

Port Barre High School

2018-2019

Student Handbook

***Home of the
Red Devils!***



PBHS MISSION STATEMENT

Port Barre High provides an environment in which all students learn.

PBHS VISION STATEMENT

Port Barre High School shall provide a positive environment where students and staff will be accountable for students recognizing and achieving their fullest potential to provide a positive contribution to society.

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School website: www.portbarrehigh.slp.k12.la.us

This handbook is as inclusive as possible; however, the administration reserves the right to use broad discretion on determining what is appropriate behavior, dress and subsequent disciplinary action.

2018-2019 SCHOOL CALENDAR

Teacher Professional Development Days.....	August 3, 6-8
First Day for Students.....	August 9
Labor Day	September 3
Parent Teacher Conference Day/PLCs.....	October 11-12
Election Day.....	November 6
Thanksgiving Holidays.....	November 19-23
Early Dismissal Days/Exams.....	December 17-19
Employee In-Service.....	December 20
Christmas Holidays.....	December 21-January 4
Martin Luther King Day.....	January 21
Mardi Gras Break.....	March 4-6
Easter Holidays.....	April 15-22
Last day for seniors.....	May 10
Graduation.....	May 18
Early Dismissal Days/Exams.....	May 20-22
Students Last Day.....	May 22
Last Day for Teachers/Staff.....	May 23

Nine Week Reporting Periods

1st period.....	October 11, 2018
2nd period.....	December 19, 2018
3rd period.....	March 15, 2019
4th period.....	May 22, 2019

TELEPHONE DIRECTORY

School's Main Number	(337) 585-7256
Main Office	Ext 210
Principal	Ext 212
HS Assistant Principal	Ext 216
MS Assistant Principal	Ext 217
High School Counselor	Ext 222
Jr. High Counselor	Ext 231
Bookkeeper	Ext 211
Secretary	Ext 210

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Port Barre High School shall provide a positive environment where students and staff will be accountable for students recognizing and achieving their fullest potential to provide a positive contribution to society.

PORT BARRE ALMA MATER

Port Barre High, Port Barre High
Our Hearts will cling to you.
To you our own Port Barre High,
Forever we'll be true.
The years may come; the years may go;
And time may pass us by.
Our thoughts will ever turn to you,
Our own Port Barre High.

PRINCIPAL'S MESSAGE

As we all begin the journey of this new and exciting school year, as principal, I am truly honored to welcome you all to Port Barre High School. In our ever changing world of education, our amazing faculty, staff, and administration are committed to working hard and providing a school environment that is both engaging and challenging educationally for all. We also encourage our students to be well rounded. We do this by providing many extracurricular activities for them to get involved in beyond their studies.

As a school family, we all have to work together for that much needed and wanted success to occur. We encourage parental and community involvement and have an open door policy. By working together, we will provide our students/children a smooth pathway into society that they can and will be successful in. We know we have the best students and the best school, so let's all keep our expectations high of one other. With these high expectations, we all have that ultimate goal in which to strive for. PBHS expects the best and will accept nothing but the best each individual has to offer. We will hold everyone who is a stakeholder here accountable.

The purpose of this handbook is to provide a guide that will hopefully offer much needed information as well as answer many of your questions that may arise throughout the year. It is also a layout of what is expected for our students to be successful here at PBHS. Please read everything in its entirety.

I hope that at the end of each day, everyone can be proud to call PBHS their school. I also hope and pray we all have a safe, positive, and productive year ahead.

Gary D. Blood Jr. M.Ed.

STUDENT UNIFORM DRESS CODE GRADES 5-12

(Includes riding the bus to and from school)

*ADMINISTRATORS are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.

DRESS AND GROOMING - Students have a right to a safe and orderly environment. Uniforms have been shown to result in a safe and orderly environment for learning. The St. Landry Parish School District has adopted a policy that requires all students shall wear uniforms. The St. Landry Parish School Board believes that a mandatory school uniform policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for all students. The student dress code policy shall apply to all students in grades prekindergarten through 12th grade. This policy shall apply to all students attending public schools in St. Landry Parish. The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

DRESS CODE GROOMING COMPONENT- The only body piercing jewelry girls will be allowed to wear is earrings. Body piercing jewelry and make-up is not allowed for males. Excessive jewelry worn by both males or females or excessively worn make-up that distracts from the learning environment or poses a safety problem will not be allowed. Pre K- 6 school males may not have a mustache or facial hair; 7 – 12 school males may have a well-groomed facial hair that is not distracting in length, style, or color. Hairstyles for both males and female that are distracting in length, style, or color are prohibited. It is to be restrained as to be pulled back for health, safety, and identification of the student. The principal or his/her designee will determine this. Spiked hair including Mohawks for both males and females is not allowed. Hair on males, no matter what style, that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed. Ornamentation such as ribbons, bows, beads, etc. are not allowed for males.

THE UNIFORM SHIRT - The shirt shall consist of a white or red polo knit shirt with no logo and with either short or long sleeves. Students will be allowed to wear the **2018-2019 Port Barre High Spirit shirt each regular school day. Previous years shirts and club shirts may be worn on FRIDAYS ONLY.** All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white, gray or black and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt. NOTE: Maternity wear will consist of a white or red button down blouse or school optional color shirt. The white or red maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

UNIFORM BOTTOMS - Bottoms shall consist of classic, traditional, straight leg dark khaki/navy cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. No cargo pockets or flaps on back pockets are allowed on uniform bottoms. Bell-bottoms, joggers, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed. Denim bottoms will be permitted on designated spirit days. NOTE: Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

UNIFORM BOTTOMS FOR GIRLS - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark

khaki and navy. Overalls are not permitted to be worn. Leggings and tights CAN NOT be worn as bottoms unless they are covered by uniform bottoms. Stone, white or dark brown uniform bottoms are not allowed. Note: No tight or revealing clothing worn by any student will be tolerated.

BELTS - A black, brown, khaki, white, navy or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. Belt loops should not be removed.

SOCKS - Socks must be worn at all times. They must be solid navy, white, black, brown or the school optional color with no inappropriate emblem or logo.

SHOES - Students must wear a closed shoe (front and back). Sandals, clogs, **crocs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.**

OUTERWEAR - In cold weather, students will be allowed to wear the following over their school uniform:

SWEATSHIRT - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, red or navy with no emblem, logo, or marking.

SWEATER - Crew neck, V-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray, red or navy with no emblem, logo, or marking.

LIGHTWEIGHT JACKET/WINDBREAKER/COAT - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray, red or navy with no emblem, logo, or marking. Students may also wear jackets that are a combination of black, white, khaki, heather gray, red or navy with no emblem, logo, or marking.

**** ONLY 2018-2019 and the prior 2 years Port Barre High School's hooded spirit sweatshirts can be worn. NO OTHER HOODED SWEASHIRTS ALLOWED. 2017-2018 half-zip red or black fleece jackets with the school crest may be worn this year and in the future.** The principal, not uniform vendors should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School District will be unacceptable.

RESPONSIBILITY- All students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the St. Landry Parish School Board and the School Improvement Team. The School Improvement Team will, after consultation with the populations they represent, recommend to the principal a suggested dress and grooming code in order that the principal may make informed decisions regarding the dress and grooming code for the school. The principal will make his/her decision in accordance with the constitution and laws of the United States of America and the state of Louisiana. The dress and grooming policy shall be posted at each school, and a copy sent home to each parent. Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

PORT BARRE HIGH SPIRIT DAY DRESS CODE- Denim Jeans will be allowed for designated school spirit days. Students are not allowed to have holes in jeans or torn jeans. Students who wear torn jeans or jeans with holes in them will be required to call home for a change of clothes and may not be permitted to wear denim bottoms for the remainder of the school year. Previous year's spirit shirts and sports/club shirts will be allowed ONLY on designated spirit days.

THIS IS A PRIVILEGE AND STUDENTS WHO VIOLATE THE SPIRIT DAY DRESS CODE POLICY MAY BE PLACED IN THE DISCIPLINE PROGRESSION POLICY AND NO LONGER ALLOWED THIS PRIVILEGE.

APPEALS PROCESS- Deviation from the above dress code for medical, religious, and/or any other extenuating circumstances can only be granted by the ***School Dress Code Review Committee***. This committee shall be comprised of the Superintendent or his/her designee, the Policy Supervisor, the Child Welfare and Attendance Supervisor, the Drug/Violence-Free School Supervisor, and the Special Education Director/designee. Request for an appeal/hearing must be made in writing to the Superintendent, stating the reason for the deviation. A hearing date must be set within ten (10) working days of receipt of the request, and an answer to the appeal must be rendered in writing within ten (10) working days following the hearing. A copy of the decision shall also be sent to the principal of the school. The determination of this committee shall be final.

Persons making the appeal must be prepared to present written documentation supporting the medical, religious, and/or extenuating circumstances for the appeal.

COMPLIANCE TIMELINES

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

VIOLATIONS

Violations of the dress code shall be addressed as follows:

- **First offense: minor infraction/reinforce rule**
- **Second offense: minor infraction/parental contact**
- **Third offense: minor infraction/conference with student**
- **Fourth offense: Major infraction/2 day detention/Saturday detention/In-school suspension (Principal's discretion)**
- **Every 4th offense will warrant a Major infraction with the consequence of a 2 day detention/Saturday detention/In-School Suspension (Principal's discretion).**

Failure to attend detention or In-school suspension will result in a 2 day out-of-school suspension.

****Some situations may require for a parent to be called and the parent must bring acceptable school attire to the student.**

TARDINESS-A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean not entering the class period by the time the tardy bell ceases. Tardiness on the part of students shall not be tolerated.

UNEXCUSED TARDINESS (LATE FOR HOMEROOM OR SCHOOL) IS HANDLED BY STAFF AND ADMINISTRATION. Tardiness for all remaining classes is handled by the classroom teacher.

VIOLATIONS

Violations of the TARDY POLICY shall be addressed as follows:

- **First offense: VERBAL WARNING**
- **Second offense: parental contact**

- **Third offense: conference with student**
- **Fourth offense: Major infraction/2 day detention/Saturday detention/In-school suspension (Principal's discretion)**
- **Every 4th offense will warrant a Major infraction with the consequence of a 2 day detention/Saturday detention/In-School Suspension (Principal's discretion).**

Failure to attend detention or In-school suspension will result in a 2 day out-of-school suspension.

