

**Grant Parish School Board
Student Handbook
2014-2015 School Year
Parent/Student Acknowledgement Sheet**

Dear Parent or Guardian:

I am very proud to welcome you to a new school year. We at the Grant Parish School Board are anticipating a year of wonderful and exciting activities for your child.

The document that follows was designed to inform you of the regulations and policies that govern the Grant Parish Schools. Please take time to carefully read this document. If you have any questions, please contact officials at your child's school for clarification.

After you have read the document, please sign where indicated, remove the bottom section of this letter, and return it to your child's school in order for us to have a record that you and your child have received the 2014-2015 Grant Parish Student Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Wishing you a Great Year,

Sheila Jackson, Superintendent

(Please tear here)

Parent/Guardian

My signature below indicates that I have received and that I have reviewed all policies, rules, and general information contained in the 2014-2015 Grant Parish School Handbook and I commit to do at least 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 and departure at school on time each day
- Ensure my child completes all assigned homework, and
- Attend all required parent/teacher principal conferences
- Adhere to the Technology Acceptable Use Policy

Parent/Guardian Signature

Date

Student

Date

Student Name: _____

Date: _____

**Authorization Form for Photo and Student Work Inclusion on the
Grant Parish School Board Website and Other Media
<http://www.gpsb.org>**

Your child's schoolwork and/or picture may be considered for publication or recognition on the Grant Parish School Board website, in the local newspaper, or other forms of media. Please read this consent form carefully.

The Grant Parish School board website is published on the worldwide Internet and is publicly accessible by all. The Grant Parish School Board website is accessible by Internet users from all around the world. Grant Parish School board has no control over how information from the district or school websites may be used. Please consider the information you are willing to release and initial the blanks that apply. This permission will be valid for the duration of your child's enrollment in this school district unless specifically changed in writing.

Student Name, Schoolwork, Photograph –

_____ I DO NOT give my permission for my child's name, schoolwork, and photograph to be posted on the Grant Parish School board website on the World Wide Web or other forms of media

Please print the following information:

Parent or Guardian Name : _____

Home Address: _____

City, State, Zip, Home Phone: _____

Email (if available): _____

Parent Signature: _____

Date: _____

Complete and return to your child's school only if you do NOT give permission.

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SUPERINTENDENT'S MESSAGE

It is my pleasure to welcome you to the 2014-2015 school year. I believe that the opportunity for an education is a basic right for all individuals. It is my goal to seek and place the most qualified administrators, teachers and support staff in every position, therefore; ensuring an excellent education and learning environment for all.

If you have any questions or concerns, please call my office at 627-3274.

Sincerely,

Sheila S. Jackson

GRANT PARISH SCHOOL BOARD PHILOSOPHY

The school system believes that individuals should be accepted at their own level of development and guided in such a way that they learn what is expected of them. Each student should be expected to develop his utmost capacity emotionally, intellectually, socially, and vocationally. We believe that all students should learn necessary skills to enter society as contributing members. Each will be assisted in becoming a productive citizen, with pride in his ability to work and in his contribution to the community.

GRANT PARISH SCHOOL BOARD MEMBERS

District 1 - Tony Lavespere

District 2 - Marvin DeLong

District 3 - Karen Layton

District 4 - Eddie Baxley

District 5 - Randy Browning

District 6 - A. D. Futrell

District 7 - Roland Pennison

District 8 - Terry Oliver

GRANT PARISH SCHOOL DISTRICT ADMINISTRATION

Sheila S. Jackson, Superintendent

Melanie Lavespere, Federal Programs Director

Melissa Steelman, Human Resource Director

Guenell Whitstine, Finance Director

Kecia Nugent, Transportation Director

Rebecca Reeder, Elementary Supervisor

Paula Crawford, Secondary Supervisor

Sharil May, Special Education Supervisor

Hamp LaCour, Maintenance Supervisor

Caroline Kelley, Child Nutrition Program Supervisor

GRANT PARISH SCHOOL PRINCIPALS

Stacy Felton, Colfax Elementary
 Robert Smith, Grant Junior High School
 Carla Lasyone, Georgetown High School
 Randy Crawford, Grant High School/ Grant Academy
 Patti Williams, Montgomery High School
 Rebecca Durand, Pollock Elementary
 Shana Delrie, South Grant Elementary
 Paxton Teddlie, Verda Elementary

SCHOOL CALENDAR OF STUDENT HOLIDAYS

Teacher Workday.....	November 10, 2014
Labor Day.....	September 1, 2014
Fall Break	October 2 - 3, 2014
Pecan Festival.....	November 7, 2014
Teacher Workday.....	November 10, 2014
Veteran’s Day.....	November 11, 2014
Thanksgiving.....	November 24 - 28, 2014
Christmas	Dec. 22, 2014 – Jan. 6, 2014
Martin Luther King Day	January 19, 2014
Mardi Gras.....	February 16 -17, 2014
Easter.....	April 03 – 10, 2014

Report Cards & Parent – Teacher Conference Dates

Pre-K – 6th Grade

September 18, 2014	End of Elementary 1 st Grading Period
September 25, 2014	Report Cards
October 30, 2014	End of Elementary 2 nd Grading Period
November 06, 2014.....	Elementary Parent Teacher Conference (12:30 p.m. – 6:30 p.m)
December 19, 2014	End of Elementary 3 rd Grading Period
January 13, 2015	Report Cards
February 12, 2015	Elementary Parent Teacher Conference (12:30 p.m. – 6:30 p.m)
February 20, 2015	End of Elementary 4 th Grading Period
February 27, 2015	Report Cards
March 31 , 2015	End of Elementary 5 th Grading Period
April 16, 2015	Report Cards
May 15, 2015	End of Elementary 6 th Grading Period
May 18, 2015	Report Cards/ Parent Teacher Conference (8:00 - 3:00)

Early Release Dates for Grant Parish Schools 2014-2015

August 08, 2014
September 18, 2014
November 06, 2014
November 21, 2014
December 19, 2014

February 12, 2015
March 11, 2015
May 15, 2015

Report Cards & Parent – Teacher Conference Dates 7th-12th Grade

September 18, 2014	7 th – 12 th Grade Parent Teacher Conference (3:00 – 7:00)
October 10, 2014	End of 1 st nine weeks Grading Period
October 17, 2014	Report Cards
December 19, 2014	End of 2 nd nine weeks Grading Period
December 19, 2014	End of First Semester
January 13, 2015	Report Cards
February 12, 2015	7 th – 12 th Grade Parent Teacher Conference (12:30 – 6:30)
March 11, 2015	End of High School 1 st nine weeks Grading Period
March 11, 2015	End of Junior High 3 rd nine weeks Grading Period
March 18, 2015	Report Cards
May 15, 2015	End of Junior High 4 th nine weeks Grading Period
May 15, 2015	End of High School 2 nd nine weeks Grading Period
May 15, 2015	End of Second Semester
May 18, 2015	Report Cards/Parent Teacher Conference (8:00 – 3:00p.m.)

HIGH SCHOOL GRADUATION DATES

Friday, May 8, 2015 @ 6:00p.m. – Georgetown High School
Friday, May 08, 2015 @ 7:30 p.m.– Grant High School
Saturday, May 09, 2015 @ 10:00 a.m. – Montgomery High School

OTHER GRADUATION DATES

Colfax: Monday, May 11, 2015	Kdg @ 8:30 a.m.	6 th @ 12:30 p.m.
Georgetown: Monday, May 11, 2015	Kdg @ 8:30 a.m.	8 th @ 1:00 p.m.
Grant Junior High: Tuesday, May 12, 2015		8 th @ 11:00a.m.
Montgomery: Monday, May 11, 2015		8 th @ 1:00 p.m.
Pollock: Tuesday, May 12, 2015	Kdg @ 8:30 a.m.	6 th @ 1:00 p.m.
South Grant: Monday, May 11, 2015	Kdg @ 8:00 a.m.	6 th @ 1:00 p.m.
Verda: Monday, May 11, 2015	Kdg @ 8:30 a.m.	6 th @ 10:00 a.m.

GRADING SCALE

93 – 100	A
85 – 92	B
75 – 84	C
67 – 74	D
66 or below	F

Grading scale for High School Only for Advanced Placement, Dual Enrollment and Honors Classes

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 or below	F

THE GRANT PARISH SCHOOL BOARD adheres to the equal opportunity provisions of Federal Civil Rights laws and regulations that are applicable to this Board. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1954); Sex (Title IX of the Education Amendments of 1972); or handicapping condition (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Sheila Jackson at (318) 627-3274.

SCHOOL ATTENDANCE REGULATIONS

Louisiana State Law mandates compulsory school attendance and students are expected to be in attendance every school day scheduled by the local school board until their eighteenth (18th) birthday.

All excuses, including original doctor/dentist verification for a student's absence(s), must be presented to the school within five (5) days of the student's return to school to be considered for extenuating circumstances. All doctor's/parent's notes presented after this time will NOT be considered. Parent notes for illness are excused for the purpose of making up work but count towards the number of days per year a student is allowed to miss and are NOT considered an extenuated circumstance.

What are Compulsory School Attendance ages?

Every child in the state is required by state law to attend public or private school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her 18th birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to adhere to school attendance regulations.

What are the current regulations regarding school attendance for Grant Parish Schools?

Our Grant Parish School Calendar this year accounts for 171 student days scheduled for 385 instructional minutes per day. The state of Louisiana requires 63,720 instructional minutes a year.

