

# UNION PARISH SCHOOLS

## PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS



Mr. Steven Dozier—Superintendent of Schools

Academic Year 2009 - 2010

**Administrative Staff**

**Steven Dozier**  
Superintendent

**Mike Holley**  
President: School Board

**Supervisors**

**Demaris A. Hicks**  
Supervisor: Elementary Education

**Sharon Stewart**  
Director: Federal Programs

**Howard Brown**  
Purchasing Agent: Supervisor  
Maintenance: Transportation

**Debbie Plummer**  
Drug-Free Coordinator/SIS

**Glenda Reynolds**  
Accountability Supervisor

**Rhonda Davis**  
Supervisor: Special Education

**Patsy Terral**  
Supervisor: Secondary Education

**Sue Brown**  
Supervisor: School Lunch

**Charles Gray**  
Acting Supervisor of Child Welfare and Attendance  
District Testing Coordinator/Data And Statistics Manager

**UNION PARISH SCHOOLS**  
*(PHYSICAL AND MAILING ADDRESSES)*

**SITE CODE—001 BERNICE HIGH SCHOOL (K-12)**

ALICE BOLTON, PRINCIPAL

P.O. BOX 570

119 8<sup>TH</sup> ST.

BERNICE, LA 71222

PHONE: (318) 285-7606

FAX: (318) 285-5006

**SITE CODE—002 DOWNSVILLE HIGH SCHOOL (K-12)**

CURTIS WILLIAMS, PRINCIPAL

P.O. BOX 8

4787 HIGHWAY 151

DOWNSVILLE, LA 71234

PHONE: (318) 982-5318

FAX: (318) 982-5737

**SITE CODE—003 FARMERVILLE ELEMENTARY SCHOOL (PRE-K-5)**

CAROL SMITH, PRINCIPAL

7195 HIGHWAY 33

FARMERVILLE, LA 71241

PHONE: (318) 368-9542

FAX: (318) 368-6081

**SITE CODE—004 FARMERVILLE HIGH SCHOOL (9-12)**

PAMELA SCHOOLER, PRINCIPAL

300 ANTHONY STREET

FARMERVILLE, LA 71241

PHONE: (318) 368-2661

FAX: (318) 368-2229

**SITE CODE—005 FARMERVILLE JR. HIGH SCHOOL (6-8)**

ANDY ALLRED, PRINCIPAL

606 BERNICE STREET

FARMERVILLE, LA 71241

PHONE: (318) 368-9235

FAX: (318) 368-1989

**SITE CODE—010 MARION HIGH SCHOOL (K-12)**

NIKKI CRANFORD, PRINCIPAL  
3062 TAYLOR STREET  
MARION, LA 71260  
PHONE: (318) 292-4410  
FAX: (318) 292-4422

**SITE CODE—012 SPEARSVILLE HIGH SCHOOL (K-12)**

DAVID GRAY, PRINCIPAL  
P.O. BOX 18  
115 HIGHWAY 3265  
SPEARSVILLE, LA 71277  
PHONE: (318) 778-3752  
FAX: (318) 778-3269

**SITE CODE—014 UNION PARISH ALTERNATIVE LEARNING CENTER**

JOHNNY MANCE, PRINCIPAL  
1126 MARION HIGHWAY  
FARMERVILLE, LA 71241  
PHONE: (318) 368-8072  
FAX: (318) 368-8546

**UNION PARISH SCHOOL BOARD**

P.O. BOX 308  
1206 MARION HIGHWAY  
FARMERVILLE, LA 71241  
PHONE: (318) 368-9715 FAX: (318) 3683311

TABLE OF CONTENTS

Accidents/Injuries.....	6
Admission	
Admission Requirements.....	6
Admission for Married Students.....	7
Admission for Pregnant Students.....	7
Procedures for Pregnant Students.....	7
Athletic Events-Guidelines for Conduct.....	7
Attendance.....	7
Attendance District Transfer Requirements.....	8
Student Assignment Policy.....	8
Basis For Student Assignments.....	8
Proof of Proper School Attendance.....	8
Verification of Student Residence.....	9
Permissible Transfers.....	9
Time of Transfer.....	9
Procedure for Students Enrolled In Incorrect School.....	9
Change of Legal Address.....	9
Transportation Responsibility.....	9
Compulsory School Attendance; Compulsory Ages; Duty of Parent; Consent to Withdraw.....	10
Attendance Verification Procedures.....	10
Attendance Requirements to Receive Grades.....	10
Extenuating circumstances are as follows:.....	10
Beepers or Other Portable Communication Devices.....	10
Breakfast and Lunch (Child Nutrition Program).....	10
Buses/Students Riding School Buses.....	11
Criminal Statutes.....	12
Code of Conduct.....	6
Cooperative Endeavor.....	12
Corporal Punishment.....	12
Communicable and/or Contagious Disease.....	12
Counseling.....	13
Comprehensive Guidance and Counseling.....	13
Damage to Property.....	13
Detention/Alternative Placement.....	13
Discipline.....	13
Regulations Regarding Discipline of Students Suspension, Expulsion.....	13
Individual School Rules and Regulations.....	13
Causes for Suspension/Expulsion.....	13
Procedure for Suspension or Expulsion for Fighting.....	14
Possession of a Starter Gun, Stun Gun, and/or Facsimile.....	14
Suspension Policies/Extended Expulsion.....	15
Suspension Policies/Extended Suspensions.....	15
Possession of Firearms or Distribution with Intent To Distribute Illegal Narcotics, Drugs/Controlled Substances...	15
Truancy-Not Reporting to School-Cutting Class-Leaving Campus Without Permission.....	16,10
Weapons/Firearms(Guns).....	16
Disabilities.....	16
Students with Temporary Disability.....	16
Procedures for Students with Temporary Disability.....	16
Students with Chronic Disability.....	16
Drugs-(Substance Abuse Policy and Procedures).....	16
Discipline Appeal Procedure.....	17
Education Records and Privacy Rights of Parents and Students.....	17
Procedure for Gaining Access to Educational Records.....	17

Emergency Student Information.....	17
Emergency Procedures.....	17
Evacuation of Buildings.....	18
Field Trips.....	18
Fire Alarms, Discharge of Fire Extinguishers.....	18
Fire Drills.....	18
Fund Raising.....	18
Grading Policy.....	18
Graduation.....	19
Grievance Procedures/complaints.....	21
Hall Passes.....	20
Illness.....	20
Immunization Requirements.....	20
Alternative School Suspension.....	21
Inspection of School Board Property and Search for Illegal Objects.....	21
Searches with Metal Detectors.....	21
Searches Using Canines.....	21
Instruction.....	21
Policies on Due Process/Grievances.....	21
Lost and Damaged Textbooks.....	22
Lost and Found Articles.....	22
Medication Policy.....	22
Parent Responsibility.....	22
School Responsibility.....	23
Injections - Additional Procedures.....	23
Inhalers and Aerosol Treatments.....	23
Parent Conferences.....	23
Parties.....	23
Pediculosis (Head Lice).....	23
Physical Education(Middle, and High Schools).....	24
Problem Resolution.....	24
Promotional Policies.....	24
Retention.....	24
Protection of School Employees.....	25
Safe and Drug-Free Schools and Communities Act.....	25
Sexual Harassment.....	25
Signing Out Procedures.....	25
Substitutes.....	25
Suicide Threats, Procedure For.....	25
Tardiness, Procedure For.....	26
Transcripts For High Schools.....	26
Visitors.....	26
Withdrawal From School.....	26
Appendix A: Due Process Complaint Form for Parent/Student.....	27
Appendix B: School Food Service Lunch Policy (Charging Meals).....	28
Appendix C: Student Dress Code for Boys and Girls.....	29
Appendix D: Parents' Right to Know of Teacher Qualifications.....	33
Appendix E: Student Attendance Policy.....	34

## **PARISH-WIDE PROCEDURES AND POLICIES**

This section of the student handbook provides policies established by state law, the School Board, and the school system administration. These are parish-wide policies which are uniformly applicable to all schools.

Each individual school, however, has the right to formulate and to enforce school policies as long as these are not in conflict with state and parish school administration policies.

### **CODE OF CONDUCT**

The Student Code of Conduct has been formulated in compliance with relevant Law. Policies and procedures of the Union Parish School District School Board and administrative regulations that pertain to student conduct are addressed in the Code. The Code is designed to inform students, parents, legal guardians, and school personnel of rules of conduct applicable to this school district. The Union Parish School District is committed to providing each student with a quality educational program. This goal can only be achieved in a cooperative school climate free from disruptions, which hinder and interfere with the educational process. The rights of students, teachers, parents, and administrators are to be valued and protected under federal and state laws. Union Parish School District will strive to achieve a working balance between rights and responsibilities, which foster a positive school climate where there is mutual respect and an opportunity for students to develop to their fullest potential. The Union Parish School District recognizes and requires that the school environment must be free of distractions and disruptions to allow maximum teaching and learning. A spirit of cooperation is a must if quality education and effective discipline are to be a reality. The responsibilities are defined as follows:

#### **STUDENT RESPONSIBILITIES:**

- Attend school daily, except when ill or otherwise lawfully excused, and be on time to all classes.
- Sign a statement indicating he/she has received and read a copy of the Student Code of Conduct.
- Follow the rules and regulations established by the teacher and the school.
- Follow student Code of Conduct and school policies and procedures concerning appropriate behavior and dress.
- Cooperate with all lawful and reasonable directives issued by school personnel.
- Show respect for others and their property.
- Refrain from making profane, insulting, threatening, or inflammatory remarks.
- Express opinions and ideas in a respectful and courteous manner.
- Strive toward self-discipline, setting individual goals, and utilizing good work habits.