Detention-Weekday detention will be held immediately after school until 4:30 p.m. Parents are expected to pick up the student promptly at 4:30 p.m. Saturday detention will be held at the school from 8:00 a.m.-11:00 a.m. Students are expected to be dropped off and picked up at these designated times. In-school suspension will be on site during regular school hours.

NOTE: ID, Dress Code and Tardy referrals will be considered in the discipline progression. These are the responsibility of the student and after 4 minor infractions is considered a form of defiance.

MAKE-UP TESTING

A student with a legitimate excuse for an absence will be able to take make-up tests by conferring with his/her teacher(s) within **five (5) days of his/her return to school**. The teacher will place a copy of the make-up test with the student's name on it and date the test expires in a folder.

All make-up tests will be taken at **LUNCH** (Tuesday and Thursday for High School and Thursday **only** for Middle School) or **AFTER** school on Tuesdays and Thursdays for all grade levels and testing will be supervised by a Test Monitor.

All testing will be completed **BEFORE** the last bus arrives at school.

Once the test is placed in the folder, students will have one calendar week to make up the test. Students will not be allowed to make up work if absences are unauthorized. To obtain authorization, the student will present a written excuse, signed by his/her parents, to the principal's designee before being admitted to school. It will be the responsibility of the student to provide transportation home if the test is taken after school.

A student attending a school-sponsored activity, who is either involved in the activity or authorized by the school to attend, is counted present.

All excuses for a student's absence, including medical verification of extended personal illness, **MUST** be presented within **five (5)** school days of the student's return to school, or the student's absence shall be considered unexcused and guidelines for unexcused absences shall apply.

ABSENCES AND EXCUSES

The five authorized reasons for absences are:

- Illness of student
- Death or illness in the family
- Religious holiday
- Catastrophe
- Principals' discretion

GENERAL STUDENT FEES/ID CARDS

Parish Policy: School Activity Fees – Parish Policy:

Due to the fact that each school has different activities, goals, vendors, and needs, it is recommended that there should be no uniformed parish wide activity fee. Activity fees must be itemized, published, and provided to parents. A formula to pro-rate the refund for student transfers will be established at each school based on the activity fee. Students transferring after a pre-determined period established at each school will not receive a refund.

STUDENT FEES OWED

Parents/guardians of students whose fees and other debts are left unpaid at the end of the school year shall receive written notification of the amount and type of fees or other debts owed.

FEES FOR PORT BARRE HIGH SCHOOL

A total fee of \$40.00 will be required of each student at PBHS. Students will receive a receipt for the fee from office staff.

Identification Cards will be needed for identification of students, cafeteria count for meals, checking out library books and admission **at a discounted price** to enter all regular season athletic events **excluding tournaments and playoff games**. Identification Cards must be worn at all times on the left side of the uniform collar for middle school students and on the **school issued lanyard for high school students**. Any student not wearing or defacing an identification card will face disciplinary consequences and be responsible for replacing the identification card. Students needing a temporary identification card must get one for the cost of \$1 from their homeroom/1st period teacher. ****On the student's fourth offense for not having the appropriate identification card or wearing it incorrectly, he/she will be issued a minor infraction for defiance.** New IDs can be purchased throughout the year for \$5, new clips for \$.50, and new lanyards for \$2. **ONLY PBHS lanyards are allowed. If a student wears another lanyard he/she will follow the discipline plan for dress code violations.**

The St. Landry Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.

LUNCH MONEY AND CAFETERIA RULES

Cafeteria Etiquette (Students must have an ID) **NO ONE MAY CHARGE LUNCH.**

The school cafeteria is maintained to encourage good nutrition. Therefore, a well-balanced lunch is offered at a reasonable price. Lunches cannot be charged.

The lunchroom management and your fellow students will appreciate your cooperation by following the lunchroom rules:

1. Show your ID to faculty or staff for proper identification. ID's must be worn to enter the cafeteria.
2. Deposit all lunch litter in wastebaskets.
3. Leave the table and floor around your place in a clean condition.
4. Leave the cafeteria after completing your meal.
5. Students should sit quietly and be on their best behavior while dining. It is the student's responsibility to remember his/her lunch number, which will be given to the homeroom teacher the first day of school.

REMEMBER: Students will be allowed in the cafeteria ONLY AFTER PRESENTING THEIR ID CARDS.

It is each student's responsibility to have his/her ID card at all times while at school. ID cards are not transferable, and any student in possession of another's card may lose his/her cafeteria privileges. Students may bring their own lunch to school; however, no food may be brought to a student during the school day unless the student is on a special diet. A statement from a doctor is necessary for verification of a special diet. No food is to be eaten in class.

FOOD BROUGHT TO CAMPUS

Students who do not wish to eat in the cafeteria are allowed to bring their lunch, but the food items must be in a closed container and remain in their locker or book bag until lunch. Student are not allowed to have food or drinks in the classroom or hallways except during their lunch period. If a student is found with food or drinks in a classroom or hallway, it will be confiscated. Food cannot be dropped off to students.

HEALTH & MEDICATION

It is very important that each student has a current health card on file at school for emergency procedures. In case of an emergency, the administration must be able to contact a parent/guardian or other assigned individual for treatment.

Absolutely, no medicines are to be given at school by school personnel without written instructions and release of liability from the parent or guardian. **Aspirin is a medicine.**

If a student is on medication that must be taken during regular school hours, the medicine must be brought to the office and the student will make arrangements through the office for the medication to be dispensed at the proper time.

FIELD TRIPS

Port Barre High School includes educating the whole child. Field trips are an essential aspect of education today. The following regulations will be followed:

1. A fee may or may not be charged for out-of-town trips to cover the cost of fuel and a bus driver.
2. All field trips (In-town and out-of-town) will require written parental consent. Teachers are to get forms in the office, have students obtain parental permission and return signed forms to the office prior to leaving.
3. Any discipline measures needed could result in a student not being allowed to attend a field trip.
4. Students with unpaid school registration fees are not allowed to attend the fieldtrip until fee is paid.
5. See fieldtrip policy

LOCKERS

Lockers are available to students in 9 – 12 grades. Locker policies are as follows:

1. Lockers are not areas of complete privacy. They may be searched periodically for health and safety purposes. The master combination list and master key are kept in the office.
2. Each student will be assigned a locker by his/her homeroom teacher or office staff. Students are to use only their assigned locker.
3. Lockers must be locked at all times.
4. Backpacks, books and coats are to be stored in lockers and not left in classrooms or hallways.
5. Students will not be permitted to use their own locks. Any lock other than those furnished by the school will be removed.

GRADUATION

GRADUATION CEREMONY (May 18, 2019 @ 10:00 AM)

Parish Policy: Full participation in the graduation ceremony is a privilege, not a right for the individual student and his/her parents/guardians. Therefore, the privilege of graduating with one's class on the stage or at the stadium on graduation day is governed by the following principles:

1. Successful completion of the course of studies exams, and attendance regulations required by the state of Louisiana
2. Successful completion of the course of studies required by the St. Landry Parish School Board
3. All graduation practices will be held during regular schools hours prior to dismissal of seniors and **attendance is mandatory**
4. Fulfillment of all financial obligations
5. Certifications by the school's administration as having followed the rules and regulations of the attending school to such a degree that the student has earned the privilege of being an active participant in the graduation ceremony.

Graduation is a school function that is subject to each individual school's rules and regulations. A graduation contract will be issued to all prospective graduates no later than midterm of the graduating year. This contract must be signed by both the parent/guardian and graduating senior agreeing to these principles in addition to those requirements that are set by each individual school. This binding contract will be honored by all parties.

GRADUATION REQUIREMENTS

Criteria for graduating from high school shall include but not limited to the following:

- Acquire Carnegie units for required classes by the state department
- Settle all debts with the school
- Meet attendance requirements

Students who do not meet these requirements will not be allowed to participate in the graduation ceremony or receive their diploma.

LOUISIANA GRADUATION REQUIREMENTS

Career Diploma

English – 4 Units

- English I, II
- The remaining units shall come from the following:
 - Technical Reading and Writing
 - Business English
 - Business Communications
 - Using Research in Careers (1/2 Credit)
 - American Literature (1/2 Credit)
 - Film in America (1/2 Credit)
 - English III
 - English IV
 - Senior Applications in English
 - A course developed by the LEA and approved by BESE

MATH – 4 UNITS

- One unit of the following:
 - Algebra I (1 Unit) **OR**
 - Algebra I – Part 1 **AND** Algebra I Part 2 (2 Units) **OR**
 - Applied Algebra I (1 Unit)

The remaining units shall come from the following:

- Geometry or Applied Geometry, Technical Math, Medical Math, Applications in Statistics and Probability, Financial Math, Math Essentials, Algebra II, Advanced Math – Pre-Calculus, Discrete Mathematics, or course(s) developed by the LEA and approved by BESE.