- A. In order to be eligible to receive grades, Elementary students (K-8), shall not exceed 10 days per year of absences.
- B. In order to be eligible to receive grades/credits, high school students (9-12), shall not exceed 5 days per semester of absences in whole credit courses and 3 days in ½ credit courses.

- a. High School students (9-12) shall be kept on a per period basis.
- b. For High schools counting attendance by periods, a student shall be present for more than 50% of a period to be counted as being in attendance for that class period.
- C. In regards to tardiness: Accumulated tardiness affects absences.
- D. Each school shall identify students at their school who could be considered to be high risk for absenteeism. Each teacher of high-risk students should be notified that appropriate intervention strategies will be planned and implemented. The principal or their representative should make an effort to verbally contact every student who has been absent for three (3) consecutive unexcused days or more in order to ascertain why the student is absent and to explain School Board attendance policy and procedure to the parents/guardians.
- E. A letter to the parent/guardians to inform them of their student's unexcused absences from school or classes will occur at intervals of three (3), five (5), eight (8), and ten (10) nonconsecutive days and will also reconfirm the parish's attendance regulations. The only exceptions will be Grant, Georgetown, and Montgomery High Schools, which operate on a 4x4 block scheduling system or modified block schedule. Letters to parents at these schools will occur at intervals two (2) four (4) and, five (5) nonconsecutive days. Other notification to parents will be handled through verbal contacts and documentation on student progress reports and report cards.
- F. Attendance for students in grades Kindergarten through 8th grade will be calculated as half and whole day attendance and will be reported to the state as such.
- G. In accordance with **R.S. 12:221:E**, A child between the ages of seventeen (17) and eighteen (18) may withdraw from school prior to graduation with the written consent of his parent, tutor, or legal guardian.
- H. A student's attendance for the year is cumulative and follows a student who transfers between schools during the school year.

Are there exceptions to Compulsory School Attendance?

The only exception to the attendance regulation shall be extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. Only the following shall be considered extenuating circumstances under which absences shall be exempt from provisions of compulsory attendance laws:

- A. Extended personal physical or emotional illness as verified by a physician or dentist.
- B. Extended hospital stay as verified by a physician or dentist.
- C. Extended recuperation from an accident as verified by a physician or dentist.
- D. Extended contagious disease within a family as verified by a physician or dentist.
- E. Prior school system approved travel for education.
- F. Death in the family (not to exceed one week)
- G. Natural catastrophe and/or disaster
- H. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the school system.

When a student has exceeded the allowable days of absence and no extenuated circumstances are present, the principal or his designee and two teachers (when possible) should review the student's absences before credit is denied. If the committee confirms no extenuated circumstances, the student and parents receive written notification of the decision to deny credit and are informed of the appeal process.**R.S. 17:221**

TRUANCY COURT

If a student meets the following criteria, he/she will be referred to Truancy Court:

1. Grant, Montgomery, and Georgetown High School students who exceed 4 days absence per semester or as deemed eligible for referral by the Principal, and who do not provide a valid excuse according to the criteria for extenuated circumstances as listed above, shall be referred to Truancy Court.
2. All other Grant Parish Schools students who exceed 8 days absence the first semester or a total of 12 days absence within the second semester or as deemed eligible for referral by the Principal and who do not provide a valid excuse according to the criteria for extenuated circumstances as listed above, will be referred to Truancy Court.

When will Truancy Court be held?

Truancy Court will be held periodically throughout the school year at the discretion of the Court.

Truancy Court and Discipline Court

Notice to Parents/Guardians of School Age Children

The Honorable Judge Willett, in collaboration with the Grant Parish School Board's Child Welfare & Attendance Program, wishes to notify Grant Parish residents of Truancy and Discipline Court.

What is the purpose of Truancy Court and Discipline Court?

The purpose is to alleviate unexcused absenteeism and promote compulsory school attendance. School attendance is the single most important aspect to student achievement and life long success. Also, with new state mandates regarding high stakes testing and school accountability, school attendance is a must for academic success, but most importantly, it's the law. It will also help reduce serious discipline infractions in our public schools. Students who chronically violate Grant Parish School Board Discipline Policy shall also be recommended to court. **R.S. 17:233**

If I have questions regarding my child's attendance, whom do I contact?

You first need to contact your child's teacher and/or school principal if you have questions regarding your student's attendance. If you need further assistance, you may contact Rebecca Reeder, Child Welfare & Attendance Supervisor at 627-3274.

Perfect Attendance for Students

To be considered for perfect attendance recognition, a student must attend 100% of all school days and miss no more than 49% of no more than five days for the year.

FOOD SERVICES

Free and reduced priced meals

Each student will be given an application for free and reduced priced meals, which includes lunch and breakfast each school day. You must fill out a new application for each household every year and return to the school as soon as possible. If you receive food stamps or FITAP, be sure to use your case number, not the number on your Louisiana Purchase Card. If you need assistance completing the form, please call the Child Nutrition Department at 627-3274.

Meal Pricing

Category	Breakfast	Lunch
Reduced Price Meals	.30	.40
Full Price Meals K-8	.85	\$1.35
9 th – 12 th Grade Students	.85	\$1.35
Visitors	\$2.10	\$3.80

SCHOOL BOARD POLICY ON CHARGING MEALS

Any student who owes more than three dollars (\$3.00) shall not be allowed to charge meals until the debt is paid in full. Any student that owes money for breakfasts/lunches shall not receive his/her report card.

ADMINISTRATION OF MEDICATION: PARENT/GUARDIAN RESPONSIBILITY

1. No medication shall be allowed in the parish school system unless prescribed by a physician, dentist, or other licensed prescriber in the State of Louisiana or an adjacent state.
2. Medication shall be administered when the following requirements have been met:
 - a. The parent/guardian must have the treating physician complete a Grant Parish Medication Order form.
 - b. The parent/guardian must complete a Grant Parish Parent Medication form.
 - c. Parent/Guardian must contact the Grant Parish School Nurse Dept. at 627-3274 and schedule a medicine conference with the nurse **prior to the administration of any medications**. At this time, a medication packet will be completed.
 - d. Parent/Guardian must notify the school of any changes in medication type, time, or dosage.
3. After all requirements listed above are met, the parent/guardian may take the completed medication packet along with a **30**-day supply of prescribed medication to the school.
4. All prescription medication shall be kept in a locked container. Only the principal, school nurse, or trained medication personnel shall have access to the medication.
5. The school nurse or assigned trained medicine personnel will administer the medications.
6. Parent/Guardian must complete this process annually at the beginning of the school year. Medication orders do not carry over year to year.
7. A prescription from a physician, dentist, or other authorized prescriber must be obtained even for over the counter medications.
8. Parent/Guardian must supply a list of other medications that the student is currently on at home if this list is not a violation of confidentiality or contrary to the request of parent/guardian/student.
9. Parent/Guardian must arrange for safe delivery of medications to and from school in the original labeled container as dispensed by a Louisiana licensed pharmacist. **Do Not** send medication with the student to school.
10. Unit dose packaging may be used whenever possible.
11. Parent/Guardian shall administer the initial dose of medication outside the school jurisdiction and allow sufficient time for observation of adverse reactions.
12. Parent/Guardian is required to work with school personnel to count in medication and sign a drug receipt each time medication is brought to the school.
13. Medication needed 3 times a day or less shall not be given at school unless specifically instructed by the ordering physician/dentist.

STATE OF LOUISIANA

MEDICATION ORDER

TO BE COMPLETED BY LA, TX, AR, OR MS LICENSED PRESCRIBER

(In most instances, medications will be administered by unlicensed personnel.)

PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.

Student's Name Birthdate

School Grade

Parent or Legal Guardian Name (print):

Parent or Legal Guardian Signature: Date:

(Please note: A parental/legal guardian consent form must also be filled out. Obtain from the school nurse.)

PART 2: LICENSED PRESCRIBER TO COMPLETE.

- 1. Relevant Diagnosis(es):
2. Student's General Health Status:
3. Medication:
4. Strength of medication: Dosage (amount to be given):
Check Route: By mouth By inhalation Other
Frequency Time of each dose

School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse.

- 5. Duration of medication order: Until end of school term Other
6. Desired Effect:
7. Possible side-effects of medication:
8. Any contraindications for administering medication:
9. Other medications being taken by student when not at school:
10. Next visit is:

Prescriber's Name (Printed) Address Phone and Fax Numbers

Prescriber's Signature Credential (i.e., MD, NP, DDS) Date

Each medication order must be written on a separate order form. Any future changes in directions for medication ordered require new medications orders. Orders sent by fax are acceptable. Legibility may require mailing original to the school. Orders to discontinue also must be written.

PART 3: LICENSED PRESCRIBER TO COMPLETE AS APPROPRIATE.

Inhalants / Emergency Drugs
Release Form for Students to be Allowed to Carry Medication on His/Her Person

Use this space only for students who will self-administer medication such as asthma inhaler.