#### **PARENT/LEGAL GUARDIAN RESPONSIBILITIES:**

- Establish and maintain a positive attitude toward education and teachers.
- Take an active interest in the overall school program.
- Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
- Encourage and lead the child to develop proper study habits at home.
- Assist the child in being properly attired for school according to the Student Code of Conduct - Dress Code.
- Ensure the child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
- Maintain up-to-date addresses and phone numbers in the school office for home, work, and emergencies.
- Bring to the attention of school authorities any learning problem or condition that may relate to the child's education.

#### **Accidents/Injuries Insurance**

The school makes available a student insurance plan, which may be purchased from a contracted company which the school allows to do business with the student body. All transactions are carried on between the student and the company. Enrollment in the plan is not compulsory. If a student is injured on school property and it is of no fault of the school, then the parent/guardian is held responsible for all medical bills.

As soon as there is an injury, a student must immediately secure a claim form from the school office secretary/principal in the school office.

#### **Age Requirements**

Any child who will reach the age of five (5) on or before September 30 of the current school year may enter the kindergarten program. Kindergarten students, once registered, must comply with the compulsory school attendance law. Any child who will reach the age of six (6) on or before September 30 of the current school year may enter the first grade.

**Admission** -It is the policy of the Union Parish Public School System not to deny admission to students who are legally residing in Union Parish and who are between the compulsory attendance ages of seven (7) through seventeen (17) years.

#### **Admission Requirements**

- In addition to birth certificate, the following items are required for admission to Union Parish Public School System:
  1. Proof of residence
  2. Immunization records

3. Custody paper (if applicable)
4. VISA/Passport (if applicable)
5. Final report card from the previous year (except Kindergarten)
6. Social Security number
7. All financial obligations to Union Parish Public School System must be met prior to the start of the school year.

**Admission of Married Students**

It is the policy of the Union Parish Public system not to deny the right of admission to school to married students.

**Admission of Pregnant Students**

It is the policy if the Union Parish Public School System not to deny the right of admission to school to pregnant students.

**Procedures for Admission of Pregnant Students** - A pregnant student who applies for admission must present, along with the routine documents for admission, a doctor's certificate stating that the pregnant student is physically able to attend school.

**Athletic Events - Guidelines for Conduct -**

(Elementary, Middle, and High Schools)

The purposes of athletic events are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort. The following code of conduct will be expected from all person in attendance at all Union Parish Public School System Athletic events:

1. All spectators and participants at all athletic events shall exhibit the qualities of good sportsmanship.
2. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
  - a. Using or possessing unlawful drugs or articles, which may be injurious to self or others.
  - b. Consuming, possessing, or being under the influence of any alcoholic beverage.
  - c. Using or displaying obscenities.
  - d. Damaging public or private property
  - e. Entering restricted areas without proper authorization
  - f. Loitering in entrances, exits, dressing rooms, press box, etc.
  - g. Fighting
  - h. Throwing objects
  - i. Any other act of harassing spectators, participants, and game officials.

Violators will be subject to removal from the activity and Union Parish school students will also be subject to disciplinary action in accordance with established school system procedures and policies.

**Attendance**

The adoption of a clear and concise definition of attendance is a necessary prerequisite to establishing attendance reporting procedures. A student is considered to be in attendance when he/she:

1. is physically present at a school site or is participating in an authorized school activity and;
2. is under the supervision of authorized personnel.

The definition would extend to students who are homebound, assigned to and participating in school-authorized field trips. All absences whether excused or unexcused shall be counted as an absence for reporting to the SCWA.

**Half-day attendance-** A student is considered to be in attendance for one-half day when he or she:

1. is physically present at a school site or is participating in an authorized school activity and;
2. is under the supervision of authorized personnel for 26% - 50% of the student's instructional day.

**Whole-day attendance-** A student is considered to be in attendance for a whole day when he or she:

1. is physically present at a school site or is participating in an authorized school activity and;
  2. is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.
- Students who are not physically present or who are participating for 25% or less of the school day shall be deemed absent for attendance reporting purposes.
  - The instructional day for Union Parish Schools is equal to 380 minutes.
  - Kindergarten through non-departmentalized 6th grades shall use the following percentages of the instructional day to determine attendance.

**25% or less (90 minutes or less)** of a student's instructional day is equal to (0) day of attendance. **More than 25% but not more than 50% (95-190 minutes)** of a student's instructional day is equal to (.50) day of attendance. **More than 50% (95-380 minutes)** of a student's instructional day is equal to (1) day of attendance.

Departmentalized 6th through 12th grades shall be kept by periods as follows:

- **Attendance for 1 period or less is equal to (0) day attendance.**

- **Attendance for 2-3 periods is equal to (.50) day of attendance.**
- **Attendance for 4-7 periods is equal to (1) day attendance.**

Note: For schools counting attendance by periods, a student shall be present for more than **50%** of a period to be counted as being in attendance for that period. In some instances 100% of a student's instructional day may be less than half a school day. This can occur if a high school student is enrolled in only three courses per day. If he/she attends one period, then he/she has been in attendance for one-half day.

### **Attendance District Transfer Requirements -**

#### ***Proof of Residence Requirement***

The parent/legal guardian of any student whose current legal address has not been verified must provide proof for residence within the school attendance district to the appropriate school principal. This requirement applies to students who are entering a Union Parish public school for the first time or who have moved within Union Parish. Documents presented as proof of residence must bear the name and current legal address of the students parent/legal guardian. Acceptable documents include the following:

- Lease agreement
- Utility bill or deposit
- Copy of an agreement to purchase or an act of sale for completed dwelling
- Driver's License
- State approved identification card
- Copy of an agreement to purchase or an act of sale for a residential lot and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot, said completion date not to exceed ninety (90) calendar days
- Legal documents verifying student's emancipation and/or legal proof of residence
- Legal document issued by or approved by the U.S. Office of Immigration and Naturalization
- Any combination of the above if requested by the principal

**If none of these documents can be provided, the SCWA will give the parent/legal guardian or student fifteen(15) school days to produce an acceptable document to prove residence.**

### **STUDENT ASSIGNMENT POLICY**

#### **1. Basis For Student Assignments**

All students must attend the school within their assigned attendance school zone as set forth by the Court Orders in docket number 12924 and the attendance zone maps and subsequent Department of Health, Education, and Welfare and its successor offices implementation thereof.

#### **2. Proof of Proper School Attendance**

It will be the duty of the SCWA/principal at each school to confirm that the students attending the school are in the proper school according to the assigned attendance zones. In order to confirm that each student is attending school in the proper attendance zone the principal shall utilize the following criteria:

- If the student's parent or parents are domiciled in Union Parish, Louisiana, the student must attend the school in the school attendance zone in which his parent or parents are domiciled.
- If neither parent of the student is domiciled in Union Parish, Louisiana, the principal will require proof of legal custody or tutorship for the student prior to allowing the student to enroll. The student must attend the school in the school attendance zone where the party who has the student's legal custody or tutorship is domiciled.
- Should a student reside with only one parent because the student's parents were never married, that student shall attend the school in the school attendance zone in which the parent with whom he customarily resides is domiciled.
- Should a student reside with only one parent because that parent has obtained the sole legal custody of the student as a result of a divorce proceeding, the student shall attend the school in the school attendance zone in which the parent which has his sole legal custody is domiciled.
- Should a student reside with a parent as a result of that parent being granted the joint custody of the student in a divorce proceeding and the joint custody plan provides that one parent shall have the primary physical custody of the child for a majority of the year, that student shall attend the school in the school attendance zone in which the parent is domiciled which has the primary physical custody of the child for the majority of the year.
- Should a student reside with a parent as a result of that parent being granted the joint custody of the student in a divorce proceeding and the joint custody plan provides that each parent has essentially the physical custody of the minor child for equal periods of time, the student may attend the school in the school attendance zone where either of

his parents are domiciled, but the student may not change schools during a school year unless it is allowed under other provisions of this Student Assignment Policy.

### **3. Verification of Student Residence**

- a. A committee, appointed by the Union Parish School Board, consisting of Union Parish School Board employees, will be trained in the procedures for confirming residence and will be responsible for insuring that students are attending the proper school.
- b. Student transfers will be approved only when they are determined to meet the criteria hereinafter set forth.
- c. Any changes which occur in student attendance at a given school and transfers from school to school during a school year must originate in the administrative office of the Union Parish School Board in Farmerville, Louisiana.
- d. Any student found to be attending a school outside of his proper school attendance zone shall be immediately returned to the school to which the student should have attended. No consideration shall be given to such a student for transfer for the remainder of that school year.

### **4. Permissible Transfers**

Transfers may be granted in only the following five circumstances pursuant to the procedure for transfers set out hereinafter:

- a. Majority to Minority
- b. Special needs
- c. Special Classes for Schools -- Seniors who have completed requirements with the exception of one academic course who would like to graduate during the first semester will be granted a transfer from their assigned school to another school in the parish offering the course needed to graduate.
- d. Students of school employees

**There are no out of parish transfers (by Federal law)**

### **5. Time of Transfer**

All transfers are to be placed in effect only at the beginning of each school year or each school semester (for special needs only) in the absence of exceptional circumstances. All transfer requests will be decided on a case by case basis. Any student who is discovered to be attending a school outside of his school attendance zone shall be immediately returned to the proper school and that student shall not be eligible for transfer for the remainder of that school year. The Union Parish School Board does not assume responsibility for student transportation upon granting transfers from one school to another except for special education students. The application for transfer must be renewed and acted upon each school year. The permit to register form is valid for only the school year in which it is granted.