SCIENCE – 3 UNITS

- Biology
- **1 Unit from the following physical science cluster:**
Physical Science, Integrated Science, Chemistry I, Physics I, or Physics of Technology I
- **The remaining unit shall come from the following:**
Food Science, Forensic Science, Allied Health Science, Basic Body Structure and Function, Basic Physics with Applications, Aerospace Science, Earth Science, Agriscience II, Physics of Technology II, Environmental Science, Anatomy and Physiology, Animal Science, Biotechnology in Agriculture, Environmental Studies in Agriculture, Health Science II, EMT – Basic an additional course from the physical science cluster, or course(s) developed by the LEA and approved by BESE

SOCIAL STUDIES – 3 UNITS

- ½ Unit of Civics
- ½ Unit of Free Enterprise
- American History
- **1 Unit from the following:**
Child Psychology and Parenthood Education, Law Studies, Psychology, Sociology, World History, World Geography, Western Civilization, Economics, American Government, African American Studies, Course developed by the LEA and approved by BESE

HEALTH – ½ UNIT

PHYSICAL EDUCATION – 1 ½ UNITS

CAREER AND TECHNICAL EDUCATION – 7 UNITS

- Education for Careers or Journey to Careers
- 6 credits required for a career Area of Concentration

TOTAL – 23 UNITS

CLASSIFICATION OF STUDENTS

A student is classified according to the number of credits he has earned by the beginning of the school year. **A high school student's final grade must be at least a 67% in order to pass and receive Carnegie credit for the course.** Credits required for promotion are as follows:

- To enter 10th grade – 5 Units to 11.5 Units
- To enter 11th grade – 12 Units to 16.5 Units
- To enter 12th grade – at least 17

POLICY FOR GRADUATION RANKING

St. Landry Parish High Schools shall award commencement honors of valedictorian, salutatorian, and other ranking honors. **Please see parish policy for eligibility requirements.**

HIGH SCHOOL CURRICULUM SUBJECTS OFFERED

ENGLISH/LANGUAGE ARTS

- English I, II, III, & IV
- AP English IV
- Honors English I, II, & III
- Reading I & II
- Business English
- Technical Writing

MATHEMATICS

- Algebra I & II
- Geometry
- Financial Literacy
- Advanced Mathematics-Pre-Calculus
- Advanced Mathematics-Functions & Statistics
- Calculus
- Math Essentials
- Business Math

SCIENCE

- Physical Science
- Biology I & II
- Chemistry
- Environmental Science
- Physics

FAMILY & CONSUMER SCIENCE

- Food & Nutrition
- Advanced Food & Nutrition
- Parenthood/Adult Responsibility

SOCIAL STUDIES

- World Geography
- Civics
- American History
- World History

FOREIGN LANGUAGE

- French II, Spanish I, Spanish II

JOURNALISM

- Publications I & II

ELECTONICS/TECHNOGY

- NCER I & II

BUSINESS EDUCATION

- Intro To Business Computer Applications
- Principles of Business
- BCA
- Accounting
- Journey to Careers

CAREER & TECHNICAL EDUCATION AGRISCIENCE

- **Ag. Science I, II, II**
- **Meat Processing**
- Beginning, Intermediate & Advanced Band
- Beginning & Intermediate Chorus
- NCCER Welding in AG
- Fine Arts

HEALTH & PHYSICAL EDUCATION

- Health & Physical Education I, II, III, IV
- Comprehensive Health Education
- First Responder
- Sports Medicine I & II
- Medical Terminology

WASHINGTON CAREER & TECHNICAL EDUCATION CENTER

- Air Conditioning/Refrigeration
- Carpentry
- PROSTART
- Certified Nursing Asst. – Senior’s Only
- Welding
- Cosmetology
- Oil Production (Senior’s Only)
- Business Math
- Financial Literacy
- Business English
- Technical Writing

JUMP START TOPS TECH (CAREER DIPLOMA) COURSE REQUIREMENTS

For students entering 9th grade in 2014-2015 and beyond

ENGLISH – 4 UNITS

- English I
- English II

- Two Units from the following: English III, English IV, or IB English courses, Business English, Technical Writing, or comparable Louisiana Technical College courses offered by Jump Start

MATH – 4 UNITS

- Algebra I, Algebra I Part One and Algebra I Part Two or applied or hybrid Algebra course
- Three Units from the following: Geometry, Math Essentials, Financial Literacy (formerly Financial Math), Business Math, Algebra II, Algebra III, Advanced Math – Functions and Statistics, Advanced Math – Pre-Calculus, Pre-Calculus, or comparable Louisiana Technical College Course offered by Jump Start
- Substitutions: Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry, and Algebra II for three mathematics credits

SCIENCE – 2 UNITS

- Biology I
- One Unit from the following: Chemistry, Earth Science, Environmental Science, Physical Science, Agriscience I and II (one unit combined), or AP or IB Science courses

SOCIAL STUDIES – 2 UNITS

(One credit of Civics may be substituted for any two of the one-half credit Social Studies courses specified.)

- One Unit from the following: US History, AP US History, IB History of the Americas I
- ½ Unit of the following: Government, AP US Government and Politics: Comparative, or AP US Government and Politics: United States
- ½ Unit from the following: Economics, AP Macroeconomics, or AP Microeconomics

HEALTH/PHYSICAL EDUCATION – 2 UNITS

(JROTC may be substituted for PE)

- Physical Education
- ½ Unit from the following: Physical Education II, Marching Band, Extracurricular Sports, Cheering, or Dance Team
- ½ Unit from the following: Health Education (JROTC I and II may be used to meet the Health Ed) requirement

JUMP START COURSES – 9 UNITS

- Nine Units from the following: Jump Start course sequences, workplace experiences, and credentials as approved by Jump Start proposals.

TOTAL UNITS – 23 UNITS

TOPS UNIVERSITY DIPLOMA REQUIREMENTS

For students entering 9th grade in 2014-2015 and beyond

ENGLISH – 4 UNITS

- English I
- English II
- One Unit from the following: English III, AP English Language Arts and Composition, IB Literature, IB Language & Literature, or IB Literature & Performance
- One Unit from the following: English IV, AP English Literature and Composition, IB Literature, IB Language & Literature, or IB Literature & Performance

MATH – 4 UNITS

- Algebra I
- Geometry
- Algebra II
- One Unit – (Integrated Mathematics I, Integrated Mathematic II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence)
- One Unit from the following: Math – Pre Calculus, Pre-Calculus, IB Math Studies (Math Methods, Calculus, AP Calculus AB, AP Calculus BC, Probability and Statistics, AP Statistics, IB Mathematics SI, or IB Mathematics IL

SCIENCE – 4 UNITS

- Biology
- Chemistry I
- Two Units from the following: Earth Science , Environmental Science, AP Environmental Science or IB Environmental Systems, Physical Science, Agriscience, Agriscience I and Agriscience II (the elective course AGI is a prerequisite for Ag II); one of the Chemistry II, AP Chemistry, IB Chemistry I, or IB Chemistry II; Physics I, or IB Physics I; one of the AP Physics

Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II, AP Physics I, AP Physics II; one of Biology II, AP Biology I, or Biology I, or IB Biology II

SOCIAL STUDIES – 4 UNITS

- One Unit from the following: US History, AP US History, IB History of the Americas I
- One Unit from the following: Government and Politics: Comparative, AP US Government and Politics: United States, or Civics
- Two Units of the following: One of Western Civilization, European History, or AP European History; one of World Geography, AP Human Geography, or IB Geography,, World History or AP World History; IB History of the Americas II

FOREIGN LANGUAGE – 2 UNITS

- French I and French II
- Spanish I and Spanish II

ART – 1 UNIT

- Visual Arts courses, Music courses, Dance Courses, Theater courses, Speech III and IV (one unit combined), Fine Arts Survey, Drafting

HEALTH/PHYSICAL EDUCATION – 2 UNITS

- Physical Education I
- ½ Unit from the following: Physical Education II, Marching Band, Extracurricular Sports, Cheering, or Dance Teams
- ½ Unit from the following: Health Education (JROTC I and II may be used to meet the Health Ed)

ELECTIVES – 3 UNITS

TOTAL UNITS – 24 UNITS

Grade Level Promotional Policies can be found in the Parish Promotional Policy Handbook located on the St. Landry Parish School Board Website

SCHOLASTIC BANQUET REQUIREMENTS

Students who maintain an overall 3.8 average, in grades 9-12, with A's and B's only for the first three nine week grading periods of school will be invited to the Scholastic Banquet. These students must also be taking at least five subjects to qualify.

Students with a 4.00 average in each full credit subject and a 3.80 for ½ credit subject for three nine week grading periods will receive scholarship keys at the banquet in May. Students must be taking at least five classes to qualify.

The Principal's Cup Award is also presented at the Scholastic Banquet. The recipient will be selected on the basis of scholastic merit from the students who, by the end of the current school session have completed four units in college preparatory English, four units in college preparatory mathematics, three units in science (provided general science or physical science is the

course omitted), and three units in social studies. In determining grade averages for the current school session, the first three nine week marking periods will be used. In the event of a tie the following criteria will be used:

1. Strength of student's schedule
2. Committee of teachers and administrators

STUDENT OF THE YEAR

Fifth grade, eighth grade, and twelfth grade students may compete for St. Landry Parish Student of the Year. Students must apply and meet all criteria and qualifications stipulated by each organization.

GRADING SYSTEM

Averages for the school year are to be determined as follows: *Students must have a 67/D average to pass a course.*

Letter Grades	Numerical Avg.	Description
A	93 – 100	Excellent
B	85 – 92	Above Average
C	75 – 84	Average
D	67 – 74	Below Average
F	0 – 66	Failing Work
I		Incomplete

VISITORS TO THE SCHOOL

Parents of school students, school officials and other St. Landry Parish School Board officials are always welcome.

Parents are requested to make an appointment to see a member of the faculty, or an administrator.

All parents and other visitors **must** report to the main office to receive a visitor's pass.

The school policy is to accept only those visitors who have legitimate business at the school. **Parents and other visitors must first verify who they are and their purpose for being in the school before going into any part of the school facility.**

Students may not bring students from other schools on the school campus during instructional time for the purpose of visiting.

Visitor passes will not be issued during school-wide examinations. **An administrator may refuse to issue a visitor's pass any time he/she feels it is in the best interest of the school to do so.**

Any person found on the school grounds without permission is trespassing and subject to arrest by police authorities.

OPERATION OF MOTOR VEHICLES ON CAMPUS

Parents who drive their children to school are not allowed to drive them into the schoolyard at any entrance or exit point unless there is inclement weather. Students are to be dropped at the crosswalk in front of the schoolyard using the high school entrance gate.

Students who drive motor vehicles on St. Landry Parish School Board's property must obey the following:

- **SPEED LIMIT ON CAMPUS IS FIVE (5) MPH.**
- **In order to obtain a parking permit for any parking lot, students must present proof of current insurance, registration and a driver's license.**
- The motor vehicle must be parked in the designated parking lot and remain until dismissal.
- Students are to leave their motor vehicles immediately upon arriving at school.
- **No one will be allowed in the parking lot during the school day without permission granted by the administration.**
- No student will park in the teachers' parking area.
- A student may lose his/her driving privileges if he/she leaves campus without permission or operates a vehicle in an unsafe manner.
- Students are to drive slowly and cautiously while on campus. Unsafe driving, speeding, "squealing" tires or "burning rubber" and gunning engines will not be tolerated under any circumstances.
- Drivers will not allow another person to cling to or ride on the outside of a moving vehicle. Both the driver and the other person may be liable for such action.
- **NOTE:** Pedestrians have the right-of-way on the parking lots. St. Landry Parish schools are not responsible for loss of property or damages to auto due to theft, vandalism or accidents. Violations of any of the above guidelines and/or reckless driving may result in suspension of driving privileges.

