written decision within three days of the hearing. If the Superintendent or his/her designee determines that no violation occurred, the district shall expunge all school records pertaining to the suspension from the student's file. If the Superintendent or his/her designee determines that the penalty was not appropriate to the violation, all school records shall be revised to reflect the Superintendent or his/her designee's determination.

Prior to imposing an expulsion or alternative placement, the District shall provide students recommended for expulsion or alternative placement and their parents with a written notice of the recommendation. The notice shall contain a statement of the reasons for the recommended action; a notice that the student will receive a due process hearing on the question of expulsion or alternative placement, unless the student and parent affirmatively waive their right to a hearing; the date, time and location of the hearing; information regarding whom the student and/or his or her parent(s) should contact if they need to reschedule the hearing to a mutually agreeable date and time; and a statement that the student may be present at the due process hearing to hear the evidence against him or her, may present relevant evidence, may call student and adult witnesses to testify on his or her behalf, and may be accompanied by parents, counsel, and/or a representative of their choice.

Students who are expelled or receive an alternative placement shall have the opportunity to appeal the discipline decision to the School Board. The School Board shall consider such factors as:

- (a) whether the District complied with the procedural requirements regarding notice, and the student's opportunity to have a meaningful hearing;
- (b) whether the evidence was fully and fairly considered;
- (c) whether the District complied with the requirements in the Code of Conduct;
- (d) whether the school tried non-exclusionary alternatives before imposing the consequence;
- (e) mitigating factors that should be considered; and
- (f) additional facts that were not heard at the original hearing.

The School Board shall provide a written decision within three days of the hearing. If the School Board determines that no violation occurred, the District shall expunge all school records pertaining to the expulsion from the student's file. If the School Board determines that the penalty was not appropriate to the violation, all school records shall be revised to reflect the School Board's determination. All decisions by the board shall be final.

The District shall provide the parents of every expelled student information regarding educational alternatives available during the period of expulsion.

Upon reinstatement from any exclusionary consequence, the school principal shall attempt to confer with the student's parents or guardians in person or by telephone to discuss the student's behavior and methods of appropriate intervention in an effort to prevent further disciplinary action. The failure of the parent to attend the conference shall not affect the ability of the student to return to classes.

STUDENT PUBLICATIONS

The Avoyelles Parish School Board sanctions school sponsored publications used to express students' views, and feels students should be free from undue harsh restrictions; however, the publications should be within the limits imposed by responsible journalism. The School Board will not tolerate any publication which allows obscenities, defamation, false statements, libel, or prejudice against race, creed, color, or national origin. Other than the aforementioned and any other possibilities of offending or abridging the rights of others there need be no restrictions imposed which would limit students from expressing their views.

In order to ensure that everything is proper and in good taste, it will be necessary for the principal of the school to scrutinize student publications prior to their being printed and distributed.

STUDENT DRESS CODE

Students are expected to be clean, neat, and dressed in good taste and are expected to groom in the same manner. Principals are authorized to make that determination. The only specifics imposed by the Avoyelles Parish School Board are:

1. Clothing, whether dresses, trousers, skirts, shirts, blouses, etc. must be appropriate for school wear, neat and unrevealing, and must conform to established restricted dress code standards.
2. The restricted dress code applies to all students in grades pre-kindergarten through twelfth grade. PreK-6 student must wear navy blue bottoms and light blue tops with approved school logo. Grades 7-12 students must wear khaki bottoms and white tops or school designated color with approved school logo.
3. Only school approved logos are authorized for wear on all shirts/blouses and must be permanently attached to the shirt/blouse.
4. Pants must be slacks and legs shall not be rolled up at any time. Slacks and shorts may have inside pockets only and must be hemmed. No cargo or watch pockets are allowed. No laced closures are allowed.
5. Jeans of any color and/or type are not allowed except on designated days for positive behavior and/or achievement. This includes all pants that have rivets.
6. Bottoms with belt loops require the wearing of belts except Pre-K and Kindergarten.
7. Belts with no logos are to be worn. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt and/or attachments outside the belt loops is not allowed. Belt buckles must be a permanent part of the belt.
8. Shirts and blouses must be tucked in at all times.
9. All shirts/blouses must have sleeves and collars.
10. If an undershirt is worn, it must be solid white or school approved color with no inscriptions, logos, pictures, etc. Exception: Approved school related undershirts are allowed.
11. Sagging pants cannot be worn to school.
12. All pants must be worn at waist level.
13. Dusters and trench coats are not allowed. Outer garments may not be worn around the waist at any time.
14. Socks or hose are required with all footwear.

15. Bellbottoms are allowed for wear unless they are jeans, and cannot be frayed at the bottom.
16. Transfers in and out of parish will be allowed five (5) school days to obtain proper dress code apparel relative to the school they attend.
17. Pullover/sock/knit/watch caps are allowed in the outdoor setting only. No logos are allowed. No other headgear is allowed.
18. Proper footwear must be worn at all times. Shoes must be worn appropriately at all times. The back of the shoe must have a strap. No beach shoes, shower clogs, rafting sandals, etc. with or without straps are allowed. Steel-toed footwear is not allowed except for an approved school activity. No crocs or slippers are allowed.
19. No visible vulgar, suggestive, obscene, or gang related tattoos are allowed.
20. No vests may be worn
21. Earrings, studs, or pins may be worn in the ear only.
22. All neck ornaments/jewelry must be worn inside the collar, shirt, or blouse. No chains of any type are allowed.
23. Hair
 - a. The hair will be clean, combed, and uncovered. No disruptive colors or hair styles will be worn. Wigs are not acceptable except for medical reasons.
 - b. All facial hair must be neat and well groomed.
24. Students in Grades K-12 are allowed to wear shorts. In Grades K-2, shorts may be worn no shorter than mid-thigh length. In grades 3-12, shorts must be no shorter than two (2) inches from the floor when measured in a kneeling position. The measurement will be taken by the principal or his/her designee. Shorts must be hemmed. No biker shorts are permitted for any student. Dress and skirt length requirements are the same as for shorts.
25. Identification cards will be worn on the upper front torso where name is visible at all times while on the school campus during the school day except during PE activity classes (High School Only). Students found in violation shall be disciplined in accordance with established policies and procedures. ID cards shall not be defaced and/or altered in any way. Violators will be required to purchase a replacement.
26. Any pullover outer garment may be worn as long as it does not contain vulgar, obscene, alcohol or racial language/symbols. Outer garments may not be worn tied around the waist at any time.
27. Each individual school may establish more specific dress code policies as long as it has been approved by the Superintendent and the school board. In such cases, students will be informed through printed handouts after having been approved by the board.
28. Artificial nails will not be allowed for students in grades PreK-6

AVOYELLES PARISH SCHOOL BOARD POLICY ON SEXUAL HARASSMENT

Avoyelles Parish School Board is committed to providing a safe and stable climate for learning in every school. The *Handbook on Attendance, Discipline and Student Records* addresses the expectation for an atmosphere in which students and school personnel can work productively. The policy on Sexual Harassment will be referenced in this document beginning school year 1997-1998. This policy states the following:

The Avoyelles Parish School Board is a political subdivision of the State of Louisiana and as such is entrusted with care of thousands of children ranging from ages 3 through adulthood. It is tasked by the State and USA to maintain an environment that is devoid of inappropriate sexual behavior in any form involving employer- employee, employee- student, student- student or any other combination of these relationships.