### **7. Unusual Disciplinary or Educational Problems**

Should a student attending a school on transfer provide any unusual disciplinary or educational problem, the **principal** of that school may recommend revocation of the transfer to the **Supervisor of Child Welfare and Attendance**. The Supervisor of Child Welfare and Attendance shall determine whether the student may remain in the school to which he has transferred. **The decision of the Supervisor of Child Welfare and Attendance shall be final and cannot be appealed.**

### **8. Procedure for Students Enrolled in Incorrect School**

The principal, or his designee, shall investigate such a report and require the student to provide proof of his residence under this policy. Should the principal find a student who is incorrectly enrolled in his school, he shall immediately perform the following:

1. Notify the Supervisor of Child Welfare and Welfare and Attendance to confirm the erroneous enrollment
2. Notify the student's parent or legal guardian
3. Notify the student and his parent or legal guardian of the correct school zone
4. Complete the withdrawal process
5. Notify the principal of the receiving school that the student will be immediately enrolling in his correct school attendance zone. No school principal shall continue the enrollment of a student who is not in the proper school attendance zone except under the conditions and terms specifically allowed under this policy.

### **9. Change of Legal Address**

The parent(s) or guardian(s) of any student whose legal address changes from one attendance district to another must comply with the "proof of residence requirements." If a student moves from one attendance district to another (both within Union Parish) during the current school session, the student must transfer to the school designated for the geographical area of the student's new residential address and shall get a permit to register from the Union Parish School Board.

### **Transportation Responsibility**

Transportation of a student who is granted a transfer permit shall be the responsibility of the parent or guardian.

**Children must reside with their natural parents, custodial parent, or legal guardian within the Union Parish boundaries to be eligible for admission and/or transfer within the Union Parish Public School System. Transfer requests should be made at the Union Parish School board Office with the SCWA address: P. O. BOX 308, FARMERVILLE, LA 71241.**

**Compulsory School Attendance; Compulsory Ages; Duty of Parent; Consent to Withdraw**

In compliance with the new Louisiana Revised Statute 17:22(A)(1), the policy of the Union Parish Public School System requires that every parent, tutor, or other person residing within the parish of Union, having control or charge of any child from that child's seventh birthday until his seventeenth birthday, shall send such child to a public or private day school, or have him enrolled in an approved home study program, unless the child graduates from high school prior to his seventeenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the School Board. A child between the ages of seventeen and eighteen may withdraw from school prior to graduation with the written consent of his parent, tutor, or legal guardian to SCWA at the Union Parish School Board. A parent, tutor, or legal guardian who has given written consent for a child under his control or charge to withdraw from school prior to graduation shall not be subject to the penalty provided for a violation of the Compulsory Attendance Law. Marriage of minors under the age of seventeen (17) years results in their emancipation and hence, there is no person in charge or control of them and no method or procedure by which their attendance in school can be compelled.

**Attendance Verification Procedures**

When a student is absent from school and the school personnel have not been notified of the reason or date for the absence, an excuse must accompany the student upon his return. Disciplinary measures other than suspension shall be used in compliance with the above paragraph.

**Attendance Requirements to Receive Grades**

Kindergarten thru grade 8 shall be in attendance 380 minutes per day with a minimum of 63,720 minutes a school year. Grades 9 thru 12 shall be in attendance 380 minutes per day with a minimum of 31,860 minutes per semester. The Supervisor of Personnel services will be notified when a high school student has five (5) absences in a semester and an elementary student has ten (10) absences in a year. The school shall send a letter to the parent advising the parent of the absences and the attendance requirements. When a student is absent, unexcused, the maximum number of days (before he becomes ineligible to receive credit for grades earned), the school will mail a letter by certified mail to the parents explaining that the student is ineligible, at this time, to receive credit for courses taken. However, the parents will have five (5) days from the date they sign the third (3rd) letter to come to the school and present any extenuating circumstances that they feel need consideration. Parents may appeal the school's decision to the Supervisor of Child Welfare and Attendance, whose decision will be final. **When a student is absent he or she shall turn in all excuses upon their return to school to be verified by the principal. If excuses are not turned in and approved the student shall not be given permission to make-up any missed work or tests in order to receive grades for the days the student was absent.**

**Extenuating circumstances are as follows:**

1. A student must bring a verification of illness from a medical doctor and/or verification of extenuating circumstances upon their return to school
2. Extended hospital stay as verified by a physician
3. Extended recuperation from an accident as verified by a physician
4. Extended contagious disease within a family as verified by a physician
5. Prior school system approved travel for education
6. Death in the family (not to exceed one week)
7. Natural catastrophe and/or disaster

**Students should have the opportunity to make up any or all assignments if grades were given. For any other circumstances parents must make a formal appeal to the Supervisor of Child Welfare and Attendance.**

**TRUANCY ASSESSMENT AND SERVICE CENTER (TASC)**

- Students who miss five (5) UNEXCUSED days of school shall be referred to the TASC by school principals/asst. principals. TASCs will monitor cases on a regular interval and parents will be referred to the 3<sup>rd</sup> District Court for prosecution.

**Beepers, Cell phones, or Other Portable Communication Devices**

Beepers, cell phones, or other portable communication devices on the person of any Union Parish Public School student are banned under penalty of suspension/expulsion.

**Breakfast and Lunch (Child Nutrition Program)**

A breakfast and lunch program is available to students each day. Lunch and breakfast will be served at no charge or a reduced price to all students who are determined to be eligible under Federal guidelines. Special meals will be provided at no extra

charge to students whose handicap restricts their diet with a doctor's approved medical statement. This statement shall be given to the cafeteria manager with all directions for such diet.

The breakfast and lunch programs are available to everyone regardless of race, color, national origin, age, sex, or disability.

### **Buses: Students Riding School Buses -**

"Safety Guidelines for Students Riding School Buses" in Union Parish are listed below. These "Guidelines," which may not cover every conceivable situation that may occur, are designed to create a safe environment for bus students. It is requested that you read the "guidelines and retain them for future reference.

#### **Safety Guidelines for Students Riding School Buses**

The school bus driver is assigned one of the most important roles in the school system: transporting our students safely to school and then home. The driver must observe constantly what is taking place outside the bus and inside the bus. Anticipating the movement of other vehicles and pedestrians, listening for sounds that may signal mechanical problems with the bus, and protecting all passengers from danger caused by improper behavior on the bus are part of the drivers daily responsibilities. As a trained professional, the bus driver is the person in charge of the students he transports and is responsible for taking appropriate action to protect persons and property from injury and damage. Parents can assist the driver by periodically reviewing with their children behavior and safety standards, by supporting the driver when a child misbehaves, by helping keep the neighborhood safe for school buses, and by supervising children at bus stops. Parents should take the time to check their children's clothing to make sure it is SAFE. **Certain types of clothing can create a hazard a children get off the bus. Especially dangerous are: long, dangling jacket or sweat shirt drawstrings, long backpack, long scarves or other loose clothing.** Such clothing can be caught in the bus handrail, door, or other equipment as children get off of the bus. Students must be **safety-conscious** at all times and must conduct themselves in a manner that will minimize hazards. The following guidelines, if followed by everyone, will make the daily bus ride both safe and enjoyable.

1. Remain at home when you or any member of your family has a contagious disease.
2. Leave home at a time appropriate for arriving no more than 15 minutes and no less than 10 minutes before the scheduled pick-up time.
3. Walk on side walks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing on-coming traffic.
4. Proceed to the assigned bus stop.
5. Stand off the road at least ten (10) feet when waiting for the bus.
6. While at the bus stop, do not play, run or talk loudly. Conduct yourself in an orderly manner, avoiding damage to private property and safe-guarding against injury to yourself and others.
7. If necessary to wait across the street from the bus stop, do not play, run or talk loudly. Conduct yourself in an orderly manner, avoiding damage to private property and safe-guarding against injury to yourself and others.
8. Board the bus only when the driver is seated at the controls.
9. Board the bus in single file and promptly proceed to the seat assigned to you by the driver.
10. Stow band instruments and school bags under the seat or where designated by the driver, never in the aisle, the entrance, or the exit.
11. Remain seated at all times when the bus is in motion. This will minimize injury in case of emergency stops or collisions.
12. Sit straight in your seat with both feet on the floor in front of your seat.
13. Always keep the aisle clear.
14. Speak quietly and carry on normal conversations with the other passengers in your vicinity. (Loud talking and shouting will distract the driver.)
15. Avoid all distractions such as, but not limited to, explosive devices, laser pointers, bursting balloons or bags, and any loud noises. Avoid unnecessary conversations with the driver.
16. Abstain from eating, drinking, or smoking on the bus.
17. Keep arms and head inside the bus window at all times.
18. Refrain from using profanity.
19. Avoid littering at the bus stop and/or in the bus and never throw objects inside or outside the bus.
20. Respect pedestrians and other motorists at all times.
21. Protect the bus. Report to the driver as you leave the bus any damage you notice. (Parents shall be required to pay for damage caused by students.)
22. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures as explained by the driver. (Emergency drills are to be conducted once each semester.)