***** ALL VEHICLES ARE SUBJECT TO RANDOM SEARCHES**

DISCIPLINE POLICY

ALTHOUGH THE ULTIMATE RESPONSIBILITY FOR STUDENT CONDUCT RESTS WITH THE STUDENT AND THE PARENTS/LEGAL GUARDIAN, IT IS THE DAILY RESPONSIBILITY OF SCHOOL PERSONNEL TO SEE THAT NO SINGLE PERSON INTERFERES WITH THE TOTAL LEARNING ENVIRONMENT OF OTHER STUDENTS. THE SCHOOL DEMONSTRATES CONCERN FOR THE GROUP AND ITS WELFARE BY PRESERVING THE PROPER ATMOSPHERE FOR TEACHING AND LEARNING.

The St. Landry Parish School Board takes a position of "ZERO TOLERANCE" with regard to weapons, explosives, physical attacks or batteries, group fighting, and illegal narcotics, drugs, and controlled substances. Such conduct will not be tolerated by the School Board. These offenses require immediate recommendation for expulsion. The disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. They should be taken with parental involvement and notification. The purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with reasonable rules and regulations and that there will be consequences for noncompliance. Deviations of behavior may result in attendance at Saturday School, Time-out rooms, Character Action Training classes, suspensions, and/or expulsions. It is the express policy of the School Board to utilize alternatives to suspensions and expulsions and to reserve the use of suspensions and expulsions as the last step in progressive discipline based on the nature of the offense. As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school and during intermissions or recesses (La. R.S. 17:416). It is

the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Keeping the school safe is of such a serious nature that it is necessary to prohibit the use of any object as a weapon on the school grounds or bus. Suspensions and expulsions of a student with disabilities shall be handled in accordance with the requirements of state and federal laws and regulations applicable to such students. Copies of such laws and regulations may be obtained from the Special Education Department.

MINOR OFFENSES AND DISCIPLINE- Definition: Minor offenses shall include but not be limited to the following:

1. Cutting class
2. Unexcused tardies
3. Disobedience
4. Profane/abusive language
5. Possession of inappropriate articles at school, such as trading cards, comic books, games, etc.
6. Failing to use respectful terms required by LA. R.S. 20 17:416.12 for students in kindergarten through twelfth grade.
7. Throwing objects
8. Refusing to sit in assigned seat
9. Dress code violations

DISCIPLINE PROGRESSION- Disposition of Minor offenses

1. The teacher shall do one or more of the following:
 - a. Counsel/warn the student.
 - b. Administer constructive punish work.
 - c. Contact parent or guardian by phone or request a conference to be held at school.
 - d. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
 - e. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.
 - f. Refer student to administration when necessary, using the proper referral procedure
2. The administrator shall do one or more of the following:
 - a. Counsel/warn the student.
 - b. Refer the student to the school counselor.
 - c. Refer to Saturday School.
 - d. Refer to Time-Out Room (TOR) or Character Action Training (CAT) class where available.
 - e. Seek and encourage parent/guardian involvement.

* NOTE: An accumulation of offenses may result in the taking of more severe disciplinary action such as short-term suspension or long-term suspension, except for any offense involving item under Minor Offenses and Discipline.

MAJOR OFFENSES AND DISCIPLINE

1. Dispositions given for each offense are maximums.
2. Except in offenses which the School Board has taken the position of "ZERO TOLERANCE," administrators may assign or recommend lesser punishments according to their determination of the nature and circumstances of the offense.

NOTE: If a school has rules in addition to those set forth in this handbook, those rules shall be in writing and a copy shall be provided to the students. These rules shall not conflict with those found in this handbook.

ZERO TOLERANCE FOR FIGHTING POLICY

- A. School principals may call the appropriate law enforcement authorities for every fight involving students who are 14 years of age or older.

B. Appropriate law enforcement authorities include assigned School Security Officers and Youth Resource Officers.

C. If there are no assigned School Security Officers or Youth Resource Officers available, the local law enforcement authorities may be called.

D. These law enforcement authorities will investigate the fight and recommend one of the following actions:

1. Issuing the student a misdemeanor summons;
2. Releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court.
3. Taking the student directly to the Juvenile Detention Facility; or
4. Arresting the student.

E. Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook.

F. Pushing and shoving are not considered fighting, but once a punch is thrown, a “fight” has occurred.

G. Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.

H. Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off.

I. Students who are suspended for fighting will be required to undergo counseling before being readmitted to school.

J. Counseling will include anger management and conflict resolution. It will be provided and supervised by the St. Landry Parish School Board. Parents or guardians will be advised and encouraged to participate.

K. This Zero Tolerance for Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities. The student’s responsibility to alert a principal, teacher, coach, etc. to any hostile attempt directed toward them. Administrators are then required to take immediate action to prevent further hostile attempts.

ALCOHOL AND DRUG OFFENSES

1. Possession of prescription/non-prescription medication without evidence of a prescription or a physician’s order on file at school.

- a. short-term suspension
- b. long term suspension
- c. recommended expulsion.

2. Distribution of medication, including non-prescription medication, or possession of same with intent to distribute a. recommended expulsion.

3. Use, distribution, or possession with intent to distribute alcohol, nitrate-based inhalants and/or any other inhalants injurious to the health and wellbeing of students

- a. recommended expulsion.

4. Use of, possession of, or distribution of any imitation/ counterfeit or falsely represented controlled dangerous substance, e.g. synthetic marijuana

- a. recommended expulsion

NOTE: Medication Policy (See St. Landry Parish School Board Policy)

MAJOR DRUG, FIREARM AND KNIFE LAWS -Administrators may not assign lesser punishment for the following offenses: (The local law enforcement agency shall be notified when a student is in possession of drugs, intending to distribute drugs, or distributing drugs in a Drug Free Zone, or is in possession of a knife, firearms or explosives).

- 1.** Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, a school

bus, or in actual possession at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action. Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, following a hearing shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action. The superintendent, however, may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing. La. R.S. 17:416 (C)(2)(a)(i) and (b)(i). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq); Title 28 Part XLIII Bulletin 1706 Subpart A - Regulations for Students with Disabilities, Section 519

2. Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters. La. R.S.17:416 (C)(2)(a)(ii).

3. Any student who is under sixteen years of age and in grades six (6) through twelve (12) 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 controlled substance on school property, on a school bus, or at a school-sponsored event following, a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters. La. R.S. 17:416(C)(2)(b)(ii).

4. Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, or a school bus, or at a school-sponsored event, following a hearing, shall be referred to the board through a recommendation for action from the superintendent.

5. The principal or designee shall immediately suspend a student who is found carrying or possessing a firearm or knife, the blade of which 25 equals or exceeds two inches in length, or other dangerous instruments. He/ she shall immediately recommend the student's expulsion except, in the case of a student in kindergarten through grade five who is found carrying or possessing a knife as described in this section. The principal or designee may, but shall not be required to recommend the student's expulsion. La. R.S. 17:416 (B)(1)(b).

6. In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

BULLYING AND HAZING POLICY -The St. Landry Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:

1. A pattern of any one or more of the following:

A. Gestures, including but not limited to obscene gestures and making faces.

B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property. D. Repeatedly and purposefully shunning or excluding from activities.

2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs or is received by a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school. Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program. Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS -The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian

REPORTING- The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law. The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided. Students and Parents Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe

bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain confidential. Any school employee, whether full or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee. False Reports Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

INVESTIGATION PROCEDURE- Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

1. Timing -The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation -An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together. The principal or his/her designee shall collect and evaluate all facts using the Bullying Investigation form.

3. Parental Notification -Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice. Before any student viewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.

B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential 28 consequences, penalties, and counseling options. In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation -At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

- A.** Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school district official. The document shall be placed in the school records of both students.
- B.** Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C.** Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D.** Maintain reports/complaints and investigative reports for three (3) years.
- E.** As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary. During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

APPEAL -If the school principal or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board. If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION- Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended. Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF -If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board. Such request shall be filed with the superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the superintendent shall:

- 1.** Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
- 2.** Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
- 3.** Enter into a memorandum of understanding with the superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions. If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may

request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner. At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

RETALIATION -Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE- The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children’s Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

DISCIPLINE PROCEDURES

I. REMOVAL FROM SCHOOL CAN BE ONE OF THREE TYPES:

- A. Short-term suspension – two (2) to nine (9) days.
- B. Long-term suspension – ten (10) to thirty (30) days
- C. Expulsion – denial of attendance in the traditional school setting for the remainder of the school year or longer than 30 days

II. RULES GOVERNING ATTENDANCE AT DISCIPLINE CENTERS

- A. Parents or legal guardians are required to accompany the student on the first day of assignment to the Discipline Center to meet with the moderator in charge and must present the admission form at that time.
- B. Specific rules governing attendance at Discipline Centers will be provided to the parent/guardian upon admission to Discipline Centers.
- C. Uniforms are mandatory for all elementary middle and high school students attending a discipline center. Uniforms are mandatory for all elementary, middle and high school students attending an alternative education center.

III. SHORT-TERM SUSPENSION PROCEDURES

- A. Prior to any suspension, the school principal or a designee shall advise the student in question of the particular misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee.
- B. When the principal or designee denies the student’s attendance rights, the principal or designee shall secure “affirmative notice.” The school administration shall maintain data relative to attempts made to secure “affirmative notice.” The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families In Need of Services, and/or City Prosecutor/District Attorney’s Office. A home visit is encouraged in cases where “affirmative notice” cannot be delivered by telephone. Failure to secure “affirmative notice” by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families In Need of Services and/or City Prosecutor/District Attorney. In no case shall a student be denied attendance rights without evidence of “affirmative notice” being completed. “Affirmative notice” shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.
- C. The parent/guardian should be notified of the suspension, and that the student will be or has been removed from class and will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the

student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian or next of kin, provided that the procedure in Section III A is complied with as soon as possible, thereafter.