It is the policy of this Board that sexual conduct involving any of the relationships identified above, or any combination on Avoyelles Parish School Board property during school hours or official school functions will be considered conduct subject to disciplinary action by the Board or its representative as a minimum.

It shall be a violation of this policy for any member of the Avoyelles Parish Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other student or staff through conduct or communications of a sexual nature as defined in Section II.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his/her school or office. Violations of this policy or procedure will be cause for disciplinary action, and depending on the circumstances, criminal prosecution.

DEFINITION

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term

condition of a person's employment or advancement or of a student's participation in school programs or activities; or (2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student or evaluation of the employee or student; or (3) such conduct has the purpose of effect or unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks with sexual or demeaning implications
- unwelcome touching
- sexual jokes, posters, etc.
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

PROCEDURES

- A. Any person who alleges sexual harassment by an employee or student in the school district may use the procedure detailed in the Avoyelles Parish School Board complaint procedure or may complain to his or her immediate supervisor, building principal, or district Title IX Supervisor. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality for both the accuser and the accused will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

SANCTIONS

- A. A substantiated charge against an employee in the school district shall subject that staff member to disciplinary action up to and including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

NOTIFICATION

Notice of this policy will be circulated to all schools and departments of the Avoyelles Parish Schools and incorporated in employee and student handbooks. Training regarding this policy and the prevention of sexual harassment shall be held for all employees and students in all schools on an annual basis.

AVOYELLES PARISH SCHOOL BOARD POLICY ON BULLYING, INTIMIDATION, HARASSMENT, AND HAZING

SCHOOL NAME: _____ STUDENT NAME _____

The Avoyelles Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments and to be safe and secure for all. Therefore, all statements or actions of bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

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

BULLYING, INTIMIDATION, HARASSMENT

Bullying, intimidation, and harassment shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

HAZING

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

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

REPORTING PROCEDURES

Any student who believes he or she has been the victim of bullying, intimidation, threatening behavior, harassment, or hazing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school district or a school within the school system, is encouraged to immediately report the alleged acts to any appropriate school district official.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be required to immediately report the alleged acts of an appropriate school district official.

AT THE SCHOOL BUILDING LEVEL

The principal shall be the person responsible at the school level for receiving oral or written reports of bullying, intimidation, threatening behavior, harassment, or hazing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, intimidation, threatening behavior, harassment or hazing of a student shall immediately inform the principal, who shall notify the Superintendent or his/her designee.

OTHER SITES

Building administrators designated by the Superintendent at each administrative, support, or maintenance site shall be responsible for receiving oral or written reports of bullying, intimidation, threatening behavior, harassment, or hazing of a student. Upon receipt of a report, the building administrator shall immediately notify the Superintendent or his/her designee.

INVESTIGATION OF COMPLAINTS AND REPORTS

The Superintendent or his/her designee shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, intimidation, threatening behavior, harassment or hazing of students. Investigations may consist of personal interviews with the complainants or the individual who is alleged to have been bullied, intimidated, threatened, harassed or hazed, the individual or individuals against whom the complaint is made, witnesses, and any other persons who may have knowledge of the alleged incident or incidents or circumstances leading to or giving rise to the complaint. Other methods of investigation also may be used and pertinent documents may be examined by the investigator.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of the investigation.

Investigations shall be completed as soon as practicable. A written report shall be prepared upon the completion of the investigation. If the complaint involves the Superintendent of Schools, the report shall be made and filed directly with the School Board. The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

DISCIPLINARY ACTION

The school district shall take appropriate action in response to a report following an investigation of any alleged bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, disciplinary action shall be taken as outlined in the student code of conduct. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action.

Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

Additional actions that may be taken in addition to the above are referral to school counseling, referral to law enforcement officials, and/or referral to *Family in Need of Services* (FINS). It is strongly recommended that

parents/guardians seek additional counseling for these students.

APPEAL

The parent of a student disciplined for violation of this policy may appeal to the Superintendent or his/her designee no later than five (5) days after being notified of the disciplinary action. The Superintendent or his/her designee shall review all documentation regarding the incident, and if determined to be necessary by the Superintendent or designee, conduct a hearing on the matter. The results of the review or hearing shall be sent to the parents or legal guardian within three (3) school days. The decision of the Superintendent shall be final, except for a student expulsion, which may be appealed to the School Board in accordance with statutory provisions.

DISSEMINATION OF POLICY

This policy shall be conspicuously posted in each school in a place or places accessible to all students, teachers and other personnel.

The school district shall develop a method for discussing this policy with students which shall take into account their level of understanding based upon their grade level or other consideration generally applicable to students enrolled in the same class or grade. The school district also shall discuss this policy with administrators and teachers, and other school personnel whose employment duties bring them into contact with students.

SECLUSION AND RESTRAINT STUDENTS WITH DISABILITIES

Guidelines for the seclusion and restraint of students with disabilities population will be in accordance with La. Revised Statute 17:1416.21 as noted in La. Bulletin 1706.

GRADING POLICY K - 6

- a. KINDERGARTEN (4-Nine Weeks Grading Period)
 - Utilization of S for Satisfactory
 - Utilization of U for Unsatisfactory
 - Utilization of NI for Needs Improvement
- b. GRADES 1-6 (4-Nine Weeks Grading Period)
 - A minimum of eight grades shall be given per nine week period.

Grading Scale

A.....	100-93
B.....	92-85
C.....	84-75
D.....	74-67
F.....	66 or Below

- c. Averaging grades for the nine-week period and the session:
 - A quality point average of not less than "1" is required as the passing mark. (A = 4 points; B = 3 points; C = 2 points; D= 1 point.)
 - When a student's average is above "1", a fraction of less than one-half is discarded and a fraction of one-half or more is counted as the equivalent of one.
- d. Procedure for determining the session grade:
- e. To be eligible to be considered for a passing grade in a particular subject for the session, a student must satisfy one of the following criteria:
 - Have a passing grade for the fourth nine-week period and overall 1.0 grade point average for all nine week periods.
 - First grade students must have a passing grade for the fourth nine-week period and an overall 1.0 grade point average for all nine-week periods that grades are assigned.
 - Have a quality point average of at least 1.0 based on all nine-week periods and if having failed the fourth nine week period making a passing grade on a special teacher-made examination in the particular subject covering the final nine-week period. (This test is to be made available should a

student fail the last grading period). This special examination shall not be considered in determining the session grade.