23. Never ask the driver to permit you to get off at any stop other than your designated stop. ( Note: Parents must send written requests to the school principal, who then authorize the driver to pick up or discharge students at an alternate stop.)
24. Any student who must cross the street after alighting from the bus should wait for the driver to signal that it is safe to cross. The student should cross approximately ten (10) feet in front of the bus (never behind it).
25. Students should go home immediately after reaching the "home bus stop" location after school.
26. All pencils, pens and/or any other sharp objects shall be stored in the student's books or school book bag while he is riding on the bus.
27. Any student sustaining an injury while riding on the bus should report this injury to the bus driver immediately.
28. The following items are not allowed on the bus: alcohol, drugs, pets, glass objects (except eye-glasses), weapons of any kind, and objects too large to be held in the student's lap or placed under a seat.
29. Report to the driver anyone who is sleeping or is sick on the bus.
30. Once the child has boarded the bus and has left the bus stop in the A.M., the parent cannot remove the child from the bus. (The parent must go to school to formally check the child out of school.) In the P.M. , the parent must wait until the child reaches the regular bus stop.
31. If a child is late and missed the bus in the A.M. at the regular stop, the parent is required to take the child to school. (The parent should not chase or block the bus with their vehicle or their body.)
32. If there is a question, which involves a student behavior on the bus, parents should follow the chain of command to address it:
  - a. The bus operator
  - b. The principal
  - c. The transportation director at the Union Parish School Board Office
  - d. Superintendent
  - e. Union Parish School Board

### **Criminal Statutes -Incidents at school which involve violation of criminal statutes**

It is the policy of the Union Parish Public School System to report criminal incidents to the proper authorities.

### **Cooperative Endeavor**

The goal of the Cooperative Endeavor is to keep the schools in the parish safe from drugs, weapons, and criminal acts of personal violence. Therefore, as soon as a criminal act perpetrated by a student is detected, the appropriate law enforcement agency shall be called. Also the principal shall notify the SCWA/Superintendent of Union Parish Schools. The responding deputy coordinator or police officer will come to the school, arrest the pupil if the investigation warrants, and secure the evidence. Initial notification to parent or guardian of the juvenile's arrest will be made by a school official. The school official will instruct the parent that juvenile has been arrested and taken to the Union Parish Sheriff's Department or the City Police department.

### **Corporal Punishment**

1. Corporal punishment should be used only after other methods of seeking the student's cooperation in developing self-discipline have failed or as an alternative to suspension.
2. Corporal punishment shall not be administered because of poor grades.
3. Before corporal punishment is administered, the student shall be advised of his misconduct and shall be given the opportunity to explain his version of facts.
4. Corporal punishment may be administered by the **principal or assistant principal** as designated in writing by the principal, said punishment to be administered in the presence of another adult.
5. A paddle made of wood with no holes or splinters may be used in administering corporal punishment, said paddle is not to exceed twenty (20) inches in length, one-fourth (1/4) inch in thickness and at least three (3) inches in width, with rounded edges and corners.
6. The paddle is to be applied to the buttocks, the punishment shall not exceed three (3) swats.
7. A record of each incident of corporal punishment shall be kept. Upon request, the principal shall make information from said record available to the parent. A copy of the record shall be sent to the Supervisor of Child Welfare.

### **Communicable and/or Contagious Diseases**

It is the policy of the Union Parish Public School System that a student who is suspected of having a communicable and/or contagious disease will be excluded from school and riding the bus until a written statement from a private physician or the Department of Health and Human Resources (Health Department), certifies that he is free of the suspected disease.

### **Counseling -Comprehensive Guidance and Counseling**

It is the policy of the Union Parish Public System that a planned comprehensive guidance and counseling program that is preventative and developmental in nature shall be provided in the school through an interdisciplinary approach. Individual and group guidance services shall be provided to students at all levels. Immediate assistance shall be provided for students who experience problems and long range services shall be made available when necessary. These services shall include but not be limited to, providing educational information, career and occupational information, personal/social information and services, referral services, orientation, testing, placement, and follow-up.

### **Damage to Property**

It is the policy of the Union Parish Public School System that a student found guilty or responsible for damage or loss to any property belonging to the Union Parish Public School System or bus driver shall be held accountable for making restitution for said damage. Any student who is suspended for the above shall not be re-admitted or transported until arrangements for payment in full have been made for said damage. If a student is suspended, a report shall be sent out with a receipt, showing the amount of the damage or loss to the SCWA.

### **Detention/Alternative School Placement**

Detention/Alternative Replacement shall be made by the Principal to the SCWA before the student can be assigned. Parents are notified by means of a detention notice or letter at least one (1) day before the detention is to be served. Two (2) copies of the "Detention Notice" will be sent home with the student. One copy is to be retained by the parent whereas a conference shall be held with the SCWA to assign the student in an alternative placement. Parents can legally refuse to allow their children to serve in an alternative school program. However, the student shall be suspended or expelled from school if the parents refuse.

### **Discipline-Regulations Regarding Discipline of Students**

#### ***Suspension, Expulsion***

It is the policy of the Union Parish Public School System that discipline be defined as essential to the orderly operation of any school and the maintenance of an environment conducive to quality education. Discipline implies good order as under school supervision and to comply with all policies and regulations for any disorderly conduct in school buildings, in school premises, on school buses; during intermission or recess; and while attending all school activities.

#### ***Individual School Rules and Regulations***

It is the policy of the Union Parish Public School System that teachers, principals, and administrators of the public schools may, subject any rules as may be adopted by the parish or city school board, employ other reasonable disciplinary and corrective measures to maintain order in the schools, provided, however, that nothing in this section shall be construed as superseding the provisions of Section 416 of Title 17 of the Louisiana Revised Statutes of 1950 relative to the disciplining of students, suspensions, and expulsions. Louisiana Law provides that a student may be recommended for expulsion at any time for any serious violation of school regulations and shall be recommended for expulsion on the fourth suspension.

#### ***Causes for Suspension/Expulsion***

It is the policy of the Union Parish School System that school principals may suspend from school and/or from riding a school bus any pupil who commits the following offenses:

1. is guilty of willful disobedience;
2. treats with intentional disrespect a teacher, principal, superintendent, member, or employee of the Union Parish School System;
3. makes threats against any teacher, principal, superintendent, member, or employee of the Union Parish School System ;
4. uses unchaste or profane language
5. is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates;
6. leaves his classroom during class hours or detention without permission;
7. leaves the school premises without permission;
8. gets off the school bus (other than regular stop) without permission;
9. is habitually tardy or absent
10. violates any rules adopted by the school board, in addition to the specific disciplinary measures authorized in Louisiana Revised Statute 17:416;
11. violates traffic and safety regulations;

12. refuses while under school supervision, to provide upon request his name to a Union Parish School System employee or who provides such employee with a false name and/or does not go to the administrative area when so directed may be suspended from school and may be suspended for the remainder of the school session;
13. disturbs the school and habitually violates any rule. When a student is suspended for habitually violating school rules, the suspension involved must list the dates and each violation that leads up to the decision to suspend for habitual violation of school rules;
14. disrupts and/or interferes with the orderly conduct of the affairs of the school, school activity, or the rights of other students through the distribution of any or all materials, the posting of signs, and the wearing of imprinted apparel that is deemed to be disruptive.
15. participates in an unauthorized demonstration in Union Parish School System buildings, on Union Parish School System premises, on any school bus, including those owned by, contracted to, or jointly owned by the Union Parish School System.
16. initiates or participates in any threat which disrupts the school day operations, including but not limited to, bomb threats or threats involving fake explosive devices, threats of aggravated or simple arson, etc.
17. uses, possesses, or operates any electronic telecommunication device including any facsimile system, radio paging system, mobile telephone service, intercom, or electromechanical paging system or beeper in any Union Parish School System building, on Union Parish School System premises, or on school buses owned by, contracted to, or jointly owned by the Union Parish School System;
18. cuts, defaces, or injures any part of public school buildings, or any property belonging to said buildings, or any school buses owned by, contracted to, or jointly owned by the Union Parish School System;
19. writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or on any school bus, including those owned by, contracted to, or jointly owned by Union Parish School System;
20. throws missiles or other objects liable to injure other persons while on the school grounds or while on any school bus owned by, contracted to, or jointly owned by the Union Parish School System;
21. instigates or participates in fights while under school supervision;
22. abuses a school teacher, or bus driver, or any employee physically or verbally;
23. possesses and/or ignites and/or discharges fireworks in Union Parish School System buildings, on Union Parish School System premises, on any school bus, including those owned by, contracted to, or jointly owned by the Union Parish School System or during any Union Parish School System sanctioned event;
24. is found carrying firearms, guns, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by the Union Parish School System;
25. uses or who possesses tobacco, alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by the Union Parish School System;
26. is found to have knowledge of and/or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form, on Union Parish School System bus, or at a Union Parish School System sanctioned event;
27. is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony;
28. commits any other serious offense

***Procedure for Suspension or Expulsion for Fighting***

In instances when parents seek information about the student who may have inflicted injury or damage to their child, the principal shall follow policies outlining release of information as provided in the Family Rights and Privacy Act of 1974. If the parent is not satisfied with the information which is provided, the parent of the injured child may seek redress through legal action under civil law.