- 1. Is the student a candidate for self-administration training? Yes No
2. Has this student been adequately instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer his/her medication at school, provided that the school nurse has determined it is safe and appropriate for this student in his/her particular school setting? Yes No
3. If training has not occurred, may the school nurse conduct a training program? Yes No

Licensed Provider's Signature Date

PARENT/GUARDIAN CONSENT
FOR ADMINISTERING MEDICATION AT SCHOOL

(TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN)

Student Name: _____ Birthdate: _____

Sex: _____ School: _____ Grade: _____ Teacher: _____

Parent/Guardian: _____ Relationship to student: _____

Phone numbers: (home) _____ (cell) _____ (work) _____

Students Mailing Address: _____
Street City St. Zip

Emergency contacts if Parent/Guardian is not available:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

List the **student's allergies** (medications, foods, etc...): _____

Describe reaction: _____

Required Epi-pen: _____ Benadryl: _____

1. I hereby give consent for the school nurse or the designated unlicensed trained personnel to administer _____ to _____
Name of Medication Name of Student

As prescribed by _____
Name of Doctor

2. I give permission to the school nurse to share with appropriate school personnel information (such as adverse side effects) relative to the above mentioned medication as the nurse deems necessary for the above mentioned child's safety. YES: _____ NO: _____

3. I understand that I may only pick up medication from the school, prior to the end of the school year, at the discretion of the school nurse.
YES: _____ NO: _____

4. I understand that at the end of the school year I must pick up any unused medication within 3 working days after the last day of school. I understand that if the medication is not picked up within 3 working days it will be destroyed. YES: _____ NO: _____

Signature of Parent/Guardian: _____

Relationship to student: _____ Date: _____

MEDICATION POLICY FOR ALTERNATIVE SCHOOL STUDENTS

1. Guidelines for Alternative School students who are already receiving medication at a Grant Parish School:
 - a. The student's parent/guardian is responsible to transport the medication to the alternative school. It is to be counted in by both the parent and the medication trained personnel. Both adults are to sign the medication count form after the amount of medication is verified.
 - b. If the student does not have any other supply of medicine available, medication at his/her regular school can be picked up by the parent/guardian; however; it must be counted out and signed for in the same manner that it is counted in.

2. Guidelines for students of the alternative school beginning on medication for the first time or changing a present medication:
 - a. The parent/guardian must obtain a physician, dentist, or other authorized prescriber medication order form and contact the school nurse prior to the medication being administered by school staff.
 - b. The school nurse is responsible to notify the student's regular school of attendance, of any medication additions or changes made during the student's assignment to the alternative school.

**PARENT/GUARDIAN and STUDENT : STATEMENT OF UNDERSTANDING
REGARDING SELF-ADMINISTRATION OF MEDICATION AT SCHOOL**

Student: _____ Birth date: _____

School: _____ Grade: _____ Teacher: _____

Parent: _____

The Grant Parish School Board Medication policy states:

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

"A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication."

Parent/Guardian Signature: _____

Relationship: _____ Date: _____

HEAD LICE CONTROL POLICY

1. Any student found to have positive evidence of head lice or nits (eggs) shall be excluded from school.
2. The student will be excluded from school until he/she has been effectively treated and ALL NITS are removed from hair.
3. In most cases, prompt treatment will allow the child to return to school on the next school day. Absences related to head lice will be unexcused unless accompanied by a doctor's statement or excuse.
4. Parents/Guardians are responsible for the treatment of their child and the recommended cleaning of household items. The parent/guardian will be given written instructions for treatment.
5. All students must be accompanied by his or her parent/guardian in order to re-enter the school.
6. Trained personnel at each school will be responsible for checking student to be sure the hair is free of all nits before admitting student back into school.
7. The student's teacher as well as bus driver will be provided written notification when the student has been cleared to return to school.

IMMUNIZATION POLICY

The Board shall require all students entering school for the first time to present satisfactory evidence of immunization against preventable communicable diseases according to a schedule approved by the State Office of Public Health, or shall present evidence of an immunization program in progress. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

A student transferring from another school system, in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician indicating immunization against these preventable diseases, have been performed or a statement that such immunizations are in progress.

If booster injections for these diseases on the state schedule are advised, such booster injections shall be administered before the child enters a school system within the state.

The school nurse department shall be responsible for checking student's records to see that the provisions of this policy are enforced.

No child seeking to enter any school in the school district shall be required to comply with the provisions of this written policy if the child or his parent/guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented.

CHILD SEARCH

Grant Parish School Board knows that you care about your child. Every child is unique, every child is different. Differences are wonderful, but some can cause problems in schooling. Louisiana schools are ready to help all children learn. We search for children who may:

- Have academic problems
- Not hear or see well
- Have trouble following directions
- Be slow starters
- Have discipline problems
- Have any other problem that would make school a difficult experience

We also look for babies and preschoolers who may:

- Have chronic illnesses
- Not walk or talk on time
- Have other developmental problems

We look because we have programs that may help! If you feel your child has a problem that affects his/her ability to learn and would like to schedule a conference with the teacher, please fill out the form and return it to the school's principal. A conference will be scheduled for you to be able to discuss your concerns and the option to refer your child to SBLC (School Building Level Committee). The SBLC is a team of teachers, administrators, special education teachers, and other school personnel who find ways to help your child with his/her problems.

CHILD SEARCH FORM

Child's Name: _____ Grade: _____ Teacher: _____

My concerns are: _____

Signature: _____ Date: _____

Address: _____

Phone: _____

If you need any further information, you may contact Sharil May, Special Education Supervisor @ 627-3274

SERVICES PROVIDED THROUGH GRANT PARISH SCHOOL BOARD

Services are unique activities or instructional services that meet the special needs of children with disabilities, identified handicaps under Section 504, Special Education, are homeless, or have limited English proficiency. These services include, but are not limited to, activities conducted in the classroom, in the home, in hospitals, and in the community.

Special Education

A student with an exceptionality is entitled to receive a free appropriate public education. Special education and related services must be available to meet the unique needs of the student and must be specifically designed for the individual student. Federal and State laws provide regulations that guarantee that a student with an exceptionality has equal opportunity to benefit from a free appropriate public education. State published regulatory bulletins are available through the LEA and/or the Division of Educational Improvement and Assistance in the Louisiana Department of Education. A free, appropriate public education is available to all children with disabilities within Grant Parish's jurisdiction from ages 3-21 inclusive. Grant Parish Schools provide educational opportunities all children from birth through age 21.

Section 504

Section 504 is a section of the Rehabilitation Act that is available to students in Grant Parish who qualify for this service. Section 504 prohibits discrimination on the basis of a disability in any program receiving federal funds. A student is eligible so long as he/she meets the definition of qualified handicapped person, i.e., has or has had a physical or mental impairment, which substantially limits a major life activity.

Grant Parish School Board has a **duty** to provide a Free and Appropriate Education to all students. Section 504 requires the provision of a free appropriate education for students covered, including individually designed programs. "Appropriate" means an education comparable to the education provided to non-handicapped students.

The student is not required to need special education in order to be protected. It is the intent of Grant Parish School Board to ensure that students within the district who are handicapped within the definition of Section 504 of the Rehabilitation Act are identified, evaluated, and provided with appropriate educational services.

SBLC (School Building Level Committee)

The Grant Parish School Board will utilize the SBLC to conduct the referral and assessment activities and determine eligibility for Section 504. SBLC will make any needed referrals for Special education evaluation to Grant Parish Pupil Appraisal Services. SBLC is a day-to-day problem-solving group of teachers within a particular school building that work as partners to seek answers to why students are not achieving in the general education classroom. The function of this committee is to help teachers cope with students who are having behavioral and/or learning problems. The goal of SBLC is to obtain more efficient and effective delivery of special help to children.

Response to Intervention (RTI):

Response to Intervention (RTI) is a tiered process that provides high-quality, research-based instruction and interventions that are matched to a student's academic and behavioral needs. Grant Parish adopts the three-tier instructional model as outlined in the Louisiana Literacy Plan which includes: Tier 1-The Core Curriculum; Tier 2-Strategic Intervention; and Tier 3-Intensive Interventions. Additional essential components include monitoring academic and/or behavioral student progress and making data-driven decisions about student curriculum based on a review of that progress. A part of these data-decisions and progress monitoring includes the use of Dynamic Indicators of Basic Early Literacy (DIBELS).

Dynamic Indicators of Basic Early Literacy

The Grant Parish School System administers the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) to each Kindergarten through Third Grade student three times a year. (September, January, May) DIBELS is used at other elementary grade levels for at risk students. The DIBELS is an assessment system designed to assess all students' progress on the big idea of early literacy development in a standardized, time efficient manner. The DIBELS measures are an indicator of a child's skill development in beginning reading, but are not designed to assess every aspect of beginning reading. Progress is monitored and reported to parents.

SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free and appropriate education, a safe environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with behaviors which pose an imminent risk of harm.

The School Board shall sanction the use of physical restraint and seclusion techniques by trained personnel in circumstances where school personnel reasonably believe that the student's behavior involves an imminent risk of harm to the student and/or others.

The full policy and applicable procedures may be viewed at WWW.GPSB.ORG

For questions or to request a copy, please contact Sharil A. May, Special Education Supervisor, at 318-627-3274.

SERVICE ANIMALS IN SCHOOLS

The Grant Parish School System acknowledges its responsibilities to permit students and/or other individual with disabilities to participate in and benefit from School Board services, programs and activities, and to promote the nondiscrimination of individuals on the basis of disability. Therefore the School Board shall permit the use of service animals by students and other individuals under appropriate circumstances.

The full policy may be viewed at WWW.GPSB.ORG. For Questions or to request a copy of the policy, please contact Sharil A. May, Special Education Supervisor, at 318-627-3274.