D. After principal or designee has secured "affirmative notice," the student will be given a Discipline Center form that will admit him/her to that center. Students under short-term suspensions will be assigned to the closest available Discipline Center for the duration of the suspension. Additional copies of the discipline center and suspension reports shall be sent to the appropriate offices. In addition, the principal or designee shall keep a copy on file. It should be noted students who attend the Discipline Center, will be allowed to make up all work.

E. If the parent or guardian of the suspended student wishes to contest the suspension, the parent or guardian, within five (5) school days after receipt of written notification of the suspension, may submit a written or personal request to the superintendent or a designee to review the matter. Upon such request the superintendent or designee shall schedule a hearing at the earliest convenience to be held in accordance with the hearing procedure described within the context of the long-term suspension procedure. The decision of the superintendent or designee on an appeal of a short-term suspension shall be final, and there shall be no right to appeal such decision of the superintendent or his designee to the board. It is suggested that parents or guardians who wish to appeal a short-term suspension should send the student to the Discipline Center on the designated days. If the appeal is denied and the student attended the Discipline Center, the student will then receive credit for those days he/she attended.

IV. LONG-TERM SUSPENSION PROCEDURES

A. The principal or a designee must make every reasonable effort to investigate all aspects of a discipline problem. The principal or a designee shall have reasonable cause to believe that the student is guilty of an offense which would constitute grounds for disciplinary action and that the situation warrants severe disciplinary action before recommending to the superintendent or a designee that the student be placed on long-term suspension.

B. The principal or a designee shall determine, according to the nature and the seriousness of the offense, whether a student recommended for long-term suspension may remain in school or be denied attendance rights pending a hearing. Prior to denying attendance rights, the school principal or a designee shall advise the student in question of the particular misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. (A hearing must be scheduled on all long-term suspensions. If the student is denied attendance, this fact shall be stated on the recommendation.)

C. When the principal or designee denies the student's attendance rights pending a hearing by the Superintendent or designee, the principal or designee shall secure "affirmative notice." The school administration shall maintain data relative to attempts made to secure "affirmative notice." The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families In Need of Services, and/or City Prosecutor/District Attorney's Office. A home visit is encouraged in cases where "affirmative notice" cannot be delivered by telephone. Failure to secure "affirmative notice" by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families In Need of Services and/or and/or City Prosecutor/ District Attorney. In no case shall a student be denied attendance rights without evidence of "affirmative notice" being completed. "Affirmative notice" shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.

D. The parent/guardian should be notified of the suspension, and that the student will be or has been removed from class and will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the

student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian, next of kin, or police provided that the procedures in Sections A, B and C above are complied with as soon as possible, thereafter.

E. After principal or designee has secured "affirmative notice," the student will be given a Discipline Center form that will admit him/her to that center. Students under long-term suspensions will be assigned to the appropriate Discipline Center pending a hearing. Additional copies of the Discipline Center and suspension reports shall be sent to the appropriate offices. In addition, the principal or designee shall keep a copy on file. It should be noted students who attend the Discipline Center will be allowed to make up all work.

V. HEARINGS: LONG-TERM SUSPENSIONS

A. The school shall notify the parent or guardian of the suspension hearing date and the action to be taken if the parent is not present. The hearing will take place not later than ten (10) school days after the incident.

B. If suspension proceedings are conducted without the presence of a parent, written notification of the actions will be sent by certified mail to the parent or legal guardian not later than three (3) school days after the hearing.

C. The parent or guardian may appeal the suspension to the School Board within five (5) days after receiving notification by certified mail. In so appealing, the parent or guardian shall enclose a copy of the principal's or the designee's recommendation for a long-term suspension and the superintendent's or a designee's notification after the hearing. The School Board will review the appeal and take whatever course of action deemed appropriate and will so notify the parent or guardian of its decision. In the absence of a timely appeal, the decision of the superintendent or a designee shall become final.

D. After a long-term suspension, a second occurrence during the same school year which warrants a suspension will result in disciplinary action in accordance with the expulsion procedure.

E. Upon the student's return to school, the principal or a designee shall schedule a conference to be attended by appropriate school personnel and by the student and, usually, the student's parent(s), guardian(s), or other family members. Follow-up conferences should be planned as indicated or as required to assist the student in adjusting to the school environment.

VI. EXPULSION PROCEDURES

A. In addition to the other offenses for which expulsion is warranted, a principal or a designee shall initiate proceedings for an expulsion when a student has received more than one long-term suspension in one school year.

B. Statements taken from students should be in the student's handwriting and signed by the student. If a student is only willing to give an anonymous handwritten statement, the investigator should certify at the end of the student's statement that it was given under the condition of anonymity. If a student will only give an oral anonymous statement, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and that the student would only give the statement if he/she could remain anonymous. Recorded statements may be taken with the student identifying him/herself on the recording. If a student will only give a recorded statement by remaining anonymous, the investigator will so state at the beginning of the recording. A brief written report should be prepared which would include the following:

1. The investigator's conclusions as to why the incident occurred, who was involved, who was at fault and the penalty imposed or recommended; and

2. The evidence on which the conclusions were based, i.e., signed statements taken, unsigned statements taken, verbal only statements taken, recorded statements taken, evidence seized, lab test results on drugs, etc. Copies of all written evidence must be attached to the report. After a principal or a

designee has made every reasonable effort to investigate all aspects of the discipline problem and is satisfied that the nature and seriousness of the offense could result in a recommended expulsion, the principal must then decide whether or not to recommend expulsion to the superintendent or a designee (hearing officer). There are some instances in which the principal has no discretion. Penalties that are mandated under Louisiana Revised Statute 17:416 (Drugs and Weapons) and other provisions of Louisiana law are not optional and must be imposed by the principal.

3. Prior to suspending a student pending the expulsion, the school principal or a designee shall advise the student in question of the particular misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. When the principal or designee denies the student's attendance rights pending a hearing by the superintendent or designee, the principal or designee shall secure "affirmative notice." The school administration shall maintain data relative to attempts made to secure "affirmative notice." The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families In Need of Services, and/or City Prosecutor/District Attorney's Office. A home visit is encouraged in cases where "affirmative notice" cannot be delivered by telephone. Failure to secure "affirmative notice" by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families In Need of Services and/or City Prosecutor/District Attorney. In no case shall a student be denied attendance rights without evidence of "affirmative notice" being completed. "Affirmative notice" shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.

4. The parent/guardian should be notified of the proposed expulsion, that the student will be or has been removed from class, and that the student will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian, next of kin, or police provided that the procedure in the above sections is complied with as soon as possible, thereafter.

5. The principal or a designee shall mail a copy of the proposed expulsion form including the specific reasons for the expulsion to the parent or guardian on the day of the student's removal from school, but no later than the following school day. At the same time, the principal or a designee shall notify the parent or guardian of the time, date and place of the expulsion hearing and a right to review by the School Board and to appeal to the 27th Judicial District Court. This report will be sent by certified mail, return receipt requested or hand delivered to the parent or guardian. For a student with disabilities, a Parent Notice of the Discipline (IEP) meeting date should also be mailed with the proposed expulsion form.

6. Where the superintendent or a designee has proceeded with the expulsion hearing when the parent/guardian and student fail to appear, written notification shall be given to the parent/guardian of the findings and action taken no later than three (3) school days after the hearing. In such notice the superintendent or a designee shall inform the parent/guardian that the findings and the action taken shall become final five (5) calendar days after the receipt of the notification.

7. The hearing shall be held as soon as possible but no later than ten (10) school days after the student's removal from the school, unless an alternate date is agreed upon by all parties.

8. Pending the hearing by the superintendent or his designee, the student shall be denied normal attendance privileges, but shall be placed in an alternative setting.

9. At the hearing conducted by the superintendent or his designee, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. The student's prior performance and attendance may be discussed. The student or a

representative may produce witnesses or offer evidence in the student's behalf and may cross-examine any witnesses that are brought to the hearing. This is not the right to cross-examine students or other witnesses who have given statements only and who are not present at the hearing.

10. After hearing the case, the superintendent or designee shall determine whether the student is guilty of the principal's or a designee's charges and whether he/she is expelled from the school district or if other corrective or disciplinary action is imposed. If the findings and disposition of the expulsion hearing are made at the conclusion of the hearing, the superintendent or a designee shall inform the parent/guardian and the student of the findings and disposition of the case. In any event, the superintendent or a designee shall mail (by certified mail, return receipt requested), or hand deliver to the parent or guardian, the Child Welfare and Attendance section, and to the principal or a designee, a decision of the findings no later than seven (7) school days after the hearing if the parent or guardian was present or no later than three (3) school days after the hearing was scheduled and if the parent or guardian was not present. General Counsel may review cases where he/she reasonably believes there is a legal issue which has surfaced either at the hearing level or from any other source. Should General Counsel determine that there is a legal issue serious enough to warrant, he/she may recommend to the superintendent that the designee's decision be overturned subject to the superintendent's final decision prior to the matter going to the board should such be timely requested. In the event that the superintendent or a designee determines that a student should be expelled, the parent or guardian of the expelled student or the student (if the student is 18 years of age or older), may request a review of the expulsion decision by the School Board. The request for review must be requested by mail and must be postmarked within five (5) days after receipt of written notification of the expulsion decision by the parent of a minor student. The request for review may also be hand delivered to the School Board Office at 1013 Creswell Lane, Opelousas, Louisiana, within five (5) days after receipt of written notification of the expulsion decision by the parent of the minor student. Requests for review which are not mailed within this time period shall not be processed unless extenuating circumstances can be demonstrated by the parent/guardian or student.

11. In the event that a parent/guardian or student timely requests a review of an expulsion decision by the board, the superintendent shall list each such request as an agenda item for the first or second next regularly scheduled meeting of the board. If the review request is received after the deadline for completion of the board meeting agenda, then the item will be placed on the agenda of the second or third next regularly scheduled meeting.

12. The written record of the expulsion proceedings, to include all evidence and prior decisions rendered and also include a statement by parents or guardians (and/or student if of legal standing) that provides the basis for the request to review, will be provided to all School Board members in the agenda packet on the Monday prior to the board Meeting at which the review is to be on the agenda.