**Possession of a Starter Gun, Stun Gun and/or Facsimile Any student found guilty, the following shall occur:**

1. students, grades seven through twelve, shall be expelled from the school system;
2. Students in kindergarten through grade six may be expelled from the school system unless other corrective or disciplinary action is recommended by the Superintendent or his designate. ***If such items are found in the vehicle on school property during a search, the student and/or person will be found guilty and the following shall occur:***
  1. Students in grades seven through twelve shall be suspended, arrested and recommended for expulsion from the Union Parish School System.

***Suspension Policies/Extended Expulsion***

It is the policy of the Union Parish Public System that a student may be suspended for the first time:

1. Until a parent returns with student to school.

2. For a period not to exceed three (3) school days. (Parent/guardian conference shall follow.)
3. For a period of time determined by the principal/designee not to exceed nine (9) school days after notifying the Supervisor of Child Welfare and Attendance. Parent/guardian conference shall be conducted within three (3) school days of suspension.
4. For the remainder of the school year, depending upon the seriousness of the offense. (Parent/guardian conference shall follow.)

**Louisiana Law provides that a student may be recommended for expulsion at any given time for any serious violation of school regulations and shall be recommended for expulsion on the fourth suspension. Students may be expelled for a period of time that extends beyond the present school year upon the recommendation of principal and the concurrence of the Superintendent/Designee for the serious offenses listed below:**

1. The use of any implement which is used as a weapon that results in bodily harm to an individual.
2. Concealment, possession of knives, guns, drugs, etc., at school-sponsored events or on Union Parish school property.
3. Any malicious act which results in serious bodily harm to an individual.
4. Commits any other serious offense or creates any serious disruption of a school education process.

***Suspension Policies-Extended Suspensions***

**Possession of Firearms or Distribution with Intent to Distribute Illegal Narcotics, Drugs/Controlled Substance**

Any student found guilty of being in possession of a firearm, possession or distributing/manufacturing/intending to distribute narcotics, illegal drugs or dangerous controlled substance in any form, any substance designed to look like or represented to be such a drug on Union Parish Public School property sanctioned event or on a Union Parish School bus shall receive the following disciplinary action:

**Drugs**

1. If 16 years of age or older, the student shall be expelled from the Union Parish Public School System for the maximum period of time allowable under state and federal law for a minimum period of four consecutive semesters.
2. If under 16 years of age, and in grades six through twelve, and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other dangerous controlled substance on school property, on a school bus, or at a school event, shall be expelled from school for a minimum period of two consecutive semesters.
3. 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 dangerous 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 attends school through a recommendation for action from the superintendent.

**Firearms**

1. Any case involving a student in kindergarten through grade five 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 minimum period of one year (twelve calendar months.)
2. Any student who is under sixteen years of age and in grades six through twelve and 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 one year (twelve calendar months) and shall be referred to the district attorney for appropriate action.
3. Any student who is sixteen years of age or older 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 one year (twelve calendar months) and shall be referred to the district attorney for appropriate action.

**Knife/Knives**

1. Students in kindergarten through grade five who are found carrying or possessing a knife, the blade of which equals or extends two inches in length, the principal may but shall not be required to recommend the student's expulsion.
2. The principal shall immediately suspend a student in grades six through twelve who is found carrying or possessing a knife, the blade of which equals or extends two inches in length or another dangerous instrument. The principal shall immediately recommend the student's expulsion. All individuals shall receive all legal due process rights provided for under the law. Alternative education programs will be provided only in those cases where required by law. Parent/legal guardians are held responsible for transportation to and from alternative school site.

**Truancy - Not Reporting to School - Cutting Class - Leaving Campus Without Permission**

When a student is truant for the first time, the parent shall attend a conference at the school with the school administrator and the student may be suspended or referred for alternative placement.

1. A telephone call or written notification shall be made by the school administrator to the home. The parent shall indicate his decision by telephone when contacted. The decision shall be noted on the alternative suspension form.
2. The student's truancy for the second time or more shall be referred to SCWA for alternative school placement for a period of six (6) weeks or more.
3. Deviations from this policy shall only be approved by the SCWA.

**Weapons/Firearms (Guns)**

Illegal carrying, possession or use of a firearm or dangerous weapon within the boundaries of school property or on a school bus is a crime under the law of the state of Louisiana. A person found guilty of the offense of illegal possession or use of a dangerous weapon and/or carrying a firearm, when such an offense is committed on a school bus or within the boundaries of school property, may be subject to criminal penalties including fines and/or imprisonment with or without hard labor under the provision of L.S.A. 14:95.2, L.S.A. 14:95 and other applicable law.

**Disabilities -*****Students with Temporary Disability***

It is the policy of the Union Parish Public School System that all students with permanent/temporary disabilities shall be allowed to attend school, provided that the parent presents a written medical statement signed by a physician, to the school, concerning the nature of the disability and the student's ability to function within the school environment.

If it is determined that the physical/emotional condition of a student/ pregnant student with a disability becomes a deterrent to his/her own education, the student may be referred to homebound instructions through the Special Education Department.

***Procedures for Students with Temporary Disability***

1. The student is required to present an initial signed, written medical statement from his physician stating the nature of the disability and the student's physical capabilities and limitations regarding physical education and any other academic classes.
2. A pregnant student shall report her pregnancy no later than the fourth month. This shall be done in writing to the principal, from a physician stating her medical/disabled condition.

**Students with Chronic Disability**

Chronic physical disability conditions shall be certified in writing by a physician and updated each year.

**Drugs - (Substance Abuse Policy and Procedures)**

The possession, use, delivery, transfer, or sale of illegal drugs, narcotics, or any other controlled dangerous substance, or any substance designed to look like or represented as such a drug by students, while on school premises, while on school buses, or while under school supervision, is expressly forbidden.

1. To distribute illegal drugs, narcotics, or any other controlled dangerous substances, any designed substance to look like drugs, the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school according to the following procedures:
  - a. If 16 years of age or older, the student shall be expelled from the Union Parish Public School System for four consecutive semesters.
  - b. If under 16 years of age and a middle, junior, or high school student shall be expelled from the Union Public School System for a minimum period of two consecutive semesters.
  - c. Any case involving an elementary student (K-5) shall be referred to the Union Parish School System through a recommendation for action from the Superintendent.
2. When the principal/designee has reason to believe that a student is in possession of illegal drugs, narcotics or other dangerous controlled substances, or any substance designed to look like or represented as such a drug or is under the influence of illegal narcotics, controlled dangerous substance, or any substance designed to look like or represented as such a drug parents and the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school for ten (10) days and recommended for expulsion. The student will be ineligible for participation in all extracurricular activities for a period of (18 weeks) or one semester.
  - a. The student shall be evaluated by a Union Parish Public School System approved community agency prior to returning to school.
  - b. The student and at least one (1) parent should participate in a 3-hour educational program presented by an agency approved by the UPSB.

c. The student participates in a support group and shows documentation to the SCWA in order to return to school. Failure to comply with these procedures shall result in a suspension/ expulsion from school for the remainder of the school year or placed in an alternative placement for an extended school time period.

3. When a student is found to be in possession of materials used as drug paraphernalia, i.e., rolling papers, roach clips, stones, bongs, etc., the student shall be suspended and referred to SCWA for alternative school replacement for a period of 2-6 weeks. The student shall also be referred to Drug-Free School Coordinator/Supervisor Child Welfare Attendance for a conference.

4. Possession or use of tobacco products while on school premises, while on school buses, or while under school supervision.

a. First Offense - When a student is found to be in possession of or using tobacco products, the student shall receive three (3) day suspension and a conference with parents.

b. Second or Subsequent Offenses - When a student is found to be in possession of or using tobacco products, the student shall be suspended from school according to the school suspension policy referred to SCWA for alternative placement for six (6) weeks.

### **Discipline Appeal Procedure**

In disciplinary procedure where a student has been recommended for expulsion by the principal to the Superintendent and the student has been expelled and there are questions regarding the expulsion, the following shall occur:

1. The parent or tutor of the pupil may, within five (5) days after the decision is rendered, request the city or, parish school board to review the findings of the superintendent or his designee at a time set by the school board; otherwise the decision of the superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the superintendent or his designee, the school board may affirm, modify, or reverse the action previously taken.

2. The parent or tutor of the pupil may within ten (10) days appeal to the district court for the parish in which the student's school is located an adverse ruling of the school board in upholding the action of the superintendent or his designee. The court may reverse or revise the ruling of the board upon finding that the ruling of the school board was based on a absence of any relevant evidence in support thereof.

### **Education Records and Privacy Rights of Parents and Students -**

In accord with Federal Family Educational Rights and Privacy Act of 1974, it is the policy of the Union Parish Public School System not to deny access to student educational records to any custodial or non-custodial parent who is not to have access to the child's educational records. In such cases, a copy of the papers should be on file at the school and the instructions of the court followed. A hearing must be requested to challenge the content of these records. Educational institutions shall not release educational records or personally identifiable information without the written consent of parents except to the individual school's authorized professional staff, and to other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the records. Prior to publication and distribution of directory information (students' names, addresses, etc.), the principal shall give public notice of the categories of information to be published and distributed and must allow thirty (30) days after such notice to permit parents to inform the school of any objection to release of such information. Educational Records-defined in law as those records which are directly related to a student and are maintained by an educational agency or institution. These do not include records of instructional, supervisor and administrative personnel.