INTERNET SAFETY AND TECHNOLOGY POLICY

Scope of This Policy

This policy is in addition to any other Grant Parish School Board policies currently in place. It does not take the place of or wholly supersede any previous policy. Portions of this policy that conflicts with previous policies supersede only the conflicting portion of the previous policy.

Internet Protection Measure

A technology protection measure is a hardware and/or software technology that restricts or filters access to specific areas or sites on the Internet. It provides a measure of protection against access by minors or adults to Internet resources that are obscene, contain child pornography, contain material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment. Grant Parish School District has had an Internet protection measure in place since 1999. The District uses a product which utilizes blocking technology whereby specific Internet sites are included in a list of blocked sites and access to these sites is restricted. At the minimum, the blocked site list is updated weekly. All Internet access in the District is filtered. While the filter is very effective in blocking inappropriate content, the Internet is a rapidly expanding resource and no filtering or blocking technology is 100% effective. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

As a matter of policy, all Internet access from within Grant Parish School District will be filtered. There is no exception to this policy. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. For access by staff members the filtering mechanism may be disabled only to enable bona fide research.

If a person feels an Internet site has been blocked in error, a written request must be submitted to their Highly Skilled Educator or Supervisor. This request will then be submitted to the Technology Department who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Technology Department will make a recommendation to the Superintendent for a final decision.

Access by Minors to Inappropriate Material in the Internet and World Wide Web

The Internet is a vast and invaluable educational resource. However, in a worldwide network, there exists a small amount of information that is not appropriate for minors or an educational setting. Active measures such as filtering Internet access have been taken to minimize the chance of access by minors to these inappropriate materials. Additionally, as in other school matters, student use of the Internet will be supervised by school staff to reduce the chance a student will access inappropriate material. In order to educate students on appropriate use of the District system and the Internet, personnel who are responsible for supervising student access to the District's system will provide information to students emphasizing ethical and appropriate use of these resources.

Safety and security of minors when using electronic mail, chat or other direct communications

Due to the problems involved with providing adequate supervision of electronic communications, student email accounts will not be issued by Grant Parish School Board. Additionally, two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat will not be allowed within the District. Furthermore, the participation by students in asynchronous social networking, electronic forums or bulletin boards that are not exclusively of educational nature is prohibited. The exception to this is pre-approved, temporary access to such technologies for a specific educational need. Such usage must have prior written approval from the Technology Department and will be granted on a temporary basis. Written request for access to these technologies from the school principal or central office department head must be submitted to the Technology Department for written approval. If there is a question about the appropriateness of the access, the Technology Department will make a recommendation to the Superintendent for a final decision.

Hacking, Vandalism, and Unauthorized Access

Malicious attempt to harm, deface, degrade, or destroy District equipment, software, or data or the data of another user or system to which the District network is connected is strictly prohibited. Such action includes but is not limited to using proxies to bypass or circumvent the internet filter, intentionally uploading or creating computer viruses, "hacking" of websites, or intentionally degrading or disrupting system performance. No one shall bring any type of equipment not purchased by GPSB and connect to the GPSB network without prior written consent of their principal, supervisor and GPSB Technology representative.

Additionally, attempting to log on to the system by using another person's password or attempting to access District resources, or those resources connected to the District network, for which the user does not have permissions or rights is prohibited. These actions will be viewed as violations of District guidelines and policy and, possibly, as criminal activity under applicable state and federal laws.

Unauthorized disclosure of personal information

Unauthorized disclosure, use, and/or dissemination of personal identification information regarding minors are prohibited. Requests for account usernames and password will never be requested via email and any such requests should be regarded as unauthorized and should be immediately reported to the school principal or department head. Requests for personal information regarding students or staff should not be honored via email. Such requests should always occur by means of personal contact. All Board policies, state, and federal laws should be followed when a request for personal information of any sort is made.

Measures Restricting Access by Minors to Inappropriate Materials

The safety and protection of students while using the Internet or District network resources is of primary importance. Therefore, active measures will be taken to restrict, to the maximum extent reasonably possible, students' access to inappropriate material on the Internet and District network. The first of these measures is the filtering of all Internet access in the District as described above. As noted before, no filtering system is perfect and cannot substitute for staff supervision of student Internet use. Therefore, students are allowed to use computers attached to the District network only when supervised or granted permission by a staff member responsible for their supervision. To assist in the supervision process, computers that are attached to the network will, to the extent allowed by the individual room, be placed to maximize staff supervision of students using the system. As noted above, forms of electronic direct, real-time communication such as instant messaging and Internet chat are very difficult to supervise and the instant nature of the communication increases the danger that inappropriate messages will be sent or received. Because of the difficulty in supervising this type of communication, it is prohibited as outlined above.

Email and General Technology Guidelines

- Email, web access, and other electronic communications should not be considered private. While it is a violation of policy for a user or student to attempt to gain access to information for which they do not have authorization, authorized staff may monitor or examine email, file folders, and communications to maintain system integrity, to insure users are using the system responsibly, or for any other reasonable purpose.
- The hardware, software, and networks that the Grant Parish School District email system operate on have been purchased with public funds. For this reason, it should not be considered a private, personal form of communication. Although authorized staff does not actively monitor email or other electronic communications, contents of any communication of this type would be governed by any applicable public records law.
- District computers, software, networks, and Internet access are provided to support the administrative and instructional functions of Grant Parish School District. These resources are to be used primarily for school and district-related purposes. Incidental personal use of district technology resources or equipment must not interfere with the employee's job performance or student learning. Additionally, such use must not violate this or any other Board policy, must not damage the district's hardware, software, or networks, or significantly degrade the quality of service of the District's technology resources.

- Personal information on any staff member or student shall not be released by email.
- All users must follow existing copyright laws and restrictions regarding computer software and must not use District computer systems to violate any software license agreement, or any applicable federal, state, or local laws.
- All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the District's computer systems will be subject to treatment as district-sponsored publications. Therefore, the district reserves the right to exercise editorial control over the content of these web pages or publications. Only content that supports the administrative, instructional, or other legitimate mission of the school or department will be allowed on District web sites. Content of all District web sites must conform to the Acceptable Use Policy.
- Additionally, no web page that represents any school, department, organization, or person of the Grant Parish School Board may be published on a web server that is outside of the District network without written permission of the Technology Department.
- District web pages or publications are not considered to be open, public forums. No such public forum may be created on any district web site to receive input from the public on any issue, educational or otherwise. District web sites shall be considered closed forums and shall be used only to transmit information to the public.
- District sponsored web sites may contain links to web sites that are outside of the District site. While district personnel will make every reasonable effort to research links for appropriateness, these third party sites are not under the control of the District and Grant Parish School District is not responsible for the contents of any linked site, any link contained within the linked site, or any changes or update to the linked site that may change its appropriateness. These links are provided as a convenience to users and their inclusion does not imply endorsement of these sites by Grant Parish School Board.
- Students bringing, obscene, vulgar, pornographic, racist, gang-related, hate, or other inappropriate material into the District's electronic environment are subject to applicable District policies and federal, state, or local laws. Appropriate disciplinary action or criminal charges may be applied to such actions. Staff members who knowingly bring obscene, vulgar, pornographic, racist, gang-related, hate or other inappropriate material into the District's electronic environment will be subject to disciplinary action or charges in accordance with District policies or federal, state, and local laws.
- Games and other software that is not of specific educational or administrative nature should not be placed on any District computer. All software that is installed on District computers must be for a specific educational or administrative purpose and must be properly licensed. Acceptable educational games must be primarily marketed for instructional purposes. Games that are not particularly designed for or marketed specifically to the education market are not allowed on District computers. Educational software must address a benchmark, standard, or lesson plan. Excluded from this are programs that are packaged with computer operating systems, utility programs such as anti-virus software, or utility software that enhances access to a computer's resources such as multimedia utility software. If there is a question about the appropriateness of particular software title, a request in writing should be made to the Technology Department.

Violation of Policy

In the case of students, the violation of any policy may result in the cancellation of user privileges and/or disciplinary action including expulsion or suspension. In the case of staff, the violation of any policy may result in the cancellation of user privileges and/or disciplinary action. Such acts may also result in criminal prosecution under applicable state and federal laws. In the case where such actions result in the district incurring costs to restore the network system, hardware, software, or data, the Board will require restitution for restoration costs.

GRANT PARISH SCHOOL BOARD

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

The Grant Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Technology, particularly Internet access, is available to students and employees in the Grant Parish School System. Technology offers vast, diverse, and unique resources to students, teachers, and administrators.

Our goal in providing these resources to our students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. The student's and parent's or guardian's signatures on the first page of the Grant Parish School Board Handbook and the contract below is binding and indicates that he/she has read the terms and conditions carefully and understands their significance. In addition, ALL employees must sign and adhere to the provisions of this acceptable use policy on a yearly basis. These should be kept on file at each school or office.

TERMS AND CONDITIONS

1. Acceptable Use - Technology resources in our school system shall ONLY be used to support teaching and learning. By providing access to unique resources and opportunities for collaborative work, technology can enhance student performance.

2. Privileges - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges and disciplinary actions.

3. Acquisition of Technology - ALL hardware and software purchases and installations shall be pre-approved by the GPSB Technology Department. All technology hardware and software resources purchased by GPSB are the property of the Grant Parish School System and are loaned to students and faculty for their use.