- Average the quality points for the four nine-week periods.

f. Types of Grades:

1. Daily grades shall be recorded as numbers and converted to a letter grade on the report card.
2. If a teacher uses number grades, a "0" may be assigned only under the following conditions: (a) student cheating on a test, and (b) student making no attempt to take the test (i.e. only signing his/her name and turning it in). REMEMBER A STUDENT WHO IS SUSPENDED IS ALLOWED TO MAKE-UP HIS/HER WORK, INCLUDING TESTS.

g. Teachers of kindergarten through sixth grade will send test papers home weekly, have parents sign test papers, and return them to the teacher.

h. Teaching and Testing: Teaching and testing shall be required through the last day of school.

i. Teacher of K – 6th grades should keep all student test papers on file for one calendar year. If a teacher exits the system, then the principal would be responsible for said test papers. If a parent requests a student's test papers, a copy will be submitted.

GRADING POLICY 7 - 12

a. A minimum of eight (8) grades shall be administered and recorded per nine week period. Averaging grades for the nine-week period and the session:

1. A quality point average of not less than "1" is required as the passing mark.
(A = 4 points; B = 3 points; C = 2 points; D = 1 point.)
2. When a student's average is above "1", a fraction of less than one-half is discarded and a fraction of one-half or more is counted as the equivalent of one.
3. The lowest numerical "F" recorded on attempted work shall be a "50" for honors and a "60" for non-honors.

Grading Scale

<i>Grade</i>	
A.....	100-93
B.....	92-85
C.....	84-75
D.....	74-67
F.....	66 or Below

b. Procedure for determining the nine-week grade:

- The nine-week grade is the responsibility of the teacher and shall be based on the student's work.
- Number grades shall be given until time for the nine-week reporting period. Grades shall be averaged and converted to letter grades.
- If a teacher uses number grades, "0" may be assigned only under the following conditions: (a) student cheating on a test and (b) student making no attempt to take the test (i.e. only signing his/her name and turning it in). REMEMBER SUSPENDED STUDENTS ARE ALLOWED TO MAKE UP THEIR WORK, INCLUDING TESTS.
- Teacher of seventh through the twelfth grades keep all student test papers on file for one calendar year. If a teacher exits the system, then the principal would be responsible for said test papers. If a parent requests a student's test papers, a copy will be submitted.

c. Procedure for determining the final grade:

- To be eligible to be considered for a passing grade in a particular subject for the session, a student must satisfy one of the following criteria
- Have a passing grade for the final nine-week period of the particular term or the final examination of the term and have the required quality points.
- Average the quality points for the nine-week periods, and the final examinations to determine the final grade.
- For a course that is considered a half unit average, the two nine-week periods and the final examination.

d. Scheduling High School Courses (Board Minutes, 7/2/13):

- All credits for courses will be one unit with the exception of those units designated by the state as one-half units (Bulletin 741). Examples are courses such as Health. One-half credits may be awarded to mid-term graduates and any student with extenuating circumstances.

e. Final Examinations:

- A cumulative and comprehensive Final Examination in each subject is required. The examination will

be designed for a 1½ hour period. Principals are to approve all examinations prior to their administration.

- Final Examination Exceptions: Students, Grades 7-12, having all “A’s” in an individual subject (two nine-weeks) will be exempted from taking final exams. Students in the non-block schools will be exempted from taking final exams if they have all A’s for the 4 nine-week periods.

f. Grading Scale for non-honors courses (Grades 7-12 as per Act 701 of the Louisiana Legislature:

<i>Grade</i>	
A.....	100-93
B.....	92-85
C.....	84-75
D.....	74-67
F.....	66 or Below

g. Grading Scale for Honors Courses (Grades 7-12):

<i>Grade:</i>	
A.....	100-90
B.....	89-80
C.....	79-70
D.....	69-60
F.....	59-0

Note: Teachers may utilize various grading techniques such as bonus points, weighting, curving, plotting natural breaks, etc., which adhere basically to this standard. Additionally, teachers in grades 7-12 must utilize numerical grades.

To Calculate Final Averages 7-12, Block Schedule:

Period One = 40%	Period Three = 40%
Period Two = 40%	Period Four = 40%
Final = 20%	Final = 20%
1 st Term	2 nd Term

Non - Block

Period 1= 20%	Period 2 = 20%
Period 3= 20%	Period 4 = 20%
Final = 20%	

a. Overall Grade Point Averages:

High School: All credits attempted shall count in calculating a student's grade point average to four decimal places.

Physical Education:

- Principals note that in some instances students are not dressing out for participation in physical education classes.
- To encourage participation in physical education, it is proposed that effective for 2000-2001 and thereafter, that students who fail to dress out 5 times (unexcused) or more during a nine-week period shall not receive a passing grade for the nine-weeks. Failing to dress out in physical education classes will be treated as a disciplinary infraction. The first time will be a warning. The second will be an action. Action taken will be in accordance with Item 8 in the Addendum of this handbook (page 20).

3. SCREENING FOR THE SEVENTH/EIGHTH GRADE ADVANCED ACADEMIC PROGRAM FOR THE 2010-2011 SCHOOL YEAR AND THEREAFTER

- The iLEAP test of Basic Skills will be administered to determine placement in the Advanced Academic Programs.
- A student will automatically qualify for placement in the Advanced Academic Program if his cumulative grade point average from the previous grade, is a 3.750 or better.
- A student will automatically qualify for placement in the Advanced Academic Program if he scores Advanced and/or Mastery on the iLEAP test.
- If there are any remaining slots available after steps "2" and "3" have been considered, then the criteria for consideration of placement will be student rank according to G.P.A. and a minimum score of Basic on the iLEAP test and teacher recommendation.

4. MIDDLE SCHOOL CARNEGIE CREDIT/ACCELERATED PLAN

- Students may earn Carnegie credit in grades 5 – 12 two ways: 1. By passing a course in which the students is enrolled and meets instructional time requirements, 2. By demonstrating proficiency on a APSB approved proficiency exam.
- A student will automatically qualify for placement in the accelerated 7th/8th grade math class by scoring at the Mastery or Advanced level on the iLEAP test.

- A student will automatically qualify for the placement in the accelerated 7th/8th grade math class if the cumulative grade point average from the 6th grade is a 3.750 or higher.
- If there are any available slots remaining, after students have automatically qualified, then the criteria for consideration of placement will be the student rank according to GPA with a minimum score of Basic on the iLEAP test and teacher recommendation.
- Only students that have passed the accelerated 7th/8th grade math class will be allowed to schedule Algebra I as an 8th grader.