### **Procedure for Gaining Access to Educational Records**

**A parent or eligible student seeking access to educational records may make a written request to the appropriate custodian of records (i.e., the school principal, director of special education, etc.). However, prior to the educational records being shown, the parent or eligible student must sign an official federal Consent to Release Form. Access to the educational records shall be granted as soon as possible but not later than forty-five (45) days after the receipt of a request by the custodian of the educational records. A federal Receipt of Information Form must be completed by the person receiving the records. Copies of records may be obtained from the school for a copy fee.**

### ***Emergency Student Information***

It is the responsibility of each school to secure information on each student when the student enrolls and every year thereafter. It shall be the parents responsibility to notify the school if any changes occur during the school year. This information shall become part of a student's records.

### ***Emergency Procedures***

At times during the school year it may be necessary to dismiss students early for various emergencies which sometimes occur. Any decision regarding the early dismissal or emergency closing of schools will be made by the Superintendent based upon recommendations from staff members. In the event of emergency closing of schools or early dismissal of students in schools, announcements will be made over the news media regarding this decision. Specifically, radio stations (Monroe: K104, KNOE; Farmerville: KTDL, KWJM; Ruston: KRUS, KXKZ; Bastrop: KTRY) and TV stations

(Monroe: KNOE, KTVE; El Dorado: KTVE) carry announcements from the Superintendent regarding school closings. In times of adverse weather conditions announcements will be broadcasted periodically. Depending upon the existing weather conditions, a decision will be made as to whether students should be kept at school or released. If the decision is to hold students at school, all students, including walkers, will be held. There will be times when there is no other alternative than to dismiss students early. Please instruct your child that if he is dismissed from school at a time that is earlier than the regular dismissal and you will not be home, he should go to a neighbor's or relative's home until you return.

### ***Evacuation of Buildings***

Procedures for quick and orderly evacuation of school buildings have been established by each school and, generally, are posted in classrooms and other rooms. Students are to familiarize themselves with these procedures for evacuation and to obey instructions of teachers in all situations. Because the orderly and rapid evacuation of buildings in an emergency is a serious and urgent necessity, student misbehavior during evacuations may result in disciplinary action.

### ***Field Trips***

Field trips are a valuable part of the school curriculum and arrangements for such trips are made by teachers well in advance. Parents will be notified of the date, time, destination and cost and will receive a permission slip to sign and return to the classroom teacher. If the field trip permission slip is not signed and returned to the classroom teacher, the student will not be allowed to attend the field trip. Parents will be given a specified date on which any charges for admission fees, transportation, lunch, etc., must be paid. In the event the student has paid to attend a field trip and for some cannot attend, money can be refunded only if the school has not yet paid for the cost of the activity. Parents who serve as chaperones on field trips are responsible to the teacher. No person 17 years or younger shall be allowed to participate in a school sponsored field trip, unless he or she is a student of the school(s) involved in the activity. If, while attending a field trip, a student displays unacceptable behavior, he may not be allowed to attend the next field trip scheduled by his grade level. Students must make arrangements with the subject matter teacher to make up work missed while attending a field trip or other school activities.

### ***Fire Alarms, Discharge of Fire Extinguishers***

The setting off of a fire alarm in a school at any time is a serious act which interrupts the instructional program and could result in student injury. Students guilty of setting off a fire alarm shall be subject to suspension and recommended for expulsion for the remainder of the school year. The discharging of a fire extinguisher by a student, except in the case of a fire, is also an act which has serious consequences and could result in appropriate disciplinary action.

### ***Fire Drills***

Fire drills, per School Board Regulations, are held at regular intervals. The signal for a fire drill is the sounding of a loud buzzer. When this signal is given, students will leave the classroom in a quiet and orderly manner. When evacuating the classroom, students should:

1. Form a single line. (You will then be led from the building by your instructor.)
2. Leave your books behind. (Girls, however, should take their purses with them.)
3. Proceed as a class to the designated area.
4. Remain with your teacher throughout the drill.
5. When the ALL Clear signal is given, students will return to their classrooms with their teachers to await further instruction over the P. A. system.
6. Under no circumstances are students to yell, run, or create general disorder during a fire drill.
7. The above procedure will also be used during a bomb threat.

### ***Fund Raising***

Fund raising activities and projects of student and parents organizations shall receive prior approval of the principal before the initiation of any fund raising endeavor.

### ***Grading Policy -***

1. The numerical equivalents of letter grades are:

A 94-100

B 87-93

C 77-86

D 70-76

F 0-69

2. Awarding Carnegie Units

a. One unit is awarded for successfully completing the requirements in a given subject. To award one unit of credit, the average of both semester grades must be at least 70%. To award ½ unit of credit for either semester, one semester grade must be at least 70%.

b. 6 Carnegie Units earned - Sophomore Classification (Must include one Math and English I) 11 Carnegie Units earned - Junior Classification (Must include two Math and two English classes) 17 Carnegie Units earned - Senior Classification

(Must include two Math, two English, one Social Studies and one Science class) 23 Carnegie Units earned - Graduate Classification\*

**Plus all other requirements mandated by the LA Dept. Of Education and the Local Educational Agency.** Students who have earned 16 credits with special permission may opt for senior status if they do so at the beginning of the school year. Requirements for special permission shall include (1) early college enrollment, (2) special family consideration, and (3) extenuating circumstances.

**Graduation -**

**Board of Elementary and Secondary Education Minimum Requirements For High School Graduation (Effective for Incoming Freshmen 1999-2000 through 2004-05)**

**ENGLISH 4 UNITS**

Shall be English I,II, and III in consecutive order; and English IV or Business English

**MATHEMATICS 3 UNITS**

Shall be selected from the following courses and may include a maximum of 2 entry level courses (denoted by “E”): Introductory Algebra/Geometry (E), Algebra I-Part 1 (E), Algebra I-Part 2, Integrated Mathematics 1 (E), Integrated Mathematics II, Integrated Mathematics III, Applied Mathematics I (E), Applied Mathematics II, Applied Mathematics III, Algebra I (E), Geometry, Algebra II, Financial Mathematics, Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus, Calculus, Probability & Statistics, and Discrete Mathematics

**SCIENCE 3 UNITS**

Shall be 1 unit of Biology I, 1 unit of Physical Science or Integrated Science (but not both), Chemistry I, or Physics of Technology I, 1 unit from Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience I **and** Agriscience II, or any other course not already taken from the Physical Science cluster, or a locally designed elective.

**SOCIAL STUDIES 3 UNITS**

Shall be American History; one-half unit of Civics, one-half unit of Free Enterprise; and one of the following: World History, World Geography, or Western Civilization

**HEALTH EDUCATION ½ UNIT**

**PHYSICAL EDUCATION 1 ½ UNITS**

Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students.

**ELECTIVES 8 UNITS**

**TOTAL 23 UNITS**

**Board of Elementary and Secondary Education Minimum Requirements for High School Graduation (Effective for Incoming Freshmen 2005-06 and Beyond)**

**ENGLISH 4 UNITS**

Shall be English I, II, and III, in consecutive order; and English IV or Business English

**MATHEMATICS****3 UNITS**

All students must complete one of the following:

- Algebra I (1 unit) **or**
- Algebra I-Pt. 1 **and** Algebra I-Pt. 2 (2 units) **or**
- Integrated Mathematics I (1 unit)

The remaining unit(s) shall come from the following: Integrated Mathematics II, Integrated Mathematics III, Geometry, Algebra II, Financial Mathematics, Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus, Calculus, Probability and Statistics, and Discrete Mathematics.

**SCIENCE****3 UNITS**

Shall be the following:

1 unit of Biology

1 unit from the following physical science cluster:

Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I

1 unit from the following courses:

Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience I **and** Agriscience II, an additional course from the physical science cluster, or a locally initiated science elective.

- Students may not take both Integrated Science and Physical Science
- Both Agriscience I and II must be completed for one unit of science credit. These courses cannot also count as electives if used to meet the science requirement. Students choosing this option must have 24 credits to graduate.

**SOCIAL STUDIES****3 UNITS**

Shall be American History, ½ unit of Civics, ½ unit of Free Enterprise; and one of the following: World History, World Geography, or Western Civilization

**HEALTH EDUCATION****½ UNIT****PHYSICAL EDUCATION****1 ½ UNITS**

Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of four units of Physical Education may be used toward graduation.

**Hall Passes**

Each school establishes its own system of hall passes for the orderly control of student movement during the instructional day. The specific system of hall passes in effect at the school is presented in the individual school policies parent-student handbook.

**Illness**

It is the individual student's responsibility to report immediately to a teacher or administrative staff member personal illness or injury. Such action is to be taken promptly and in accordance with any special procedures established by the individual school.

**Immunization Requirements**

1. In accordance with Louisiana law it is the policy of the Union Parish Public School System that children entering any public school system of the state for the first time, at the time of registration, or entering school, shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, rubella, measles and mumps (up to the age of 7) or shall present evidence of an immunization program is not in progress and no written statement has been provided by a physician stating that the immunization procedure is contraindicated for medical reasons or by the parents dissenting, the student shall be denied registration by the principal.
2. In addition to the provisions of Louisiana Revised Statute 17:170, each student entering school for the first time shall have a test for meniscocytiosis, commonly known as sickle-cell anemia, unless the parent objects to such test, administered by his family physician, or by the parish health unit. (Act of 1976) The test can be required only once and evidence that it has been administered to the student at any time during his lifetime is all that is necessary. If such test is other than negative, the child's personal physician or the parish health unit shall submit in writing the test result to the school.