4. Appropriate Network Usage - Users are expected to abide by the Grant Parish School System rules of network etiquette. These include, but are not limited to the following:

- a. Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
- b. Use appropriate language.
- c. Disclosure or distributing of confidential information is prohibited.
- d. Hardware or software shall not be destroyed, modified, or abused in any way.
- e. Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
- f. The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited, including Internet radio and TV.
- g. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.

- h. Using the network for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
- i. Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
- j. Network use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
- k. Understand that Grant Parish School Board makes no warranties of any kind, whether implied or expressed, for the service it is providing. Grant Parish School Board cannot be held responsible for any damages suffered by user as a result of any occurrence relating to the computer network. This includes loss of data from delays, non-deliveries, mis-deliveries, or interruptions caused by Board negligence or user errors or omissions. Grant Parish School Board specifically denies any responsibility for the accuracy or quality of any material or information obtained through its services and that the use of any information obtained from the Internet or the District network is at the user's own risk.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the school administrator who will notify the GPSB Technology Department. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer users may be denied access to technology resources.

- a. Do not reveal personal addresses or phone numbers of students or colleagues.
- b. Gaining unauthorized access to resources or entities is prohibited. Students should access only those files that belong to them or which they have been granted permission to use by faculty.
- c. Files stored on district computers and servers should be limited to those relating to school courses or activities.
- d. Using the account or password of another user or allowing others to use your account or password is strictly prohibited. Distribution of passwords by other than designated staff is forbidden. Under no condition should users give their password to another person nor post the password in written form where it can easily be seen by others.
- e. Users will log off or lock their personal accounts when they step away from the computer for more than a few moments to prevent unauthorized access.
- f. Bypassing Filters or Security Systems - Attempts to remove, modify, or circumvent measures installed to prevent access to objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and suspension from school.
- g. Students using proxy services to by-pass or circumvent internet filtering are in violation of the intent of this Acceptable Use Policy and will be dealt with as such by the principal of the school. This violation will result in IMMEDIATE loss of access and suspension from school.

6. E-mail - Electronic Mail (e-mail) is not guaranteed to be private. GPSB Technology Department personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities.

- a. GPSB provides email accounts for its employees and does not warrant access to other email services or messaging services. Grant Parish Schools' email accounts are to be used for professional correspondence.
- b. Users will not post or forward email "chain letters" or send annoying or unnecessary messages to others.
- c. Users will not use district email to mass email and "spam" any users (internal and external) with unauthorized communications or solicitations.
- d. E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Use of any of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
- e. Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing, and other anti-social behaviors are prohibited.

7. Use of Electronic Devices

- a. Student cell phones - Should cell phones be seen, used or heard for **any** purpose during the regular school day, student will receive consequences according to the discipline policy.
- b. The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or GPSB official business is strictly prohibited.

c. Should a student utilize the internet, cameras, cell phones, MP3s, "IPODS" or any of the above mentioned technologies to communicate with students or staff using off campus resources that subsequently cause "material disruption" at school, he/she will be disciplined in accordance with the parish discipline plan.

8. Violating Copyright Laws

- a. The illegal installation of copyrighted software for use on district computers is prohibited.
- b. Transmission of any materials in violations of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions.

9. Vandalism – Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks that are connected to the GPSB network. This includes, but is not limited to, the uploading or creation of computer viruses.

10. Consequences of Misuse –

- a. According to the Grant Parish School Board Policy Manual, school principals shall discipline any user who accesses, sends, receives, or configures electronically any profane, threatening, bullying, intimidating, harassing, pornographic and/or obscene language or pictures.
- b. The use of off campus resources including web pages, social networking sites, or Web 2.0 sites that subsequently cause "material disruption" at school is prohibited and the responsible student will be disciplined in accordance with the parish assertive discipline plan.
- c. Any individual failing to follow the "Terms and Conditions" of this Acceptable Use Policy is subject to appropriate disciplinary measures as determined by school administrators and/or the GPSB Technology Department.

11. Monitoring – Teachers agree to instruct the students on acceptable technology use and monitor all student technology use to insure student compliance with this policy. Students agree that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.

TEXTBOOKS

Restitution for textbooks lost or destroyed by students shall follow the schedule below:

1 st year	Full price of book
2 nd year	80% of full price of book
3 rd year	60% of full price of book
4 th year	40% of full price of book
5 th year	20% of full price of book

All textbooks being considered for adoption can be reviewed upon request.

VERIFICATION OF RESIDENCE

The School Board shall require verification of residence of those students whose residence is suspected to be outside the attendance zone of the school the student is attending. When investigating the residence of a student, the School Board shall attempt to verify the primary place of residence of the legal parent of legal or provisional guardian. Such verification of residence shall be based on such items as the following:

1. Voter registration card of parent or custodian, OR
2. Property tax statement of parent or custodian showing homestead exemption, OR
3. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parents. Verification of the physical residency of the legal custodian, tutor/tutrix or non-parent shall also be required, OR
4. Any other documentation as may be stipulated by the Board, including any two of the following: 911 address, utility bill, or a copy of deed/rental agreement.

WEATHER CLOSINGS

The School Board authorizes the Superintendent to close the schools in the event of hazardous weather or other emergencies that present threats to the safety of students, staff members, or school property.

If students have reported to school, and an emergency arises during the school day, students may be dismissed early. Such dismissal shall be only by direction of the Superintendent of Schools. In the event of dismissal during the school day all educational and building employees are to continue their work unless otherwise notified by the Superintendent. Teachers are expected to supervise all students under their jurisdiction until they have departed from the school campus. The Superintendent's Office will notify news media and other such persons and organizations as necessary of the decision to dismiss early.

DRESS CODE

Grades: Pre-Kindergarten – 12th

Shirt:

- Solid Color: Navy, White or school designated color, or any other shirt approved by the principal
- Polo with no more than three buttons at the top of the collar (short or long sleeves).
- Oxford/Dress shirt (short or long sleeves)
- Only school approved emblems, monograms or logos allowed
- Any shirt worn under the uniform shirt must be white, navy or school approved color, includes turtlenecks and tee shirts with no visible emblems.
- Shirts must be tucked in.

Slacks:

- Solid color: Khaki or Navy
- No cargo pockets
- Capri style slacks are allowed
- No stretch material, oversized, or low riders, or low riding hip huggers
- No overalls
- Loose fitting
- Must be hemmed and have no frays
- Must be worn at the waistline, no low rise, mid rise, or low riders

Shorts/Skortts/Skirts/Jumpers:

- Solid color: Navy or Khaki
- Length no shorter than a dollar bill width from the top of the kneecap
- Loose fitting
- No cargo pockets
- Slits in skirts/skortts/jumpers are to be no shorter than a dollar bill width from the top of the kneecap
- Must be hemmed and have no frays.

Belts: If Slacks/Shorts/Skortts/Skirts/Jumpers have belt loops:

- Belts are required for grades 4-12
- Belts are optional for PreK-3
- Belts must be worn within the confines of the belt loops
- Buckles must be standard size, plain, with swivel center post
- Appropriate length for waist size

Shoes:

- Shoes must be worn.
- All shoes must have a back or a back strap. Shoes that slip off of feet can cause a safety problem.
- If shoes have laces, the laces are to be tied in order to eliminate the possibility of tripping on the laces or having the shoes fall off the feet.
- No slippers or house shoes are allowed

Outerwear:

- Only jackets that are snapped, buttoned, or zipped all the way down are allowed. Sweaters/Vests/Sweat Shirts must be worn over school-approved shirts and must be white, navy blue, or school color with the school logo.
- Pullovers or Hoodies are allowed, but hoods may not be worn in the school building or on the school bus.
- Sweaters may not be tied around the waist.

General Regulations:

1. Hair should be clean, neat and well groomed. No disrupting haircuts or colors.
2. Hair length for boys shall be no longer than the top of a standard T-shirt collar and not below the eyebrow.
3. Boys shall not wear earrings or any other object on the ears including sleeves, straws, toothpicks, or any other object to keep the piercings open.
4. Tattoos must be covered by clothing, band-aids, or makeup.
5. Boys shall not wear beards or goatees. Sideburns shall be a uniform width and no longer than the bottom of the ear lobe. Mustaches shall be no longer than the corners of the mouth.
6. Sunglasses are not allowed unless a physician prescribes them.
7. Hats, caps, kerchiefs, or bandannas are not allowed.
8. Body piercing, with the exception of girls' earrings, will not be allowed.

- 9. Transfers into the Grant Parish School System will be allowed five (5) school days to obtain apparel that meets the restrictive dress code.
- 10. Modifications for spirit days may be made at the discretion of the principal.
- 11. Principals have the discretion to issue and require student identification badges.
- 12. Undergarments should be worn at all time.

PROBLEMS AT SCHOOL

Where do I start when my child has a problem at school?

- The best place to begin is with your child’s teacher. The teacher is most likely to have the most information about the problem. Starting with the teacher also demonstrates respect.

When a problem arises, should I call the school or go there in person?