5. SCREENING FOR FRESHMAN HONORS CLASSES FOR THE 2000-2001 SCHOOL YEAR AND THEREAFTER (Adopted 3/28/00)

- LEAP for the 21st Century will be administered to all eighth grade students. The English/Language Arts portion will be used to screen for English I Honors. The mathematics portion will be used to screen for Algebra I Honors. The Science portion will be used to screen for Physical Science Honors. The Social Studies portion will be used to screen for World Geography Honors. If a nonpublic school student has taken only the iLEAP test in the subjects of Math and English, his math score will be used to screen both math and science. The English will be used to screen both English and Social Studies.
- A student will automatically qualify for placement in the Honors Program if his/her cumulative grade point average for the sixth grade through mid-term of the 8th grade year, is a 3.750 or better AND he/she scores at the mastery/advanced level of the LEAP 21 test in the subject area requested. The cumulative grade point average must be verified by school officials for the students having a 3.750 or better average. This verification will include a copy of the green register, or equivalent, for all report grades for the 6th grade, 7th grade, and through mid-term of the 8th grade years.
- A student will automatically qualify for placement in the Honors Program if he/she scores at the Advanced Level of the LEAP 21 test in the subject area requested.
- If there are any remaining slots available after steps "2" and "3" have been considered, then the sole criteria for consideration of placement will be ranking of the LEAP test scores.
- Also, it was strongly recommended the schedule for student placement in high school Freshmen level math courses equate to the LEAP 21 Performance categories, as follows:

Unsatisfactory.....	Remedial math for non-credit as mandated by the state
Approaching Basic.....	Algebra I Part 1 and Algebra I Part 2
Basic	Algebra I
Mastery/Advance.....	Algebra I Honors

6. FILING OF AVAILABLE HONORS SLOTS FOR NON-FRESHMAN

- Slots are filled based on the ranking of high school report card grades for corresponding subject area(s). Ties will be broken using cumulative high school grade point averages.
- A student with an "A" average in a non-honors class, using all report grades in all subjects taken in that discipline, may challenge for a position in an honors class. The challenge must be requested by the student, in writing, to the principal, no later than the last day of the school year in which the challenge is made. The only allowed challenge(s) will be for the position(s) occupied by the lowest average(s) other than an "A" or "B" average in the requested class.

7. POLICY FOR RANKING OF GRADUATING SENIORS FOR 1995-96 FRESHMEN AND THEREAFTER

- (a) The ranking of graduating seniors shall be based on weighted GPA. The weighted GPA will be calculated and rounded to 4 decimal places beginning with the Senior Class of 2012-2013.
- (b) Units earned through special programs in which grades are assigned shall be considered in the ranking of students. Examples: homebound, summer school, home study, virtual courses and college courses for which high school credit is given in accordance with Bulletin 741.
- (c) Students who have earned at least 48 half-units and who graduate at the end of three years of high school or at mid-term of the fourth year of high school shall be considered for honors and shall be ranked in that year's graduating class. Summer school graduates shall not be considered for honors and shall not be ranked in that year's graduating class.
- (d) Students who enter college on a full-time basis (with the early admission program) for their senior year and earn their high school diploma while in college shall be considered for honors and shall be ranked. (Amended: 7-3-12)
- (e) For Honors Classes, grades are weighted as follows {A = 5 points; B = 4 points; C = 3 points; D = 2 points} for the purpose of ranking ONLY, as this is an added incentive to be in the program.
- (f) Concurrent Enrollment/Dual Enrollment grades that transfer to Carnegie Credits will be included for senior ranking purposes effective August 17, 1989.
- (g) Beginning with the 2003-2004 school year, weighted credit for the following courses will be assigned at the time of graduation from high school for the purpose of senior ranking, awards of distinction at graduation. Students transferring to a public high school in Avoyelles Parish will be granted honors weighing for honors courses taken outside of Avoyelles Parish if those courses are on the approved

list.

- List of Approved Honors Courses:
English I, English II, English III and English IV
Algebra I, Algebra II, Geometry, Advanced Math, and Calculus
Physical Science, Biology I, Biology II, Chemistry I, Chemistry II, and Physics
World Geography, Civics, U.S. History and World History.
- Other: An asterisk (*) will indicate honors program courses on the cumulative record for recognition/designation purposes.

8. RECOGNITION OF GRADUATING STUDENTS DEMONSTRATING ACADEMIC EXCELLENCE BASED ON A NON-WEIGHTED GPA IS AS FOLLOWS:

Category and Suggested Tassels:

With Distinction (Bronze Tassel)	at least 3.0 but less than 3.4
With High Distinction (Silver Tassel)	at least 3.4 but less than 3.8
With Highest Distinction (Gold Tassel)	3.8 and above
Graduates with one or more honors courses	

Note: Recognize an "Honors Program Graduate" at graduation as one who has successfully completed 8 honors courses. The number of honors courses completed by each graduate will be written next to the graduate's name on the program.

SUMMER GRADUATION

Students will not be allowed to participate in graduation ceremonies with their class if they do not pass the GEE/EOC tests. However, a parish graduation will be held in August for all students who do not graduate in May but become eligible by August. This would include those students who pass summer school as well as those students who pass the GEE/EOC during the summer. Attendance will be mandated for all principals and counselors. If there are too few graduates, the graduation ceremony will be held at the School Board Office.

END OF COURSE ASSESSMENTS

Notice is given to the freshmen class of 2010-11 and thereafter that they will be expected to successfully complete the following EOC Assessments:

- Algebra I or Geometry
- English II or English III
- Biology or U. S. History

LA Core 4 Curriculum: Effective for 2008-2009 incoming freshmen and thereafter.

English..... 4 units
Shall be English I, II, III, and IV

Math 4 units
Shall be Algebra I or Algebra I-Pt. 2, Geometry, Algebra II. Remaining unit shall come from the following: Financial Math, Senior Applications in Math, Advanced Math I, Advanced Math II, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a locally initiated elective approved by BESE as a math substitute.

Science..... 4 units
Shall be Biology, Chemistry and two (2) units from the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics of Technology II, Agri-science II, Anatomy and Physiology, or a locally initiated elective approved by BESE as a science substitute.*

Social Studies 4 units
Shall be ½ unit of Civics or AP American Government, ½ unit of Free Enterprise, U.S. History, one (1) unit from the following: World History, World Geography, Western Civilization, or AP European History, and one (1) unit from the following: World History, World Geography, Western Civilization, AP European History, Law Studies, Psychology, Sociology, or African American Studies.*

Health..... ½ unit
Physical 1½ units
Foreign Language 2 units
Shall be two (2) units from the same foreign language or 2 units of speech

Arts..... 1 unit
Shall be Fine Arts Survey or one unit of Art, Dance, Music or Theatre*

* Approved IBC-related course may be substituted.