13. Upon the request of the presiding officer, the board members will indicate whether or not they have had the opportunity to review the case. Upon affirmation by the members, the presiding officer will then inquire as to whether or not any Member requests a hearing of the case which will be scheduled as per the original guidelines at the next regularly scheduled board meeting. Absent a motion and second to hear the case, the Superintendent's recommendation stands. The parent or student shall have the right to determine if the expulsion review is conducted in public or private session.

14. At the review by the board, the board will function similarly to an Appellate Court in reviewing evidence from the expulsion hearing. Each side should present to the board two (2) days prior to the review, a written report stating each side's position with attached documents, which were presented at the hearing. At the review hearing by the board only one person will argue for each side, and normally no testimony will be taken nor will new evidence be presented. Each side should be allowed ten (10) minutes (no more than 15) to argue the case. Members of the School Board may ask questions of either side during this presentation or following the presentation as the board chooses. After hearing the arguments of both sides, the board shall deliberate the case privately if executive session is requested

but openly if an open session is requested. Following the deliberation, the board will meet in open session to affirm, modify or reverse the action taken by the hearing officer. This decision of the board will be based solely on the report submitted, whatever documentary evidence is submitted with the report, and the oral argument of each side.

15. The superintendent shall notify the parent, guardian (and/or student, if of legal standing) in person, or in writing, certified mail return receipt requested or hand delivered, of the decision of the School Board. The parent, guardian or student may, within ten (10) calendar days, appeal to the 27th Judicial District Court an adverse ruling of the School Board in upholding the action of the superintendent or the designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the board was based on an absence of any relevant evidence in support within.

VII. STATUS AND REHABILITATION OF SUSPENDED AND EXPELLED STUDENTS- During the period of suspension, the student who is denied attendance privileges at his/her home school shall be assigned to a Discipline Center during school hours. Participation and presence of the suspended student at school extracurricular activities are denied. The student who is allowed to remain in school pending a hearing by the superintendent or a designee is considered to be on probation. A student suspended for allegedly committing a battery on any school employee shall not be allowed in a school even on probation until all hearings and appeals associated with the alleged violation have been exhausted. Additional violation of school rules will result in loss of attendance privileges until the case is resolved at the hearing. The necessity to suspend or expel a student usually indicates that additional support and remedial services are necessary. The principal and professional staff have a responsibility to provide proper counseling and to make every effort to help students returning from suspension and expulsion to remain in school. Students who are suspended and do not attend a Discipline Center shall receive an unexcused absence for each day of nonattendance during the suspension. A student found guilty at a suspension hearing or expulsion hearing of committing a battery on any school employee shall not be assigned to attend the school to which the school employee who was the victim of the battery is assigned.

A. ALTERNATIVE PROGRAMS:

- 1. Character Action Training Class (CAT)** - This intervention removes the student (K-5) from the regular classes and requires supervised character training as well as supervised learning away from other students and school activities.
- 2. Time-Out Room** -A one-day suspension in the student's home school in grades 6-12. This intervention removes the student from regular classes and requires supervised learning away from other students and school activities.
- 3. Saturday School** -This program is designed to provide an alternative to students in lieu of short-term suspensions.
- 4. Discipline Centers-** This alternative is designed as intervention centers for grades 4-12 students who have become involved in disciplinary infractions resulting in short-term suspension (2 to 9 days) or a long-term suspension (10 to 30 days) as determined by the home school's principal and assistant principal. Referrals to a Discipline Center are determined by the home school administrator with the notification of the parent or legal guardian.
- 5. Alternative Programs-** This alternative is designed for students expelled from the traditional school setting by the superintendent or his designee.

VIII. CORPORAL PUNISHMENT- The St. Landry Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully

informed of these provisions at the beginning of the school year. The following guidelines shall apply to any use of corporal punishment:

- A.** Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to affect student behavior modification.
- B.** The principal or the designee shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment.
- C.** In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.
- D.** School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. In any case, complete documentation of each incident of corporal punishment shall be made including name of student, time, date and details of violation, the form of discipline administered, the names of the person administering the punishment and the witness, each of whom shall sign the documentation upon completion.
- E.** Corporal punishment shall be administered in the office of the principal, assistant principal or in such place or places as may be designated by the principal.
- F.** Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and kept on file in the principal's office.
- G.** The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
 - 1.** Age of child
 - 2.** Size of child
 - 3.** Sex of child
 - 4.** Ability to bear the punishment
 - 5.** Overall physical condition of the child
- H.** Corporal punishment shall not be administered in anger or with malice at any time.
- I.** Corporal punishment shall be administered by paddling the buttocks only. Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/ herself against a physical attack by a student or to restrain a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

IMPERMISSIBLE CORPORAL PUNISHMENT -Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be impermissible corporal punishment. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated.

IX. OFFENSIVE STUDENT CONDUCT AT END OF YEAR GRADUATING STUDENTS -Any senior committing a serious major offense (alcohol/ drug/indecent behavior) after the last regular class period, as upheld by the Hearing Office upon the principal's or a designee's recommendation, will be excluded from year-end activities (including participation in graduation exercises). Diplomas may be given to or mailed to the student at the end of the closure of school. St. Landry Parish School Board Policy also mandates that all schools will include this regulation in their senior orientation prior to the end of the year, and each

senior will sign a slip indicating knowledge of these regulations. Parents will receive a letter including information about these regulations from individual schools.

X. SPECIAL EDUCATION DISCIPLINE PROCEDURES- All procedural safeguards afforded regular education students must be extended to students with disabilities and their parents. In addition, discipline procedures for students with disabilities must follow Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519. **FOR EXCLUSIONS OF MORE THAN 10 CONSECUTIVE DAYS, OR WHEN PATTERN OF EXCLUSIONS HAS OCCURRED, OR UPON THE FOURTH EXCLUSION (SUSPENSION):** The student's Special Education teacher must notify the parent of a Discipline Individual Education Program (IEP) meeting. A Discipline Individual Education Program (IEP) meeting must be held to determine if the behavior is a manifestation of the student's disability. The IEP meeting must be appropriately constituted with the following persons: Officially Designated Representative (ODR) – the principal or assistant principal; the student's Special Education teacher; at least one of the student's Regular Education teachers; the parent, the student, if appropriate; and, any additional persons with knowledge of the student and the disability. (Note: If the parent does not attend the scheduled manifestation determination review (MDR) meeting, the school will reschedule the MDR meeting it within (3) school days. If the parent does not attend the rescheduled MDR meeting, the school personnel shall meet without the parent.) If the behavior is a manifestation of the student's disability, the student will not be suspended nor expelled. If the behavior is NOT a manifestation of the student's disability, the student will follow procedures as a regular student. School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 days, if a student inflicts serious bodily harm, carries a weapon to school or to a school function; or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function. A hearing officer (from a State approved list) may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 days if that hearing officer, in an expedited due process hearing determines that the public agency has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. b. FR Part 300.519 Discipline Procedures (IDEA-97)

EMERGENCY REMOVAL- Emergency Removal is used only when the student exhibits a substantial danger to himself/herself or others. In no case can this removal last longer than nine (9) school days. During this nine-day period, school officials shall initiate a meeting to review the student's Individual Education Program (IEP), consider an interim placement, or invoke the aid of a state listed hearing officer or the courts to remove the allegedly dangerous student from school if they believe that maintaining the student in the current placement would be substantially likely to result in injury to the student or others.

ELECTRONIC TELECOMMUNICATION DEVICES -No student, unless authorized by the school principal or his/ her designee, **shall use or operate any electronic telecommunication device**, including but not limited to any cell phone, camera, video tape recorder, digital recorder, any facsimile district, radio paging service, mobile telephone service, intercom, or electro-mechanical paging district in any elementary or secondary school building, or **on the grounds thereof or in any school bus used to transport public school students**. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage. **St. Landry Parish School District shall not be held liable for any stolen electronic devices. For purposes of this policy, the terms use and operation shall mean whenever the electronic telecommunication device is turned on.**

GRADES PRE K-8- No electronic telecommunications device may be brought to school by an elementary or middle school student in grades Pre K – 8.

GRADES 9-12- High Schools students are permitted to have electronic devices as long as they are not visible and is turned off. These devices may be in the student's book bag or on self. (See disciplinary chart in the back of the handbook)

STUDENT COMPUTER/NETWORK ACCEPTABLE USE POLICY -The St. Landry Parish School Board is making Internet access available to students to prepare them to participate productively in the information society of the 21st century. Internet access will give students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

A. Students have the right to use the district's educational network as a tool to enhance learning, as it becomes available at their location.

B. Students have the responsibility to learn and follow guidelines that are deemed appropriate in using the educational network. All access to the Internet will be teacher directed and will conform to the following:

C. RULES FOR USE OF COMPUTER NETWORK AND INTERNET: Students shall:

- Sign a statement as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies before using the computers at St. Landry Parish School Districts.
- Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
- Not access visual depictions that are obscene, pornographic or harmful to minors.
- Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
- Not access objectionable or inappropriate material over the Internet.
- Not post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, slanderous, sexually harassing, terrorizing or illegal. Students shall not use any language online that is not permitted in the classroom.
- Not post personal information about themselves (last names, addresses, or telephone numbers) or any other person.
- Not forward personal mail without permission.
- Not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
- Observe the copyright law. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- Not make any purchase on the Internet while using school equipment or Internet service.
- Not use e-mail, chat rooms, net meeting rooms, and other form of direct electronic communication including instant messaging systems unless authorized. Also Note:
- Installation of software is allowed only by the District's administration, and should not be undertaken by any other user.
- Users are not permitted to work in or to modify the Network Operating System.
- Unauthorized exploration or changes to any system files are prohibited.
- The St. Landry Parish School Board computers must be used only for educational activities and are limited to activities that have been approved by a teacher or staff member.
- The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden.