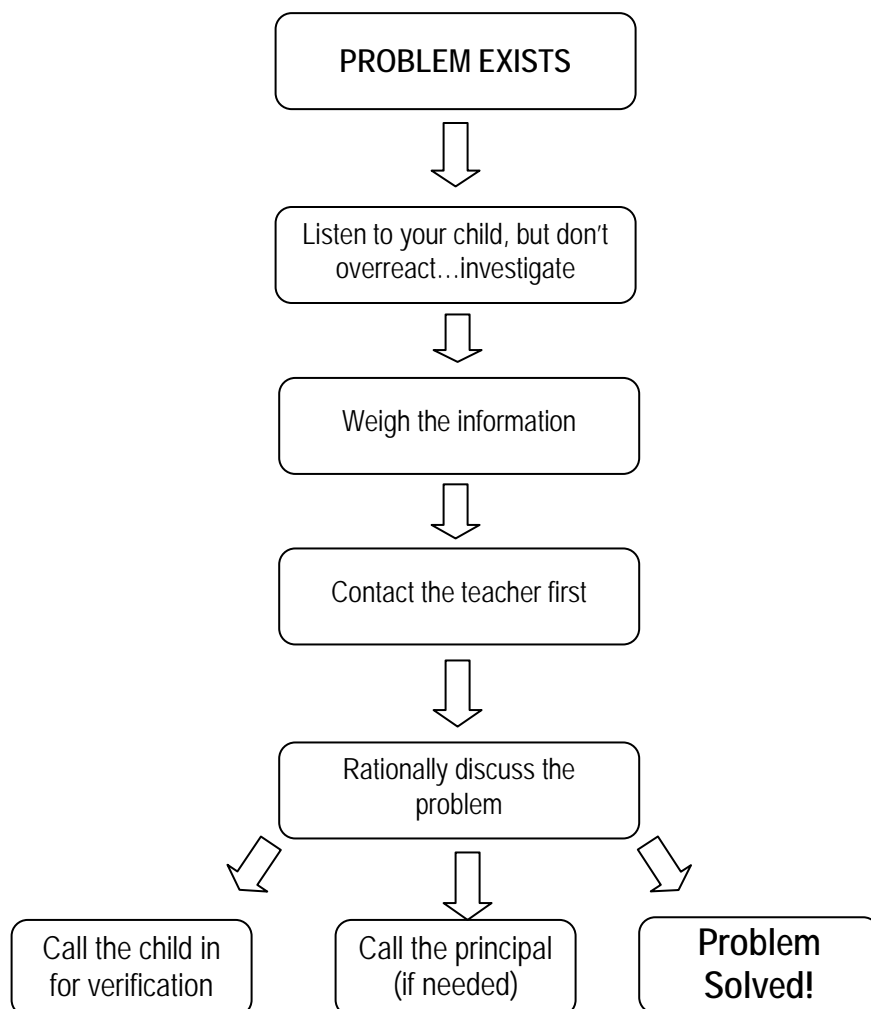
- Minor issues can generally be addressed successfully over the phone. If you feel that a face-to-face visit is necessary, be sure to make an appointment.

When a problem comes up, how should I deal with the school?

- Try to keep an open mind, get the facts, and write them down. You will then be in a better position to clearly discuss what you see as the issue is resolved.

Who should I believe when told about an incident that happened at school?

- Often the conflict and emotions that arise from an incident cloud the retelling. You should look for the facts and suspend judgment until you have heard about all sides of the story.



RESOURCE OFFICER

In 2001, the Grant Parish School Board partnered with the Grant Parish Sheriff's Department to hire a school resource officer for the Grant Parish School System. A school resource officer is a commissioned police officer that is assigned to work schools. The officer is trained for the specific tasks of working in the school environment.

A school resource officer teaches law-related classes to students, does informal counseling with students and law enforcement in the schools. The school resource officer is not a disciplinarian but may assist school administrators and faculty when called upon to do so with such issues.

If an incident occurs within the school system is determined to be a criminal matter, the school resource officer will assist the administrator with the investigation of that incident. A student may face criminal charges and/or disciplinary action under the Grant Parish School Discipline Policy.

The purpose of a school resource officer in our schools is not to intimidate students. A school resource officer promotes a positive relationship between law enforcement officials and students. The officer is a friend to the students and helps promote positive behavior. School resource officers help protect every student from all forms of school violence.

The Grant Parish Resource Officer will be notified and will investigate the actions listed below. This investigation may result in criminal charges being filed.

1. Fighting
2. Possession of Category II or III drugs or tobacco
3. Striking of staff or faculty
4. Possession of weapon(s) prohibited under federal law, defined in section 921 of Title 18 of the US Code
5. At any other time the principal or his designee deems law-enforcement intervention is appropriate

Bullying /Act 861

- Any student or parent/legal guardian has the right and is encouraged to report an incident of bullying.
- A Bullying Report Form must be completed by the student or parent. Forms can be obtained at www.Louisianabelieves.com or the school.
- After submitting completed form, the school level administration will conduct a complete investigation.
- Parents will be notified of student interviews and invited to attend.
- Conclusions will be made and necessary steps will be taken.

Bus Riders Handbook

Student Responsibilities

Before the Bus Arrives

1. Arrive at the bus stop five (5) minutes before the bus is due. If a student is not at their designated stop, the bus will not stop. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place; stand ten (10) feet back from the roadway and wait until the bus comes to a complete stop before approaching.
3. Form a single line and enter the bus in an orderly manner (no pushing or shoving).
4. When entering or exiting the bus, always use the handrail.
5. Once you have entered the bus, find your assigned seat quickly.

6. Carry belongings in a backpack or book bag and if something falls under or around the bus, tell the driver. NEVER TRY TO PICK IT UP YOURSELF!

While on the Bus

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted. Remain quiet so as not to distract the driver.
2. Always cooperate with the bus driver and other school officials.
3. Remain seated and face forward at all times; keep feet out of the aisle and do not change seats. Bus seats are designed to protect you in an accident and can only do so if you are sitting properly. Do not stand to exit the bus while the bus is still in motion.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus. Vandalism, including writing on seats, will not be tolerated.
5. Harmful items, such as drugs, tobacco, matches, lighters, obscene materials, alcohol, knives, weapons, etc. are strictly prohibited.
6. Be courteous to your bus driver and fellow passengers. Do not use profane language or gestures.
7. Sports equipment and band instruments must be in a bag or case.
8. Help keep the bus clean.
9. Keep all parts of your body inside the bus at all times.
10. No food or beverages are permitted.
11. Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus. Do not bring large objects such as science projects, poster boards, etc. on the bus.
12. Remain absolutely quiet when the bus is approaching and stopped at railroad crossings.
13. Boarding or exiting the bus at a stop other than your assigned stop will not be allowed without written permission from a parent/guardian, signed by the principal.
14. Keep the rear emergency exit door clear. Do not use the emergency exits except for emergencies.
15. Do not bring glass objects (except eye glasses prescribed by a doctor), balloons or floral arrangements on the bus.
16. Keep objects such as pens and pencils in a backpack or purse while on the bus.
17. Animals are not allowed on the bus.
18. Electronic devices such as cell phones, MP3 players, gaming devices, etc. are not allowed on the bus. Devices will be confiscated and turned over to the school administration.
19. Students are expected to follow school dress codes while riding the bus.

When Exiting the Bus

1. Exit the bus in an orderly manner (no pushing or shoving).
2. If you must cross the street, walk away from the bus and forward about ten (10) feet until you can see the driver's face. Cross only after the driver motions for you to cross, and check traffic before you cross the street.
3. If something falls under or near the bus, tell the driver. NEVER PICK IT UP YOURSELF!
4. Never cross behind the bus.
5. Cross over about ten (10) feet away from the side of the bus and stay away from the wheels. Do not attempt to grab the bus or run after it. Never crawl under the bus.
6. Go directly home after leaving the bus.

Parents' Responsibilities

The task of transporting students safely and efficiently can only be successfully accomplished with the cooperation and help of parents who are encouraged to reinforce safety guidelines with their children and to support and appreciate disciplinary measures. All of these policies are designed to help insure a SAFE and pleasant ride for ALL students. Knowledge and support by parents concerning student responsibilities and disciplinary guidelines will help the students retain their privilege of riding a school bus. Listed below are responsibilities which parents should assume in order to reach the goal of a safe ride for everyone.

1. Make sure your children are at the bus stop five (5) minutes before scheduled bus arrival. Be sure they dress appropriately for the weather, since they may have to wait in the rain or cold.
2. Supervise your children to, from and at the bus stop for their safety and protection.
3. Equip your children with backpacks or book bags which free their hands for balance and holding onto the bus handrail.
4. Teach your children the rules for safe bus riding (see students' responsibilities).
5. Teach your children their address, phone number and bus number.
6. Items and objects that are not permitted on the bus must be taken to school in some other way (see items not allowed on buses).
7. Report illegal and/or unsafe school bus driving to the Transportation Department immediately.
8. Assume responsibility for the behavior of your children while they are riding the bus and at the bus stop. If bus riding privileges are revoked, parents must provide transportation to and from school, until privileges are reinstated.
9. All motorists should know and obey the Louisiana school bus stop law La RS 32:80.

§80. Overtaking and passing school buses

A.(1) The driver of a vehicle upon a highway meeting or overtaking from any direction any school bus that has stopped for the purpose of receiving or discharging any school children shall stop the vehicle not less than thirty feet from the school bus before reaching such school bus when there are in operation on said school bus visual signals as required by R.S. 32:318, and said driver shall not proceed until such bus resumes motion or the visual signals are no longer activated.