Electives 3 units
 Total24 units

Proposed Graduation Requirements: Students who opt out of LA Core 4

English..... 4 units
 Shall be English I, II, III and IV or Senior Applications in English

Math 4 units
 Shall be Algebra I or Algebra I-Pt 1 and Algebra I-Pt 2, Geometry. Remaining units shall come from the following: Algebra II, Financial Math, Advanced Math I, Senior Applications in Math, Advanced Math II, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a locally initiated elective approved by BESE as a math substitute.

Science..... 3 units
 Shall be Biology, one (1) unit from the physical science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I, and one (1) unit from Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, an additional course from the physical science cluster, or a locally initiated elective approved by BESE as a science substitute.

Social Studies 3 units
 Shall be United States History, ½ half unit of Civics or AP American Government, ½ unit Free Enterprise and one (1) unit from World History, Western Civilization, World Geography, or AP European History

Health½ unit
 Physical Education1½ units

Electives 8 units
 Total 24 units

**Louisiana's Graduation Options
 DIPLOMA REQUIREMENTS**

Subject	Credits For LA Core 4	Credits For Basic Core	Credits For Career Diploma
English		4	
Math		4	
Physical Education		1.5	
Health		.5	
Science	4	3	3
Social Studies	4	3	3
Foreign Language	2	-	-
Arts	1	-	-
Electives	3	8*	7**
Total	24	24	23

*Students who pursue a Basic Core course of study must complete six credits in career area of concentration.

**Students who pursue a Career Diploma must complete seven credits in career area of concentration.

Jump Start TOPS Tech (Career Diploma) Course Requirements 2014-15 Entering 9th Graders

Units	Courses ¹
ENGLISH = 4 Units	
1 Unit	English I
1 Unit	English II
2 Units from the following:	English III, English IV, AP [®] or IB [®] English courses, Business English, Technical Writing, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education
MATH = 4 Units	
1 Unit	Algebra I, Algebra I Part One and Algebra I Part Two, or an applied or hybrid Algebra course
3 Units from the following:	Geometry, Math Essentials, Financial Literacy (formerly Financial Math), Business Math, Algebra II, Algebra III, Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education
Substitutions	Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry, and Algebra II for three mathematics credits
SCIENCE = 2 Units	
1 Unit	Biology I
1 Unit from the following:	Chemistry I, Earth Science, Environmental Science, Physical Science, Agriscience I and Agriscience II (one unit combined), or AP [®] or IB [®] Science courses
SOCIAL STUDIES = 2 Units (One credit of Civics may be substituted for any two of the one-half credit Social Studies courses specified.)	
1 Unit from the following:	U.S. History, AP [®] U.S. History, IB [®] History of the Americas I
½ credit from the following:*	Government, AP [®] U.S. Government and Politics: Comparative, or AP [®] U.S. Government and Politics: United States
½ credit from the following:*	Economics, AP [®] Macroeconomics, or AP [®] Microeconomics
Health/Physical Education = 2 Units (JROTC may be substituted for PE.)	
1 Unit from the following:	Physical Education I
½ Unit from the following:	Physical Education II, Marching Band, Extracurricular Sports, Cheering, or Dance Teams
½ Unit from the following:	Health Education (JROTC I and II may be used to meet the Health Ed) requirement
Jump Start = 9 Units	
9 Units from the following:	Jump Start course sequences, workplace experiences, and credentials as approved in Regional Jump Start proposals.
TOTAL = 23 Units	

¹ A student shall complete a regionally-designed, district-implemented series of Career and Technical Education Jump Start coursework and workplace-based learning experiences leading to a statewide or regional Jump Start credential. Each student's Jump Start graduation pathway shall include courses and workplace experiences specific to the credential, courses related to foundational career skills requirements, and other courses (including career electives) that the Jump Start regional team determines are appropriate for the career pathway.

Note: In order to meet the current TOPS Tech requirement students will need to complete an additional 3rd unit of science, 3rd unit of social studies, and a credit in a basic computer course. (The LDOE will be working with the Legislature during the next session in an attempt to harmonize the requirements of Jump Start and TOPS Tech.)

TOPS University Diploma Requirements

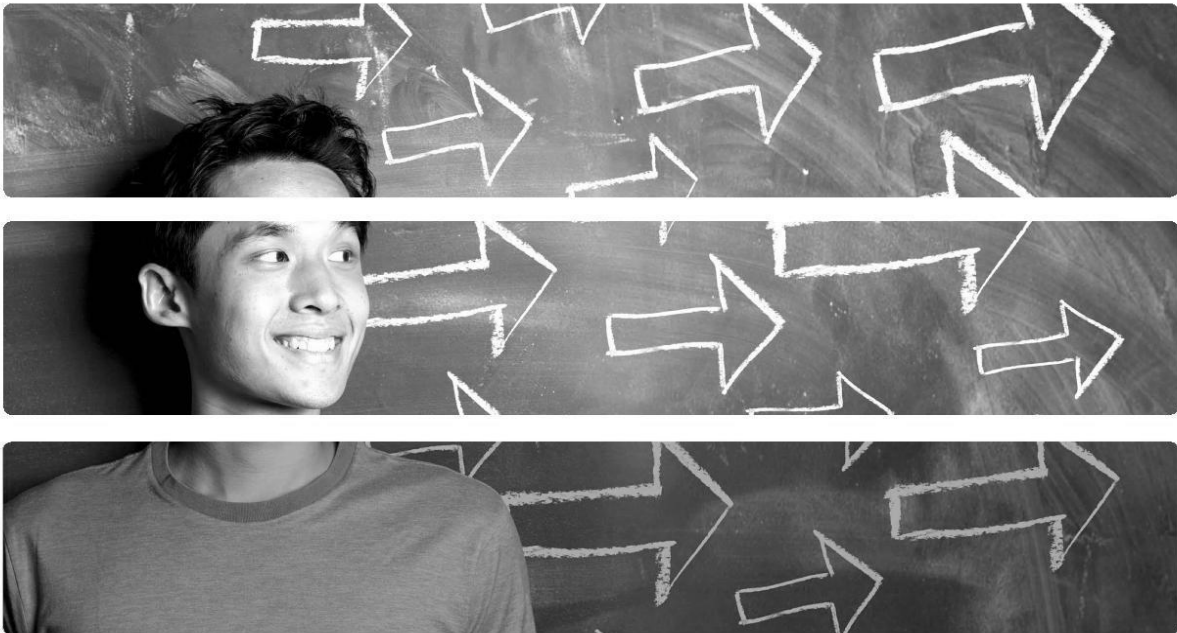
For Incoming Freshmen Beginning Fall 2014