3. A student transferring from another school system in or out of the state, in addition to showing evidence of immunization as provided in Louisiana Revised Statute 17:170, must be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, rubella, measles, and mumps (up to age 7), shall also provide a certificate or statement indicating that the sickle-cell anemia test has been performed, or a statement that such immunization and tests are in progress.

4. If booster injections are advised by the parish health officer, such booster injections shall be administered before the student enters school. If such injections are required during the school year, the student shall be given five (5) school days from notification to obtain the required injection. If not obtained within the allotted five (5) school days the student shall be excluded from school until required immunization is administered.

5. School principals and teachers shall be responsible for checking students' records to see that provisions of Act 360 are enforced. No student shall be required to comply with provisions of this act if the student or parent submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the parent/guardian is presented in person to the school.

### **Alternative School Suspension**

The Alternative School Suspension Program (ASSP) is designed to provide academic and academic counseling services to Junior/High (grades 6-12) school students who are housed on regular Junior/High school campuses. These students should be assigned to ASSP by the principal/designee and referred to SCWA to be assigned to an alternative center in their school attendance area. During the suspension conference, the parents will be notified of the following guidelines:

- a. Parents must provide transportation to and from the ASSP.
- b. Date, time (8:00 - 3:00), and location of the ASSP.
- c. Suspended student may not return to regular classes until the ASSP is completed.
- d. Should parent refuse child to serve or student fails to serve the assigned ASSP, a referral to Juvenile Court will be issued.
- e. Students will be working on classroom assignments and/or general academic packets.
- f. Counseling on conflict resolution skills will be provided for one hour with additional counseling provided if needed. A conference with the parent is necessary in order for this placement to occur.
- g. Students shall not be eligible to attend or compete in any extra-curricular activities before or after school.
- h. Misconduct by a suspended student in ASSP will result in additional suspension days being added to the current suspension or expelled and referred to Juvenile Court.

### **Inspection of School Board Property and Search for Illegal Objects**

It is the policy of the Union Parish School Board to reserve the right to inspect all School Board property at any time for weapons, guns, drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of the state and/or parish school board policy when articulate facts lead to reasonable belief that the items sought will be found. School Board property shall include, but not be limited to: buildings, desks, lockers, areas and grounds.

### **Searches with Metal Detectors**

The Union Parish School Board shall authorize searches with a handheld or stationary metal detector, of school board property, of students and non-students, and of any bags, parcels, purses, containers, etc., that they may bring on to school board property or to school sponsored activities. Students are not to be touched by the metal detectors during the search.

### **Searches Using Canines**

The Union Parish School Board shall authorize searches of school board property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband (drugs) has been established.

### **Instruction**

The curriculum is so designed that every student who graduates may attend a state college or university. It includes college preparatory, vocational, and general courses. Students are assigned to classes after evaluation by teachers and counselors, who strive to provide for each student a classroom climate that is conducive to the development of that student's special abilities.

1. Parental request for placement other than that recommended by the school will be honored if the school schedule allows, provided the parent signs a release form indicating that he/she understands that the placement is not recommended by the school, that the school will not be responsible for the educational consequences of the placement, and that the placement will not be changed during the semester. A conference with the parent is necessary in order for this placement to occur.
2. There are alternative programs available to students who meet the requirements.

### **Complaints, Grievances and Due Process Policy**

#### **A. Due Process Policy for a Parent, Guardian, or Student**

1. The following procedure shall be used when a parent, guardian, or student, including regular and special education, has a grievance in relation to services being rendered to them by the Union Parish Schools:

- a. The complaint is to be written, dated, signed, and hand delivered through the appropriate channel. \*See complaint form at the back of this handbook.
  - b. If the complaint is not resolved at this level, within five (5) days, the same procedure should be followed at the next level.
  - c. Each reply to the complaint shall be in writing.
2. The channel for resolving a complaint is as follows:
    - a. Principal
    - b. Supervisor in that area
    - c. Superintendent
    - d. Board
  3. All complaints to the Board shall be delivered to the Superintendent's office within five (5) days of the Board meeting.
- B. Due Process Policy for an Exceptional student is consistent with those described in the approved Individuals with Disabilities Education Act (IDEA).
- C. Due Process Policy for Qualified Disabled Students are consistent with those defined in Section 504 of the Rehabilitation Act of 1973.

### **Lost and Damaged Textbooks**

If a student loses or damages a textbook or a library book during the school year, he will not be issued another textbook or library book until parents have made arrangements for payment. Should the student transfer to another Union Parish school during the school year, his records shall be forwarded to the receiving school. The receiving school shall be notified that the student owes for a textbook or library book and replacement books shall not be issued until payment is made. If at the end of a school year, a student owes for a lost or damaged textbook or library book, the parents will be notified that he will not be permitted to reenter a Union Parish Public School unless arrangements for payment have been made. Should a student not be registered in school for a total of five (5) days because parents have been negligent in making arrangements for payment, the case will be turned over to the SCWA for appropriate action under Act 425. If a student attempts to register at another school within or out of the Union Parish Public School System at the beginning of a school year, the school to which the parents have financial obligation will withhold all records until such financial obligations are cleared.

### **Lost and Found Articles**

Students finding articles on the school campus are obligated to turn in such articles to the administrative office, or to the teacher, in accordance with the established policy and procedure of the individual school. Failure to turn in such articles as required by school policy may result in disciplinary action. Students losing books or personal articles are expected to report such losses to the teacher or administrative office in accordance with established school policy.

### **Medication Policy -**

NOTE: If possible, parents are advised to give medication to their children at home and on a schedule other than during school hours. Only oral, aerosol/ inhalant medication in pre-measured dosage, topical ointment for diaper rash and emergency medications shall be administered by school-based personnel. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by the physician for an urgent need (i.e., asthma inhaler) and after consultation between the parent, designated school staff and the school nurse. The Union Parish Public School System (UPSS) in compliance with Act 87 of the 1993 Legislature and the guidelines determined by the Louisiana State Board of Education, will provide for administration of medication to a student after the following procedures and responsibilities have been implemented:

### **Parent Responsibility**

1. All medication, (prescription and non-prescription,) MUST be accompanied by a Physician's Statement which includes the name of the medication, dosage and time to be given at school, route of administration and any special instructions necessary. The UPSS strongly recommends that the parent use the physician UPSS form.
2. Parents must complete a Parent's Permission form.
3. All medication must be in a container properly labeled by a Registered Pharmacist or the Physician. The label must agree with the Physician's orders as to the medication, dosage, and route of administration.
4. The parent is to consult with a UPSS nurse and have the above mentioned forms and medication reviewed by the nurse before the medication can be administered at school.

5. The parent shall arrange for the safe delivery of the medication to and from school by a responsible adult. That adult will assist the school personnel with the counting of the medication to be kept at school.
6. Parents must supply all necessary items needed for the administration of the medication (i.e., syringes, measuring implements, etc.)
7. The parent is also:
  - a. to administer the first dose of medication at home and observe the child for possible effects.
  - b. to provide no more than a 25-school day supply of medication to be kept at school.
  - c. to comply with written and verbal communication regarding school policies.
  - d. to provide unit dose packaging of the student's medication, when- ever possible.
8. *PLEASE NOTE:* The physician's medication order is to be renewed at the beginning of each school year, and if the medication, dosage, route of administration is changed during the school year.

### **School Responsibility**

1. School personnel will not provide any medication.
2. A UPPS nurse will consult with the parent and review the required forms and medication before the medication is administered at school.
3. A UPPS nurse will assess and monitor the health status of the student receiving medication at school and consult with the parent, physician and school staff, as necessary.
4. A medication log form will be maintained by school personnel for each medication required by the student.
5. The principal will designate at least two persons to be available to assist the student in securing the prescribed dosage.
6. The designated personnel will keep all medication under lock and in a secure place.
7. All medications will be disposed of 7 days after the physician's recommended date to discontinue. The principal/designee will notify the parent prior to disposing of medication.

### **Injections - Additional Procedures**

1. Except in the case of emergency medication for a life threatening situation, parents will be required to come to school and administer injections to their child.
2. All previously stated medication policy is to be followed.
3. Students who will be responsible for administering their own injections must keep necessary supplies in a secure place as designated by the principal.
  - The parent or student will be responsible for securing the prescribed dosage.

### **Inhalers and Aerosol Treatments**

1. All previously stated medication policy regarding required forms shall be followed.
2. If an asthma inhaler is to be carried by a student at all times, then the physician's written orders must state such.
  - The provision for administration will be handled on an individual basis and must be arranged through the school principal/designee and the school nurse.

### **Parent Conferences**

Parent conferences are encouraged whenever the teacher or the parent feels that such a conference is needed. The interim reports, which are issued four times a year during the middle of each nine weeks period to students whose progress is unsatisfactory, will provide a space for the teacher to indicate the need for such a conference. Parents are urged to respond to these requests and to make their own requests for conferences when they believe such a conference would be beneficial.

### **Parties**

In the elementary grades (K-5, K-6) parties are limited so as to cause minimum interference with the instructional program of the school. Seasonal parties are held on the last school day prior to the start of the holiday period. Parties are not permitted in junior high, or high schools.