(2) The driver of any school bus is authorized to notify the appropriate law enforcement authority of any violation of this Subsection within twenty-four hours of the violation. This notification shall be in writing on a form provided to the bus driver by the school board, shall be signed by the school bus driver, under penalty of criminal prosecution, in the presence of two witnesses, and it shall include the license plate number and color of the vehicle. The notice may be sent to the appropriate law enforcement agency by mail, fax, or electronically. If mailed, the notice shall be deemed timely if postmarked the day after the violation.

(3) The appropriate authority may issue a citation to the owner or, in the case of a leased vehicle, the lessee of the vehicle involved, on the basis of this information. The owner or lessee shall not be cited if the vehicle is stolen, or if another driver is cited for the violation.

(4) Any person convicted of violating this Subsection shall be fined not less than one hundred dollars nor more than five hundred dollars or imprisoned for not more than six months, or both, in accordance with the provisions of R.S. 32:398.2, and shall have his driver's license suspended in accordance with the provisions of R.S. 32:414(A)(2).
10. If you have to pick up your children from the school, please do so in a timely manner. Failure to do so could result in your children being turned over to the Grant Parish Sheriff's Department Resource Officer.

Items Not Allowed On Buses

Students are not permitted to bring large items on the bus that cannot be held in their lap or stored under a seat. This includes large band instruments, boxes, or projects. Students are not allowed to store items in the front of the bus under the dash or next to the driver. Also, the transportation of animals, weapons, drugs, and objects that pose a threat to the passengers is strictly prohibited.

Lost and Found

Items accidentally left on the school bus will generally be kept on the bus by the driver for one or two days. If unclaimed, items will be turned into the respective school.

Safety Tips

Be aware of the Danger Zone – The Danger zone is the ten (10) feet area around the bus. The bus driver can't see you when you are in the Danger Zone. If the bus starts moving while you are in the Danger Zone, you could be injured.

Safety Tips at the Bus Stop

- Wait away from the road.
- If it is dark outside, make sure you are visible. Wear light colored clothing.
- Don't fool around while waiting on the bus.
- Wait until the bus comes to a full stop.
- Walk to the bus single file.
- Use the handrail to get on and off the bus.
- Move away from the door quickly once you are off the bus.
- If you must cross the road, walk at least ten (10) steps ahead of the bus along the edge of the road.
- Wait until the driver signals you across the road – check traffic first.

Emergencies

In the event of an emergency on the school bus, students must always cooperate with the bus driver. Students should remember to remain calm and be quiet so they can hear the driver's instructions. This is especially critical if it becomes necessary to evacuate the bus due to an immediate hazardous condition.

Riding a Different Bus

Students who wish to ride a bus other than their assigned bus (i.e. going home with a friend, going to a babysitter, etc.) should provide the school with a note from their parent or guardian. If the request cannot be granted due to overcrowding issues, the parent or guardian will be contacted.

Field Trips / Activity Trips

Transportation is also provided, when feasible, to transport students attending various academic or competitive events. Students riding the bus on field trips/activity trips are expected to follow the same rules that apply to students riding buses to and from school on a daily basis. Misbehavior will not be tolerated and will result in loss of future riding privileges.

Parents of students going on field trips/activity trips must sign a separate permission form, provided by the school, before students will be allowed to ride the bus on a field trip/activity trip.

Field trip/activity trip transportation is provided only for students and employees of the Grant Parish School Board.

Weather / School Closings

There is always the possibility that inclement weather may hinder transportation services. Parents should remind students on days when there is snow, ice or flooding and school is in session, that buses will often be running late.

To determine if school has been dismissed, parents and students may listen to the radio or watch the television. Listed are the stations that receive school cancellation information before 6:00 a.m.

Television: KALB, KLAX

Radio: KLAA FM 103.5, KRRV FM 100.3, KVDP FM 89.1

Late Buses

Despite everyone's best efforts to keep the buses on time, it is inevitable that buses will sometimes be late. Unforeseen situations such as mechanical breakdowns or traffic congestion can prohibit the bus from being on time. When these situations occur, the Transportation Department makes every effort to get the bus back on schedule; however, it is not always possible.

Parents are encouraged to wait with their children at the bus stop. Parents, who cannot stay at the bus stop with their children, should have contingency plans with neighbors and with their children on what to do if the bus is late or if the child should miss the bus.

Reporting Problems

Parents and students should report problems, with other students on the bus, to the bus driver. Please do not distract the driver while students are loading or unloading and keep conversation with the driver to a minimum. Other children are waiting for the bus at the next stop and extended conversation with the driver may cause other traffic to be delayed and/or cause an accident. If parents need to have a discussion with the driver please call the driver or schedule a meeting at the school. Parents/guardians or any person who is not a Grant Parish School Board employee or a Grant Parish student are not allowed by law to step onto a bus. Please be aware there are laws protecting school board property and school board employees.

Safe Conduct Guidelines

A student's behavior on the bus directly impacts the safety of all other students on the bus. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions from students who are misbehaving; therefore, unacceptable behavior by students will not be tolerated and will ultimately result in loss of bus riding privileges.

In addition, the quality of the ride and atmosphere inside the bus affects the students' ability to learn and his/her attitude for the whole day. Therefore, it is important that disruptive students not be allowed to negatively impact a child's school day. Students who disrupt the bus will not be allowed to ride the bus.

Parents should also be aware that the inside of a bus is a confined space where children are sitting very close together, usually with several age groups mixed together. This creates an atmosphere where even minor behaviors can be annoying to other students and cause conflicts. Also, since so many children are together at the same time, peer pressure may cause a child to act out, when under other circumstances, the child may not. Because of these factors which are unique to the bus, a child may not exhibit the same behavior on the bus as he/she does in the classroom, at home, or in a less stressful environment. Parents are requested to instruct their children appropriate bus behavior and tolerance. Please help reinforce the authority of the bus driver as you would a teacher's authority in the classroom.

Drivers are trained to recognize and deal appropriately with misbehavior. They don't arbitrarily choose a student to "pick on". If a child is continually getting in trouble on the bus, it is because of some behavior that is inappropriate. Many times, the best way to keep a child out of trouble is to separate him/her from other children who are not making good decisions or are causing the child to act out. For these reasons, the bus driver's second step, after talking, is to assign a different seat. Parents or the child can request an assigned seat to keep the student out of trouble.

Parents should also recognize that the driver's attention is divided between the traffic outside the bus and the children inside the bus. A driver can only monitor students through a mirror while maneuvering a large vehicle through traffic. Misbehavior, which distracts the driver's attention, could result in a catastrophe, while the same behavior in the classroom may result in only a slight disruption.

Bus Stops

Bus stops will be assigned only at a student's residence. A place of business cannot be used as a bus stop unless the residence is located at the same address. Arrangements may be made to accommodate daycare facilities but only if feasible. If the number of children riding the bus to and from the daycare facility overcrowds a bus, school bus transportation will not be available.

A student's behavior at a bus stop, prior to the arrival of the bus, is the responsibility of the parent. Destruction of property and/or vandalism at a bus stop by a student is a civil matter and will be handled by the police.

Bus stop mileage requirements:

3/10 of a mile total (in and out) for PreK – 8th grade

4/10 of a mile total (in and out) for 9th – 12th grade

The road must be an all-weather road with a bus turnaround. If the road and/or the turnaround is on private property, a notarized permission form must be completed by the property owner. The Transportation Department will inspect the road and/or turnaround before final approval will be given.

The Grant Parish School Board does not create or maintain roads, driveways or turnarounds.

In an effort to keep our younger students safe, it is the practice of the Grant Parish School Board not to release students, pre-kindergarten through third grade, off of the bus unless a parent/guardian or other designated adult is in view of the driver.

If there is not a parent/guardian or designated adult at the bus stop, the student will be returned to the school or placed into the custody of our resource officer after the bus route.

Transportation will be suspended:

Third occurrence for five (5) days

Fourth occurrence for ten (10) days

Fifth occurrence for the remainder of the school year

Working together we can keep our children safe.

My signature below indicates that I have read the Bus Riders' Handbook and have instructed my child(ren) on the bus rules.

Parent/Guardian Signature

Date

Elementary Code of Conduct

Although the following administrative offenses are outlined below, the administrative actions will be at the discretion of the principal of the school or his/her designee.

Any student who willfully strikes or batters faculty or staff will be automatically recommended for expulsion.

Teachers must contact parents on each offense.

1. IS HABITUALLY TARDY AND/OR ABSENT

- a) Warning to parent (tardy letter signed and returned)
- b) Warning to parent (tardy letter signed and returned)
- c) Conference with parent
- d) Referred to Rebecca Reeder (Child Welfare/Attendance Officer)
- e) Detention
- f) If habitual tardiness continues, student will be referred to Truancy Court.

2. USES PROFANE AND/OR OBSCENE LANGUAGE AND/OR GESTURES

- a) Warning and counseling by Administration and/or Counselor
- b) 2 hours detention or 1 day suspension
- c) 1- 3 days suspension
- d) 3- 5 days school suspension
- e) Recommendation for expulsion

3. IS GUILTY OF IMMORAL OR VICIOUS PRACTICES

- a) Warning and counseling by Administration and/or Counselor
- b) 2- 4 hours detention or 1 day suspension
- c) 1- 3 days suspension
- d) 3 - 5 days suspension
- e) Recommendation for expulsion

4. SKIPPING SCHOOL

- a) Warning to parent (tardy letter signed and returned)
- b) Warning to parent (tardy letter signed and returned)
- c) Warning to parent (tardy letter signed and returned)
- d) Referred to Rebecca Reeder (Child Welfare/Attendance Officer)
- e) 2 hours detention
- f) 4 hours detention or 1 day suspension
- g) If habitual skipping school continues, student will be referred to Truancy Court.