Units	Courses
ENGLISH = 4 Units	
1 Unit	English I
1 Unit	English II
1 Unit from the following:	English III, AP® English Language Arts and Composition, IB® Literature, IB® Language & Literature, or IB® Literature & Performance
1 Unit from the following:	English IV, AP® English Literature and Composition, IB® Literature, IB® Language & Literature, or IB® Literature & Performance
MATH = 4 Units	
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
1 Unit	(Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence)
1 Unit from the following:	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, IB® Math Studies (Math Methods), Calculus, AP® Calculus AB, AP® Calculus BC, Probability and Statistics, AP® Statistics, IB® Mathematics SL, or IB® Mathematics HL
SCIENCE = 4 Units	
1 Unit	Biology I
1 Unit	Chemistry I
2 Units from the following:	Earth Science; Environmental Science; AP® Environmental Science or IB® Environmental Systems; Physical Science, Agriscience I and Agriscience II (the elective course Ag I is a prerequisite for Ag II); one of Chemistry II, AP® Chemistry, IB® Chemistry I, or IB® Chemistry II; Physics I, or IB® Physics I; one of AP® Physics C: Electricity and Magnetism, AP® Physics C: Mechanics, or IB® Physics II AP® Physics I, AP® Physics II; one of Biology II, AP® Biology, IB® Biology I, or IB® Biology II
SOCIAL STUDIES = 4 Units	
1 Unit from the following:	U.S. History, AP® U.S. History, IB® History of the Americas I
1 Unit from the following:	Government, AP® U.S. Government and Politics: Comparative, AP® U.S. Government and Politics: United States, or Civics
2 Units from the following:	One of Western Civilization, European History, or AP® European History; one of World Geography, AP® Human Geography, or IB® Geography; World History or AP® World History; IB® History of the Americas II; Government, Economics; AP® Macroeconomics; AP® Microeconomics; or IB® Economics

The graduation requirements for incoming freshmen from 2008-2009 through 2013-2014 can be found in section §2318 and §2319 within Bulletin 741: <http://bese.louisiana.gov/documents-resources/policies-bulletins>.

Note: For more information on course equivalents, course codes, and weighted GPA designation, [click here](#).

Units	Courses
FOREIGN LANGUAGE = 2 Units	
Foreign Language, both units in the same language, which may include the following:	B* Language ab initio: Arabic, IB* Language B: Arabic; AP* French Language and Culture, IB* Language ab initio: French, IB* Language B: French, French III, French IV; AP* German Language and Culture, IB* Language ab initio: German, IB* Language B: German, German III, German IV; AP* Latin, IB* Classical Language, Latin III, Latin IV; AP* Spanish Language and Culture, IB* Language ab initio: Spanish, IB* Language B: Spanish, Spanish III, Spanish IV; AP* Chinese Language and Culture, IB* Language ab initio: Chinese, or IB* Language B: Chinese, Chinese III, Chinese IV; AP* Italian Language and Culture, IB* Language ab initio: Italian, IB* Language B: Italian, Italian III, Italian IV; AP* Japanese Language and Culture, IB* Language an initio: Japanese, IB* Language B: Japanese, Japanese III, Japanese IV
ART = 1 Unit	
1 Unit from the following:	Visual Arts courses (Bulletin 741 §2333), Music courses (Bulletin 741 §2355), Dance courses (Bulletin 741 §2337), Theatre courses (Bulletin 741 §2369), Speech III and IV (one unit combined), Fine Arts Survey, Drafting
Health/Physical Education = 2 Units (JROTC may be substituted for PE.)	
1 Unit from the following:	Physical Education I
½ Unit from the following:	Physical Education II, Marching Band, Extracurricular Sports, Cheering, or Dance Teams
½ Unit from the following:	Health Education (JROTC I and II may be used to meet the Health Ed)
ELECTIVES = 3 Units	Electives
Total Units = 24	



Graduation requirements for current sophomores through seniors can be found in Bulletin 741.

AVOYELLES PARISH HIGH SCHOOL REDESIGN CREDIT RECOVERY PROGRAM

Avoyelles Parish High School Redesign Credit Recovery Program will offer three different types of credit recovery. Credit Recovery 1 (CR1) will address weekly test recovery. Credit Recovery 9 (CR9) will address recovery of a nine-weeks grading period. Total Credit Recovery (CR-T) will address recovery of an entire class.

The following are general guidelines for both programs.

CR1 (*weekly* credit recovery)

- Can recover weekly failed tests in all subject areas. By definition, a failed test is a test with a score of a "D" or an "F"
- Tests must be recovered within 2 weeks of test administration
- No open-book test, skill test, verbal test, or Unit Assessment will be eligible for recovery. Class projects and papers are not eligible for recovery. Louisiana Virtual School and Dual Enrollment tests are not eligible for recovery.
- The recovered grade for the exam will be the grade made on the exam up to the lowest "C" (70%) for that particular course. (If a student would happen to make less on the recovered test, the original grade would stand.)
- Students must provide their own transportation.

CR9 (*nine-week* credit recovery)

- Students must have a minimum of a "50%" average in the core course to be eligible for recovery. (If there are required assignments in the course, a minimum score of "50%" on the required assignments is also required.)
- A nine-*weeks* Assessment will be given to determine if a student can recover to a "D" average for the previous nine-weeks period.
- Louisiana Virtual School and Dual Enrollment courses are not eligible for CR9

CR-T (*total* credit recovery)

- Students are allowed to recover a failed course including a failure due to excessive absences.
- CR-T will be offered in the summer based on availability of funds for the program.

Attendance Recovery

In order to receive grades, high school students on a 7-period schedule shall be in attendance a minimum of 159 days or equivalent in a school year. High school students on a block schedule shall be in attendance 80 days for a school term.

The present Avoyelles Parish school calendar consists of 176 school days. In order to comply with the provisions of paragraph 1 above, a high school student on a seven period schedule missing more than 17 days of school in any course in which he/she is enrolled shall not receive credit for that course. High school students on a block schedule missing more than 7 days of school in any course in which he/she is enrolled shall not receive credit for that course.

In accordance with Bulletin 741 "Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time." Therefore, Avoyelles Parish students on a 7 period schedule will be allowed to recover credit for a maximum of ten (10) days per year. Students on a block schedule will be allowed to recover credit for a maximum of 5 days per term. The times and dates will be scheduled by the principal, or his designee, of each school.