### **Pediculosis (Head Lice)**

It is the policy of the Union Parish Public School System that any student who is present at school with Pediculosis (head lice) shall be excluded from school until that student is free of active infestation and all louse nits. The student may be allowed to return to school when his/her head is free of all eggs/louse as verified by visual inspection by the parent and submission of written certification by the parent of treatment of the child and household as per instruction. When there is recurrent infestation

of a student, a referral will be submitted to the Health Unit after consultation between the school administrator and school nurse/Health Unit after consultation between the school administrator and school nurse/Health Services Department.

### **Physical Education (*Middle and High Schools*)**

- All students enrolled in physical education classes must report to class prepared to dress out in the gym suit designated by the school principal. Only students with written requests from a physician or clergyman shall be allowed to participate in physical activities if they are not dressed in uniform. In cases when gym suits must be replaced due to loss or theft, a student shall be given maximum of a week's time in which to procure a new uniform. It is the responsibility of the student to have his gym suit cleaned regularly, and the responsibility of the instructor to see that this is done.

### **Problem Resolution**

*If a parent has a problem, the following procedures should be followed:*

1. If the problem concerns your child, call the school and make an appointment to see the teacher.
2. If the problem concerns the school, call the school principal. He/she will answer your questions or schedule an appointment, if necessary.
3. If you are not satisfied after discussing the matter with the principal, call the supervisor of that area.

### **Promotional Policies (*Grades K-12*)**

Students in grades K-8 shall be promoted from their current grade level based on the following:

1. Students in **grades K-8** shall be promoted from their current grade level based on the following:

Exceptional student's participating in LEAP 21 must be provided with significant accommodations as noted in the student's IEP (Individual Education Program).

**Kindergarten:** Teacher judgment and a third quartile composite score on a standardized readiness test (Chicago Early Assessment). The type of information gathered during the assessment is intended to help teachers make more effective teaching decisions. It is not intended to determine if a student(s) is to be promoted to the next grade or retained to repeat a grade. The decision to promote or retain students must be based on multiple factors, which include ongoing teacher observation across subjects, student's work samples collected throughout the year, information from multiple assessments and parents input. The decision makers should also consider the emotional and social implications of retention, as well as identify what will be done differently to ensure that the child truly receives the kind of support and instruction that will make a difference in learning to read.

**Grades 1 - 5. LEAP/CRT** tests will be administered to grade 4.

The results of these tests are to be used as the principal criterion for promotion along with the Union Parish School Board Policy. Local skills, as are LEAP skills, are identified in the SBESSE approved State Content Standards. Remediation must be provided in any of the three areas to enable the student to properly earn promotion to the next grade.

**Grades 6 - 8.** In schools on a regular 9 week schedule a combination of (a) passing score on LEAP test in **grade 8** and (b) failing no more than 1 subject in grades 6 through 8, ed., Reading, Math, English, Social Studies and Science.

**Grades 9 - 12.** In addition to completing a minimum of 23 Carnegie units of credit, the student shall also be required to pass the Graduation Exit Examination (GEE).. School principals shall be responsible for requiring administration of criterion referenced test to K-5 students in math and reading to help determine each student's eligibility for promotion to the next grade. D.C. Heath criterion referenced test for grades K-5 and locally developed tests will be used to accomplish this specification based on purchased instructional materials and individual school needs.

Cut scores on above tests shall be percentages as follows:

**Reading:** 78% of total test

**Math:** 78% of total test

*(re-test only math areas on which the student scores below 78%)*

### **RETENTION**

78% of total test

Retention is defined to be "non-promotion of a pupil from a lower to a higher grade based on local and state criteria contained in the guidelines. Students who fail to meet the promotion criteria as outlined in the Union parish Pupil Progression Plan shall be retained. However, a student should not be retained more than once in grades K-3, and no more than once in grades 4-7. A student in grade 8 whose performance is two or more grade levels behind his/her peers will be evaluated by the school's School Building Level Committee (SBLC) to determine if retention would be in the best interest of the student. The SBLC will make a

recommendation to the principal, but the principal must make the final decision. Examples of contributing causes (with other factors also reviewed) for retention include:

- Failing to score at or above the 78% score set for reading and math mastery tests in grades K-5;
- Failing to pass LEAP tests in grades 4-8; and failing more than one grades 1 - 8, e.g., Reading, Math, English, Social Studies, and Science.
- Excessive Absences

**Grades 9 - 12:** In addition to completing a minimum of 23 Carnegie units of credit, the student shall also be required to pass the Graduation Examination (GEE). Exit Protection of School Employees Any individual, including any parent or guardian of any student attending school in the Union Parish Public School System, who physically assaults or threatens harm to any teacher, staff member or employee of the Union Parish Public School System will not be allowed to enter the campus of any Union Parish School or the grounds of any other facility owned and operated by the Union Parish Public School System without prior approval of the Principal of the school or the individual in charge of the facility if not a school.

### **Safe and Drug Free Schools and Communities Act**

The Safe and Drug Free Schools and Communities Act provides a comprehensive program of drug and violence prevention and intervention in the Union Parish Public Schools. Each school has a Substance Abuse Prevention Education (SAPE') Team which coordinates school-based programs designed to reduce likelihood that students shall injure themselves or others through the use of mood-altering chemicals or from behaviors leading to violence. Procedures are provided for identifying students who exhibit behaviors related to alcohol and other drug use and for referral of these students for appropriate school system and community services. Services are also available in schools and communities for students who have been witnesses or victims of violence in their homes or neighborhoods.

### **Sexual Harassment**

Students who engage in sexual harassment on school premises or at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures. (A copy of the complete policy will be given to all students)

### **Signing Out Procedures**

All students shall be signed out in the designated area before leaving the campus for any reason prior to the end of each school day. For cases in which a person is sent to pick up the student, such person must deliver to the principal/designee a note from the parent requesting a release of the student. The principal/designee shall verify the request by telephoning the parent. If such written authorization is not presented and the parent telephones, giving oral permission for the student to depart the campus with such unauthorized person, the principal/designee shall verify by telephoning the parent at the telephone number listed on the Student Emergency Form. The parent may give the principal/designee oral or written permission allowing the student whatever conveyance the parent authorizes. Emancipated students do not need parental consent to sign out.

### **Substitutes**

In the absence of a teacher, the substitute will relate the assignment that has been designated to the students. Lack of cooperation and respect on the part of the student will not be tolerated and may result in disciplinary action with such behavior.

### **Suicide Threats -**

#### ***Procedure for Suicide Threats***

- Any suicide threat or gesture shall be reported to the office and Part I of the Suicide Referral Form will immediately be completed and given to the principal/designee.
- The principal/designee will conduct an investigation and complete Part II of the Suicide Referral Form. Those conducting this investigation shall be trained/experienced in suicide assessment. Social Workers are available for this assessment. If no further action is taken, the principal/designee shall sign the form and forward the copies as indicated on bottom of form.
- If action is taken, complete Part III of the Suicide Referral Form, obtain parent signature if necessary and forward completed copies of form as indicated. If principal/designee determines the student is high risk for suicide, the parent shall

be required to obtain a psychiatric evaluation. The student shall not be allowed to return to school without a written statement from the doctor/physician.

- If the parent fails to keep scheduled follow-up appointment with the school, the principal will send a certified letter return receipt requested, indicating the action to be taken by the school. A copy of the certified letter is to be attached to the Referral Form and maintained in the school confidential file, not the student's cumulative file.
- If further action is taken, use a second suicide Referral Form and complete Parts I and III. Forward copies as indicated.

## **Tardiness -**

### ***Procedure for Tardiness***

***The following procedures for student tardiness in elementary schools shall be followed:***

**Prior to the suspension of student for excessive unexcused tardiness, a minimum of the following actions shall be taken by the school administration:**

1. Contacting parents
2. Punish work assignment
3. Alternative School
4. Conference with parent or an attempt to have a conference
5. A minimum of another type of disciplinary action, or repeating of ASSP.

If these actions do not result in improved punctuality on the part of the student, the student may be suspended until the parent visits the school for a conference. Continued unexcused tardiness may result in suspension or other disciplinary action.

***The following procedures for student tardiness in middle/junior high schools should be followed:***

- A Late Arrival Card shall be utilized for recording tardiness to school.

*Excessive unexcused tardiness of students shall be administered according to the following procedures:*

1st and 2nd tardy in each semester -

Verbal warning to student with signature of student on Late Arrival Card.

### **3rd tardy in each semester -**

A non-suspension conference shall be scheduled with the parent and a referral shall be made to SCWA.

### **4th to 5th tardy in each semester -**

The student shall be assigned to ASSP for two (2) weeks or other disciplinary action by the SCWA.

### **6th or more tardies -**

Suspension and notification of Supervisor Child Welfare Attendance at the Alternative Suspension School.

## **Transcripts (High Schools)**

Seniors who plan to attend college must contact the college and request an application for admission. Upon written request from the student, or parent, the school will send to the college the student's transcript. These transcripts are sent at the end of the year after all senior grades are recorded. Students who transfer to another school must request that the school write for a transcript before one will be forwarded to the new school. Parents must sign the appropriate Privacy Act form releasing the student's educational records.

## **Visitors**

- All visitors shall report to the main office to receive a visitor's pass. At no time may students have guests in the class with them.

## **Withdrawal From School**

- If for any reason a student must withdraw from school, the student shall obtain a withdrawal form from the office. This form shall be signed by all of the student's subject matter teachers, homeroom teacher, and counselor. In order that the office has sufficient time to prepare for students withdrawing from school, 72 hours advance notice should be given to the school. Before any records are released and final clearance granted, all textbooks and other school property shall be returned and all accounts must be clear.