- Documents and/or mail stored on the District network should be deleted regularly in order to conserve file space.
 - The St. Landry Parish School Board reserves the right to purge accounts after proper notification of exceeding space regulations.
 - Students are not to download large files unless absolutely necessary, and only with the approval of the teacher. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer once the research project in question is completed.
 - Users must remember to log off any computer before leaving the area as use rids will be used as the primary method for tracking computer usage.
 - If a user is concerned that their password is no longer secure, then see the system administrator for a new password.
 - CDs and portable memory drives are acceptable for file storage. Please be careful when inserting or removing these diskettes. CDs and memory sticks are the preferred forms of storage.
 - Interpretation, application and modification of the policy is within the sole discretion of the St. Landry Parish School Board.
 - Any questions or issues regarding this policy should be directed to the St. Landry Parish School Board Administration.
- D.** Students who may inadvertently access a site that is pornographic, obscene or harmful to minors shall immediately disconnect from the site and inform the teacher.
- E.** Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act. All school and district rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state, or Federal laws will be reported to the appropriate law enforcement agency. Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

SEXUAL HARASSMENT COMPLAINTS- Any student complaint about another student engaging in sexual harassment reported to a teacher or counselor shall be immediately reported to the principal. The principal is responsible to investigate the complaint. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The principal may request assistance of the superintendent in investigating student on student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of the Student Rights and Responsibilities Handbook and Discipline Policy. Student complaints about an employee shall be handled as provided in the School Board's Risk Management Plan.

SCHOOL WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (SWPBIS)

Positive Behavior Interventions and Supports (PBIS) were implemented school-wide during 2010-2011 school year at Port Barre High School. PBIS focuses on positive reinforcements for students who exhibit positive behavior and make the choice to go above and beyond everyday expectations. The three expectations for the school are: **Be Responsible, Be Respectful, and Be Safe.** These expectations will follow students through all areas of the campus. Through PBIS, all students will have the opportunity to participate in our rewards program. Incentives will be on-going, some occurring monthly, some by grading period. Criteria for the receipt of a reward will be sent home in writing at the PBIS kickoff!

SWPBIS P.A.L.S. PROGRAM

PBHS will begin Secondary Interventions of SWPBIS. This is a type of behavior education program that offers assistance to students who are having difficulty following PBIS expectations. Through P.A.L.S. (Praise and Lend Support) Program, faculty, staff, and administrators will be able to provide daily support and monitoring to students who are at risk for developing serious or chronic problem behavior. The P.A.L.S. Program will provide student with a way to begin their day in a positive manner and will give continuous feedback to the students and their parents about behavioral progress.

After PBIS interventions and incentives or depending on the severity of the infraction, students will follow the discipline progression policy in place for Port Barre High School.

High School: Cell phones and all other unauthorized electronic devices shall not be permitted in any school building or annexed facilities during regular school hours.

ST. LANDRY PARISH SCHOOL BOARD METAL DETECTOR GUIDELINES

General Guidelines

The St. Landry Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safe environment for the students and staff under its jurisdiction. Therefore, the St. Landry Parish School Board authorizes the use of metal detectors to minimize the presence of weapons on school campuses.

Law enforcement agencies or school personnel or a combination of both parties may use metal detectors on school campuses. All guidelines in the school board's policy manual concerning student searches, FILES: JCAB, JCABA, and JCDAE, will apply when metal detectors indicate the presence of an item(s) on a student or non-student's person. The principal, prior to the implementation of a search, will approve the use of metal detectors.

The use of metal detectors for the search of students and/or non-students will be in accordance with the following guidelines:

1. The school administrator or the superintendent shall, except when otherwise specifically ordered by a law enforcement officer, be in charge of the detection process and shall make such decisions and issue orders as the employee shall deem appropriate for the circumstances.
2. The individuals using the metal detectors will receive training on techniques for proper use of metal detectors.
3. Searches may be either random or general: (see example)

Ex: Random- Search every third student entering school, every other bus load, or every other classroom, etc.

Ex: General- All students or spectators at an event as they enter or all students at school today

4. The school administrator will develop procedures that ensure that the search does not allow students or non-students to be omitted if they are part of a group to be searched. Additionally, the school administrator should develop procedures that will be the least intrusive to the daily educational environment.
5. Metal detector use shall not be malicious, done willfully or deliberately with the intent to embarrass, humiliate, harass, or intimidate students or non-student.
6. No person shall selectively use a metal detector on one student or non-randomly selected groups of students except:
 - A. On a reasonable suspicion that a weapon will be found

- B. Due to reasonable personnel fear based on circumstances present or past that a weapon may be present.
7. Where schools choose to subject patrons who attend extracurricular events to metal detector searches, the school administrator will post a sign at the entrance of gymnasiums, stadiums, fields, etc., stating that attendance constitutes acceptance of a metal detector search.
 8. When the metal detection search policy is first implemented, students will be notified by announcements on the school public address system over a period of days; thereafter, general announcements will be made to remind students of the policy. The student handbook will inform the students of the school board policy of using metal detectors for searches. The public will also be made aware of the use of metal detectors at school and at extracurricular activities through press releases to local newspapers, radio stations, and cable TV stations. Students and non-students will be made aware that they are subject to being searched by a metal detector anytime that they are on school property.
 9. The use of a metal detector will require the detector to be passed along the front, back, and both sides of the person being scanned without touching the body. The person using the metal detector may be of either gender, regardless of the gender of the person subject to the detection process.
 10. A school board employee must witness the use of metal detectors when a law enforcement officer is scanning students. A law enforcement officer will contact the metal detector search when both students and non-students are being scanned.

Specific Guidelines

1. Determine the type of search that will be conducted. A random or general search may be initiated depending upon various factors such as facility limitations, number of people to be searched, or number of metal detectors available. Should a random search be conducted, care should be exercised to be sure that the selection of students to be searched shall be demonstrated according to chance. One should be able to explain, if called upon to do so, that no bias as to gender, religion, or race entered the selection process.
2. When possible, inform students of the intention to search by stating, "For the care, welfare, safety, and security of the students and staff of **Port Barre High School**, we are conducting a search using metal detectors."
3. When conducting the search, the student should extend both arms out with the palms up.
4. The metal detector should be passed along the front, back, and both sides of the person being scanned **without touching** the body.
5. Girls should extend their purses in front of them and the metal detector should be passed on both sides of the purse. If indicated, the student may be asked to empty the purse into a tray.
6. Book sack searches are to be conducted in the same manner as for a purse.

When Indicated by Detector Alert

1. Instruct the student to step forward individually. If safely feasible, request the student to indicate what metal is causing the alert, and then request the student to empty all pockets and place the contents on a tray. The student should be instructed to pull the pocket linings out so that the school personnel can see the empty pockets. If the student then clears the detection process without activating the alarm, the detection process shall terminate.

2. If the student cannot be safely allowed to remove the offending metal, or having been ordered to do so, fails, the continuation of the alarm from the detector shall constitute full probable cause to conduct a search of the student's person sufficient to locate a weapon if one were present. This search will be conducted according to school board policy manual: **SEARCHES-STUDENTS-PERSON FILE: JCABA.**
3. Boys should open their fold wallets for inspection by the metal detector.
4. To conclude the search, thank the student for his/her cooperation and dismiss them.

NOTE: Due to high potential for danger, it is highly recommended, in addition to following all of the search policies of this board, that metal detector searches be conducted in the presence of, and if possible, by trained law enforcement officer.

**PORT BARRE HIGH SCHOOL
NON-DISCRIMINATION CLAUSE**

Pupil discrimination is prohibited.

No person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

**PORT BARRE HIGH SCHOOL
Guidelines for the Selection of the
Port Barre High School Homecoming Court**

1. **ELIGIBILITY:**
 - A. One must be a **SENIOR** girl. If a sufficient number of senior girls do not qualify, junior girls will be eligible providing they meet all criteria.
 - B. One must have a cumulative grade point (GPA) of **2.0** or better at end of her junior year. For the Class of 2012 and beyond: Senior girls must participate in two (2) organizations while in grades 9th – 12th.
 - C. If junior girls are needed, one must be participating in two (2) organizations.
 - D. If any student has one or more behavior referrals, she may jeopardize her eligibility to be a member of the homecoming court. This determination will be made by the Homecoming Court Committee and the principal or his designee.
2. **NUMBER TO BE SELECTED:**
The selection of the homecoming court will be determined by the number of senior football players.
3. **SELECTION PROCESS:**
 - A. A list of all eligible senior girls (junior girls, if needed) will be determined.
 - B. Senior football players will vote for the candidates of their choice as representatives of the homecoming court using a ballot.
 - C. In the event of a tie, the process for breaking the tie will be determined by Homecoming Court Committee and chaired by the Principal or his designee.
 - D. The girls with the most votes will be selected and announced in the weeks prior to homecoming week.

DISCIPLINE PROGRESSION CHART

ABUSIVE LANGUAGE	Short term suspension, long term suspension or recommended expulsion.
ALCOHOL	See “POSSESSION OF ALCOHOL;” “ UNDER THE INFLUENCE OF ALCOHOL OR DRUGS ”
ARSON	Long-term suspension or recommended expulsion. Also see “ COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS ”
ASSAULT AND/OR BATTERY ON ADMINISTRATOR, FACULTY OR SCHOOL PERSONNEL	Recommended expulsion.
ASSAULT AND/OR BATTERY ON A STUDENT	Short-term suspension, long-term suspension or recommended expulsion.
BOMB THREATS	See “ COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS ”
BREAKING AND ENTERING SCHOOL OR PRIVATE PROPERTY ON SCHOOL GROUNDS	Short-term suspension or long-term suspension until reimbursement for damages or theft is made or recommended expulsion.
BULLYING, CYBERBULLYING, INTIMIDATION, HARASSMENT, AND HAZING	Short term suspension, long term suspension, recommend expulsion
CELL PHONES AND ALL OTHER TELECOMMUNICATION DEVICES (UNAUTHORIZED USE) GRADES K-12 *Expulsion (extreme cases involving incidents on campus or at school sponsored events)	<p>First offense:</p> <ul style="list-style-type: none"> • confiscate device • assign student to 2-day detention or Saturday detention • return device to parent <p>Second offense:</p> <ul style="list-style-type: none"> • confiscate device • 2 days in-school suspension • hold device for 10 school days • return device to parent <p>Additional offenses:</p> <ul style="list-style-type: none"> • confiscate device • recommend short term suspension, long term suspension, or expulsion* • Device is held for a nine weeks period • return device to parent
CIGARETTES	See “ POSSESSION OR USE OF CIG-ARETTES, LIGHTERS, TOBACCO PRODUCTS ”
COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS	Recommended expulsion.
COMPUTER HACKING & COMPUTER NETWORK VIOLATIONS	Short-term suspension, long term suspension or recommended expulsion.
COUNTERFEIT MONEY	See “ POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY ”
CURSING SCHOOL PERSONNEL	See “ DISRESPECT FOR AUTHORITY/ CURSING SCHOOL PERSONNEL ”