GUIDELINES FOR USING THE INTERNET (Adopted 9/2/97, Revised 7/11/00, Revised 4/7/09, Revised 12/4/12, Revised 7/22/14)

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. The Internet safety policy addresses all of the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors
- The Avoyelles Parish School System network is intended for educational purposes. It should not be used for commercial purposes, financial gain, and fraud or to engage in any illegal acts.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Avoyelles Parish School System makes a reasonable effort to ensure everyone's safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Avoyelles Parish School System may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, chat rooms, message boards, email, and more.

As new technologies emerge, Avoyelles Parish School System will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Terms and Conditions

Usage Policies

- All technologies provided by the district are intended for education purposes.
- All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

- Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web.
- If a site is blocked and a user believes it shouldn't be, the user should inform a teacher.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Avoyelles Parish School System may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
- Posts, chats, sharing, and messaging may be monitored.
- Users should not use full names when online. Use either your first name and last initial or first initial and last name.
- Regardless of the privacy settings, assume that all information shared online is public information and always remember that you are a representative of the Avoyelles Parish School System.
- Online conversations are never private so personally identifying information like first and last name, birth date, cell phone number, and address and information about personal schedules should never be shared.

Mobile Devices Policy

Avoyelles Parish School System may provide users with mobile computers or other devices to promote learning outside of the classroom.

- Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.
- Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.
- Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

- Students must notify the technology coordinator at his/her school when bringing a personally-owned device so that it can be checked for the appropriate settings and an antivirus program prior to joining the school network.
- Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.
- Because of security concerns, when personally-owned mobile devices are used on campus, they should have the proper antivirus programs prior to joining the school network.

Security

- Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
- If you believe a computer or mobile device you are using might be infected with a virus, please submit a work order ticket to the school's technology coordinator. Do not attempt to remove the virus yourself or download any programs to help remove the virus.
- Users should not log on or attempt to log on as school staff, including teachers, librarians, and administrators.
- Users should always log out of online accounts when stepping away from the computer to ensure the safety of personal information and to protect against others using your account falsely to post any information.

- Users are responsible for account information and passwords and should take every precaution to keep these private. You should not give your password to anyone else nor post it in written form where it can be viewed by others.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- Users should recognize that although there is valuable content online, there is also unverified, incorrect, or inappropriate content.
- Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, coworkers, or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.
- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or you feel is inappropriate, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Instances of cyberbullying will be reported to law enforcement.

- Name-calling, taunting/ridiculing, mocking, making offensive comments, and teasing are all examples of bullying. Cyberbullying can occur through offensive text messages, sending degrading images, posting rumors or lies, or assuming a person's electronic identity with the intent of causing harm.
- Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.
- In some cases, cyberbullying can be a crime. Remember that activities are monitored and retained. It is staff's responsibility to handle cyberbullying following district policy.

Limitation of Liability

Avoyelles Parish School System will not be responsible for damage or harm to persons, files, data, or hardware.

While Avoyelles Parish School System employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Avoyelles Parish School System will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it: (Please sign the Acknowledgement Page in the back of the Student Handbook.)

Denial of Permission As a parent or legal guardian, I have read and understand the Acceptable Use Policy; however I do not want my child to have access to the Internet. I further understand that it is my responsibility to sign a denial of permission in the presence of school administrators each year.

NONDISCRIMINATION POLICY

It is the policy of the AVOYELLES PARISH SCHOOL BOARD to provide equal opportunities without regard to race, color, national origin, sex, age, handicapping condition, religion, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Susan WelchCoordinator of Title IX (Gender Equity)
Wendy Marchand.....Coordinator of Section

504

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability by any institution receiving federal financial assistance.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

A parent may request a form to initiate a referral for any student by contacting the principal of any school or the Section 504 Coordinator

Prohibition Against Teen Dating Violence

- (1) Each school year the governing authority of each public school shall provide to students in grades seven through twelve enrolled in Health Education age and grade appropriate classroom instruction relative to dating violence.
- (2) Such instruction shall include but need not be limited to providing students with the following information:
 - (a) The definition of "Dating Violence", which is a pattern of behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.
 - (b) Dating violence warning signs.
 - (c) Characteristics of healthy relationships.

"Any student who is a victim of, or a witness to, dating violence should immediately report it to a school faculty member, counselor, administrator or resource officer".

Avoyelles Parish School Board
221 Tunica Drive, West
Marksville, Louisiana 71351
Phone: (318) 253-5982; (318) 876-3391; (318) 346-2994

DRUG FREE SCHOOLS AND WORKPLACE

The Avoyelles Parish School Board, through its Drug-Free Program "Partnership for a Drug-Free Avoyelles", promotes a drug-free life-style through education to all of the students enrolled in Avoyelles Parish schools. The Avoyelles Parish School Board also promotes the drug-free workplace in all of its facilities.

SUBSTANCE ABUSE AND MENTAL HEALTH RESOURCES

Avoyelles Mental Health Center	253-9639
Al-Anon for Families of Alcoholics	1-800-344-2666
Alcohol Hotline	252-6465
Cenla Chemical Dependency Council.....	253-5645
Cocaine Hotline.....	1-800-COCAINE
Just Say No Foundation.....	1-800-258-2766
Nar-Anon for Families of Drug Users.....	1-213-547-5800
Narcotics Anonymous	1-818-780-3951
National Council on Alcoholism.....	1-800-NCA-CAL
The National Federation of Parents for Drug Free Youth	1-800-554-KIDS
National Institute on Drug Abuse Prevention Branch	1-800-638-2045
National Secret Witness Hotline for Reporting Drug Activity	1-800-732-7463
NIDA Helpline - Cocaine Abuse Referral Help.....	1-800-662-HELP
PRIDE Drug Information Line	1-800-241-9746
I CARE HOTLINE.....	1-800-729-422

AVOYELLES PARISH SCHOOL BOARD - PARENTAL INVOLVEMENT POLICY

It is the policy of the Avoyelles Parish School Board to:

- Vigorously seek input and involvement of all parents in the educational betterment of children enrolled in this LEA.
- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title 1.
- Offer a flexible number of meetings, such as meetings in the morning or evening-
- Develop jointly with parents for all children served, a "School-Parent" compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
- Provide assistance to parents in understanding topics such as the state's academic content standards and state student academic achievement standards, state and local academic assessments, and Title I requirements.
- Provide assistance to parents on how to monitor their children's progress.
- Provide assistance to parents in working with educators to improve the achievement of their children.
- Provide parents materials and training that assists them in working with their children on improving educational outcomes.
- Conduct professional development training in educating teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents.
- Train district and school staff in how to reach out to, communicate with, and work with parents as equal partners.
- Train district and school staff in the implementation and coordination of parent programs and how to build ties between parents and the school.
- Carry out coordination between the district and parish Pre-K programs in order to coordinate and integrate parent involvement strategies among all programs.
- Provide information to parents related to school and parent programs, meetings, and other activities.
- Provide information to parents in a format and, to the extent practicable, in a language the parents can understand. Conduct program orientation for families of children enrolled in Pre-K and assist Pre-K parents in understanding their obligation to insure regular attendance of children.
- Inform parents about the importance of Literacy by providing opportunities for them to attend school improvement meetings, report card day, and other informational meetings that assist parents in gaining knowledge of early literacy intervention.
- Develop jointly with, agree on with, and distribute to parents of participating children a copy of the parental involvement policy.
- Provide for the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing effective parent involvement activities to improve school academic achievement and school performance.
- Coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other scientifically based programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in implementing the academic quality of the schools served with federal funds.
- Reserve not less than 1% of the Title 1 allocation to carry out parental involvement activities, including promoting family literacy and parenting skills.
- Involve parents in the decisions regarding how funds received are utilized.
- Send written notification (below) to parents of ALL children in Title 1 and Targeted Assisted schools in this LEA advising them of their right to request information on the professional qualifications of teacher and paraprofessionals and the right to request information on student progress including standardized tests.
- Comply with Section 1118 "Parental Involvement of NCLB.*

No Child Left Behind: "Parents' Right to Know"

Official Notification

2014-2015

TO: Parents of ALL Children in ALL Title I Schools

FROM: Mr. Dwayne Lemoine, Superintendent, Avoyelles Parish Schools
Mr. Darrell Wiley, President, Avoyelles Parish School Board

The Avoyelles Parish School Board will report, upon request, in compliance with P.L. 107-110(H.R.1) "No Child Left Behind Act" signed by President George W. Bush on January 8, 2002, makes official notification to parents of all children in all Title 1 schools in this LEA that they have the right to request and receive timely information on the professional, qualifications of their children's classroom teacher(s). This applies to all children in the school-whether or not they receive identifiable Title 1 services and it applies to all Title 1 schools, both Targeted Assisted and School-wide.

The Avoyelles Parish School Board will report, upon request:

Whether the teacher has met state *qualifying and licensing* criteria for the grade level and subject in which the teacher is teaching;

Whether the teacher is teaching under *emergency or other provisional status* through which state qualification or licensing criteria have been waived;

The *baccalaureate degree major* of the teacher and any other graduate certification or degree held by the teacher, including the field or discipline of the certification or degree;

Whether the child is provided services by para-professionals and, if so, their qualifications;

Whether the child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks, the parent *must* receive *timely* notice;

To each individual parent or children in Title 1 schools, information on the level of achievement of the parent's child in each of the state academic assessments required under state law;

Shall, in consultation with parents, regarding parental notice of and access to surveys requesting certain types of personal information about students, as well as notice and right to refuse certain physical examinations; This amendment also established the right of parents to see instructional materials used to teach their children.

That additional parenting information is available to them at the Avoyelles Parish School Board Office located at 221 Tunica Drive, West, Marksville, LA 71351 or by calling 1-318-253-5982. Our website is www.avoyellespsb.com.

This information is available at the state level at www.louisianaschools.net; at the District level by contacting the Director of Personnel; and/or at the School level by contacting the principal.

Dwayne Lemoine, Superintendent

Darrell Wiley, Board President

Student Handbook

Acknowledgement Form 2014-15

Student's Name (Type or Print) _____

Date _____

We have received notification of the following Avoyelles Parish School Board Policies:

Student Code of Conduct including:

- Discipline
- Student's Rights and Responsibilities
- Substance Abuse
- Internet Use Policy
- Harassment/Intimidation Policies
- Parental Involvement Policy
- Attendance
- Bullying
- Graduation Requirements
- Homeless Youth

I, the undersigned student do hereby commit to do at least all of the following:

- A. Attend school daily except for excused absences;
- B. Arrive at school on time each day;
- C. Demonstrate significant effort to completing all required homework assignments, and
- D. Follow school, school board and classroom rules.

We, the undersigned student and parent/guardian, certify that we understand that students shall be in attendance. I further understand for all doctor's excuses and other absences, documentation must be submitted to the school within five (5) days of returning to school or it is not accepted. Compulsory attendance laws and Louisiana Board of Elementary and Secondary regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six- hour school days) per semester in order to be eligible to receive credit for courses taken. 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 credit for courses taken.

I, the undersigned parent or legal guardian certify that I have read the rules and policies in the Student Code of Conduct and Policies Handbook from which this receipt was taken and I commit to do all of the following;

- A. Ensure that my child attends school daily except for appropriate excused absences;
- B. Ensure that my child arrives at school on time each day and remains at school all day unless there is any emergency situation;
- C. Ensure that my child completes all required homework assignments; and
- D. Attend all required parent/teacher or parent/principal conferences.
- E. Ensure that my child follows the Avoyelles Parish School Board policies and procedures outlined in the handbook.

I understand that under state law, the school system may be required to report to Families in Need of Services (FINS) serious or deliberate violations of these commitments. I further understand that in the event the student is administered a drug or alcohol test at the school's direction in accordance with testing policies, our signature below is consent to persons administering the test for the release of all test documents and results to the Superintendent, principal or their designee.

Parent's or Legal Guardian's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

Receipt must be returned no later than September 6, 2014

AVOYELLES PARISH SCHOOLS

ANTI-BULLYING CONTRACT/STUDENT NOTIFICATION

The school and school bus environments are to be safe and secure for all. A bully is a person(s) habitually intimidating to others whom they perceive as being different or weaker physically, emotionally, racially or sexually. Bullying may involve verbal, physical, social or psychological actions.

I _____ acknowledge that all Avoyelles Parish School campuses, buses, and school activities are environments where students are to be safe, secure, and free of harassment.

Therefore, I will not attempt to instigate, provoke, or in any way contribute to or participate in acts of verbal or physical intimidation or confrontation. I will not confront another student with words, in writing, or through another student. I will not physically touch, bully, or threaten in anyway, nor will I make comments of a sexual or derogatory nature to any student. I will not be involved in horseplay.

I will not have in my possession any object that may be constructed as a weapon or any object intended to do harm to another individual.

To avoid confrontation or intimidation, I will immediately report problems with any student to a school administrator.

I understand that violation of any part of this agreement is subject to an out-of-school suspension, possibly with a recommendation for expulsion and applicable charges being filed by law enforcement officials. This could lead to a court appearance, fine and/or other penalties.

The complete Avoyelles Parish School Board Policy on Bullying and Hazing and the Avoyelles Parish Student Code of Conduct is accessible for review on the Avoyelles Parish Schools website at: www.avoyellespsb.com.

My signature indicates I understand this contract and agree to abide by all Avoyelles Parish Schools Policy and Procedures relative to bullying.

Signature of Student _____

Signature of Parent/Guardian _____

Receipt must be returned no later than September 6, 2014