DISRESPECT FOR AUTHORITY/CURSING SCHOOL PERSONNEL.	Short-term suspension, long-term suspension or recommended expulsion
DISTURBANCES	See “ MAJOR DISTURBANCES; ” “ MINOR DISTURBANCES ”
DRUGS	See “ POSSESSION OF DRUG PARAPHERNALIA; ” “ POSSESSION OF ILLEGAL DRUGS; ” “ UNDER THE INFLUENCE OF ALCOHOL OR DRUGS ”
EXPLOSIVE DEVICES-	See “ POSSESSION OR USE OF EXPLOSIVE DEVICES/ FIREWORKS, AND/OR AMMUNITION AND/OR LOOKALIKE DEVICES ”
EXTORTION/INTIMIDATION	Long-term suspension or recommended expulsion.
FIGHTING, PROVOKING A FIGHT	<p><u>one on one</u> short-term or long-term suspension or recommend expulsion</p> <p><u>two or more on one</u> Recommended expulsion. (If it can be determined that a participant in a fight was provoked into fighting and only engaged in self-defense, that participant may not be subjected to suspension.)</p> <p><u>Zero Tolerance Related to Fighting at School</u> The appropriate law enforcement authority shall be notified by telephone whenever a fight occurs at school involving students who are fourteen (14) years or older. Principals and assistant principals have the discretion of calling the appropriate law enforcement authority with respect to students involved in fighting who are under 14 years of age, if the situation so warrants. The principal or assistant principal will make the call.</p>
FIRE ALARM	See “ TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM OFFICE ”
FORGERY OF ADMINISTRATOR’S, TEACHER’S OR PARENT’S NAME TO A SCHOOL DOCUMENT OR NOTE	Short-term suspension, long-term suspension or recommended expulsion.
GAMBLING	Short-term suspension.
LEAVING CAMPUS	Short-term suspension.
MAJOR DISTURBANCES: A. INCITING A MAJOR DISTURBANCE ON CAMPUS B. PARTICIPATING IN A MAJOR DISTURBANCE ON CAMPUS	Recommended expulsion.
MINOR DISTURBANCE	Short-term suspension or long-term suspension.
MOLESTING STUDENT/INDECENT BEHAVIOR/ SEXUAL HARASSMENT/ PORNOGRAPHY - Students should report sexual harassment to the teacher, guidance counselor or the administration.	Short-term suspension, long-term suspension or recommended expulsion.
OTHER MAJOR OFFENSES POSSESSION OF ALCOHOL	Long-term suspension or recommended expulsion
POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY	Recommended expulsion.

POSSESSION OF DRUG PARAPHERNALIA	Recommended expulsion.
POSSESSION OF ILLEGAL DRUGS	Recommended expulsion.
POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS, SMOKING OBJECT OR DEVICE INCLUDING ELECTRONIC CIGARETTES OR SIMILAR DEVICES	Recommended expulsion. Short term suspension or long-term suspension.
POSSESSION OR USE OF DANGEROUS WEAPONS	<p><u>Possession of a dangerous weapon</u> * recommended expulsion</p> <p><u>Use of a dangerous weapon</u> *recommended expulsion</p> <p><u>Use of an object as a weapon</u> *recommended expulsion</p> <p><u>Possession of a look-alike weapon</u> *short-term suspension, long-term suspension or recommended expulsion</p>
POSSESSION OR USE OF EXPLOSIVE DEVICES/FIREWORKS, AND/ OR AMMUNITION AND/ OR LOOK-ALIKE DEVICES	Recommended expulsion.
STEALING/THEFT	Short-term suspension with reimbursement or recommended expulsion.
TAMPERING OR DESTROYING SCHOOL RECORDS, ROLL BOOKS, OR SCHOOL PROPERTY	Recommended expulsion.
TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM OF FIRE	Short-term suspension, long-term suspension or recommended expulsion
TERRORIZING	Recommended expulsion.
THREATENING ADMINISTRATOR, FACULTY OR SCHOOL PERSONNEL	Long-term suspension or recommended expulsion.
THREATENING STUDENT(S)	Short-term suspension, long-term suspension or recommended expulsion.
TRESPASSING While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus	Phone principal or a designee of student’s school – Short term suspension. (If student refuses to leave campus, contact law enforcement authorities.)
TRUANT/HOOKY	Short-term suspension or long-term suspension.
UNDER THE INFLUENCE OF ALCOHOL OR DRUGS	Short-term suspension and counseling.
VANDALISM	Long-term suspension until reimbursement and/or recommended expulsion.

**ST LANDRY PARISH SCHOOLS/PORT BARRE MIDDLE/HIGH STUDENT/PARENT
ANNUAL COMPLIANCE/CODE OF CONDUCT/COMMITMENT
2018-2019**

Dear Parent/Guardian and Student:

The 1999 Louisiana Legislature passed HB 1990 (Act 1004) that requires each student in grades 4-12 and their parents to annually sign a statement of compliance. **After signing, please return this form to your child's school. This will verify that you received and read the 2018-2019 Student Handbook from your child's school and you agree to comply with the rules and regulations contained therein.**

STUDENT

My signature below indicates that I have received and reviewed the rules (code of conduct) and information contained in the 2017-18 Student Handbook for my school, and that **I will adhere to all of the following:**

- **Attend school regularly (except when absent for reason due to illness or other excused absence)**
- **Arrive at school on time each day**
- **Make significant effort toward completion of homework assignments**
- **Follow all state discipline policies contained in LA. RS 17:416**
- **Adhere to all school and classroom rules**
- **Follow the school district's uniform dress code**

Furthermore, I **acknowledge** that I have been instructed to **bring all of this information to my parent(s) or guardian(s)** so that they are aware of the rules, policies, and general information concerning my education in the St. Landry Parish School System.

STUDENT'S SIGNATURE _____
DATE

PARENT/GUARDIAN

My signature below indicates that I have **received and reviewed** all policies, rules, and general information contained in the **2017-2018 Student Handbook for my child's school** and that I will adhere to all of the following:

- **Assure my child's attendance at school (except when absent for reasons due to illness or other excused absence)**
- **Ensure my child's arrival at school on time each day**
- **Ensure my child completes all assigned homework**
- **Encourage my child to follow all state policies regarding discipline**
- **Encourage my child to obey all school and classroom rules**
- **Ensure that my Child adhere to the parish uniform dress code**
- **Attend all required parent/teacher/principal conferences.**

PARENT/GUARDIAN SIGNATURE _____
DATE

HOMEROOM TEACHER: _____ GRADE: _____

STUDENT NAME: _____
(PLEASE PRINT)

HOME ADDRESS/CITY/STATE/ZIP CODE: _____

HOME PHONE: _____ CELL NUMBER: _____

Please check the appropriate method that best describes your child's mode of transportation to Port Barre Middle/High School on a regular basis.

____ Walk/Cycle ____ Drop-off by vehicle ____ Student Driver
____ Bus# _____ ____ Passenger of Student Driver

**Please return to your homeroom teacher no later than Friday, August 17th.

HANDBOOK ACKNOWLEDGEMENT

My signature indicates that I have received and read the 2018-2019 Port Barre Middle/High School Student Handbook.

STUDENT'S NAME

STUDENT'S SIGNATURE

GRADE: _____

HOMEROOM TEACHER: _____

PARENT/GUARDIAN'S NAME

PARENT/GUARDIAN SIGNATURE

PHYSICAL ADDRESS/CITY/STATE/ZIP CODE: _____

MAILING ADDRESS/CITY/STATE/ZIPCODE: _____

HOME PHONE: _____ CELL PHONE: _____

WORK PHONE: _____

*****Please attach proof of residence to this sheet and return it to your student's homeroom teacher if this was not taken care of during registration. Example – water/gas bill, electric bill, homestead exemption or rental receipt – must show physical address not P. O. Box address.**

PORT BARRE HIGH SCHOOL

P.O. Box 69
Port Barre, Louisiana 70577
Founded 1914



Gary D. Blood Jr., Principal
Ph 337-585-7256 Fx 337-585-2290
PBHS @slp.K12.la.us

Vision: Port Barre High School shall provide a positive environment where students will recognize and achieve their fullest potential to make their best contribution to society.

August 9, 2018

Dear Parents/Guardians:

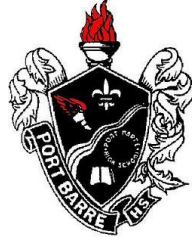
State law requires that you make an election at the beginning of each year starting when your child enters the eighth grade so as to whether you give or deny consent for school to collect your child's Personally Identifiable Information (PII) and disclose it to the Louisiana Office of Student Financial Assistance (LOSFA) for TOPS and other financial aid or to the state's college and universities (Institutions) for admissions. We will no longer provide your child's transcript data to LOSFA and the Institutions without your permission. Please read the attached Consent Form and fill out and sign the portion of the form that applies to your decision to grant or deny consent. Please return the form to the school.

Sincerely,

Gary D. Blood Jr. M.Ed.
Principal

PORT BARRE HIGH SCHOOL

P.O. Box 69
Port Barre, Louisiana 70577
Founded 1914



Gary D. Blood Jr., Principal
Ph 337-585-7256 Fx 337-585-2290
PBHS @slp.K12.la.us

Vision: Port Barre High School shall provide a positive environment where students will recognize and achieve their fullest potential to make their best contribution to society.

Corporal punishment may be used for minor rules violation if consent is given by the parents or guardians. The parent or guardian may choose corporal punishment no more than twice per school year. Corporal punishment is punishment by paddling.

Date: 08/09/2018

I, _____, ^{Circle one} WILL / WILL NOT give permission for the Administration or their designee at Port Barre High school to paddle my child (child's name) _____ when he/she refuses to comply appropriately with the Port Barre High School behavior policies.

Parents Name _____

Parent Signature: _____