5. DRESS CODE VIOLATION

- a) Verbal warning and notification of parent by teacher
- b) Documented warning by teacher or administrator. Parent must immediately correct the problem.
- c) 2 hours detention or suspension. Parent must immediately correct the problem.
- d) 4 hours detention or suspension. Parent must immediately correct the problem.

6. DISHONESTY – FORGING SIGNATURE, GRADES OR CHEATING

- a) Teacher to contact parents
- b) 2 hours detention
- c) 4 hours detention
- d) 6 hours detention

- e) Recommendation for expulsion

7. PUBLIC DISPLAY OF AFFECTION

- a) Warning
- b) 2-4 hours detention or 1 day suspension
- c) 1-3 days suspension
- d) 3-5 days suspension
- e) Recommendation for expulsion

8. WILLFUL DISOBEDIENCE

- a) 2- 4 hours detention or 1 day suspension
- b) 1- 3 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

9. TREATS AN AUTHORITY WITH DISRESPECT

- a) 2- 4 hours detention or 1 day suspension
- b) 1- 3 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

10. MAKES AN UNFOUNDED CHARGE AGAINST AUTHORITY

- a) 2- 4 hours detention or 1 day suspension
- b) 2- 3 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

11. CONDUCT OR HABITS INJURIOUS TO OTHERS

- a) 2- 4 hours detention or 1 day suspension
- b) 2 - 3 days suspension
- c) 3 - 5 days suspension
- d) Recommendation for expulsion

12. DISTURBS THE SCHOOL HABITUALLY OR VIOLATES ANY RULE (steps taken after teacher has followed Positive Behavior Plan)

- a) 2- 4 hours detention or 1 day suspension
- b) 2- 3 days suspension
- c) 4- 5 days suspension
- d) Recommendation for expulsion

13. WRITES, DRAWS, OR POSSESSES OBSCENE/PROFANE LANGUAGE/PICTURES

- a) Warning and counseling by administration/ counselor
- b) 2- 4 hours detention or 1 day suspension
- c) 2 - 3 days of suspension
- d) 3 - 5 days of suspension
- e) Recommendation for expulsion

14. THROWS MISSILES LIABLE TO INJURE OTHERS

- a) 2- 4 hours detention or 1 day suspension
- b) 2 - 3 days suspension
- c) 3 - 5 days suspension
- d) Recommendation for expulsion

15. THREATENING, BULLYING, OR HARASSING STUDENTS

- a) Principal will investigate, contact parent, and determine appropriate action.
- b) Habitual offenders may be recommended for suspension and/or expulsion.

16. THREATENING TEACHERS OR STAFF

- a) 1- 3 days suspension.
- b) 3- 5 days suspension and/or recommendation for expulsion.

17. POSSESSION/SHOOTING FIREWORKS

- a) 2- 4 hours detention or 1 day suspension
- b) 1- 3 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

18. DISTURBANCE IN CLASSROOM/CAMPUS

- a) 2- 4 hours detention or 1 day suspension
- b) 1- 3 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

19. GUILTY OF STEALING

- a) 1 day suspension
- b) 1- 3 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

20. COMMITS ANY OTHER SERIOUS OFFENSE

- a) 2- 4 hours detention or 1 day suspension
- b) 1- 3 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

21. SCHOOL BUS DISRUPTION THAT VIOLATES TRAFFIC AND SAFETY REGULATIONS

- a) Warning by driver (parent contacted by driver, documented in log)
- b) Parent conference and/or 2 days off the bus
- c) 5 days off the bus
- d) Removal from bus at principal's discretion

22. LEAVING BUS WITHOUT PERMISSION

- a) Warning by driver (parent contacted by driver, documented in log)
- b) Parent conference and/or 2 days off the bus
- c) 5 days off the bus
- d) Removal from bus at principal's discretion

23. BOARDING and EXITING BUS AT INCORRECT STOP

- a) Warning by driver (parent contacted by driver, documented in log)
- b) Parent conference and/or 2 days off the bus
- c) 5 days off the bus
- d) Removal from bus at principal's discretion

24. DEFACING BUS OR DESTROYING PROPERTY

- a) Restitution for damages for which students may not ride bus until fully paid. Refer to Transportation Supervisor.
- b) Parent conference and/or 2 days off the bus
- c) 5 days off the bus
- d) Removal from bus at principal's discretion

25. REFUSING TO SIT IN ASSIGNED SEAT ON THE BUS

- a) Warning by driver (parent contacted by driver, documented in log)
- b) Parent conference and/or 2 days off the bus
- c) 5 days off the bus
- d) Removal from bus at principal's discretion

26. VANDALISM OF ALL SCHOOL PROPERTY

- a) 1- 3 hours detention or 1day suspension with full restitution paid before re-entry
- b) 3- 5 days suspension with full restitution paid before re-entry
- c) Recommendation for expulsion and criminal charges will be filed
- d) Breaking and entering, criminal charges will be filed

27. INSTIGATES OR PARTICIPATES IN FIGHTS

- a) 1 day detention or 1 day suspension
- b) 2 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

28. FAILURE TO ATTEND DETENTION OR ISS

- a) 1 day out of school suspension
- b) 2 days out of school suspension
- c) 3- 5 days out of school suspension
- d) Recommendation for expulsion

29. NOT HAVING PROPER MATERIALS, SUPPLIES, AND/OR EQUIPMENT FOR PARTICIPATION

Follow PBIS plan

30. NOT PARTICIPATING IN CLASS

Follow PBIS plan

31. LEAVES SCHOOL OR CLASSROOM WITHOUT PERMISSION; SKIPPING CLASS

- a) 1 day detention/suspension
- b) 2 days suspension
- c) 3- 5 days suspension
- d) Recommendation for expulsion

32. INAPPROPRIATE OBJECTS INCLUDING ELECTRONIC DEVICES

- a) The device will be confiscated at the principals discretions and the parent must pick item up at school.
- b) Parent pick item up from school after 2 weeks after day of confiscation.
- c) Item must be picked up in superintendent's office by appointment only and student receives one day of detention

33. SEXUAL HARASSMENT

- a) Principal will investigate, contact parent and determine appropriate action. Discipline may include counseling, suspension/expulsion from school and other forms of disciplinary action as deemed necessary. Mandatory session with behavior specialist may be required.
- b) Mandatory Counseling

34. SMOKING POLICY

Students shall not be permitted to have tobacco in their possession or to smoke on the school grounds, or in school buildings during the school day, or at school activities held after school hours, or when riding school buses to and from school. **Parental permission to smoke does not exempt a student from this policy.**

- a) First Offense: Contact Parent
 - b) Second Offense: 2 – 4 hours detention
 - c) Third Offense: 1 - 3 days suspension
 - d) Fourth Offense: 3 - 5 days suspension
 - e) Fifth Offense: Recommend for expulsion
- Ref: La. Rev. Stat. Ann. §17:416

35. POSSESSION OR USE OF ALCOHOLIC BEVERAGES

- a) Contact Parents and refer to Grant Addictive Disorders Clinic.
- b) 5 days Out of School Suspension
- c) 10 days Out of School Suspension and referral to GADC.
- d) Recommendation for Expulsion.

THE FOLLOWING INFRACTIONS MAY RESULT IN RECOMMENDATION FOR EXPULSION:

BOMB THREATS, KIDNAPPING, ARSON, CRIMINAL DAMAGE TO PROPERTY, BURGLARY, MISAPPROPRIATION WITH VIOLENCE TO THE PERSON, ILLEGAL, CARRYING AND DISCHARGE OR WEAPONS, MURDER, ASSAULT AND BATTERY, RAPE AND SEXUAL BATTERY, POSSESSION OF WEAPONS PROHIBITED UNDER FEDERAL LAW, POSSESSION OF FIREARMS, KNIVES OR OTHER LAW IMPLEMENTS, NOT PROHIBITED BY FEDERAL, WHICH CAN BE USED AS WEAPONS, THE CARELESS USE OF WHICH MIGHT INFLICT HARM OR INJURY.

Secondary Code of Conduct

Administrative Actions for infractions not covered in this policy will be at the discretion of the principal. If 18 or more weeks occur between infractions, the principal/designee has the discretion to move to lesser penalty phase. The principal reserves the authority to suspend a student out of school.

All offenses are cumulative and progressive except dress code and tardies.
Law Enforcement officials may be contacted at the discretion of the principal.
 Parents shall be notified when discipline actions are deemed necessary.

Administrative Action	Infractions
<p>Penalty Phases I Student will receive an administrative warning and a parent contacted by an administrator. Third and subsequent offenses will result in suspension.</p>	<ul style="list-style-type: none"> • Dress Code • Tardy • Public display of affection • Cheating – student's receive a zero on work
<p>Penalty Phases II Student will be assigned: 6 hours detention or 1 day ISS</p>	<ul style="list-style-type: none"> • Commits any other serious offense • Failure to complete punish work as assigned (punish work must be completed before student returns to class) • Gambling • In an off limits area • Is guilty of immoral or vicious practices • Makes unfounded charge against authority • Misuse of hall pass • Possession of inappropriate device • Skipping class • Throws objects that are liable to injure others • Willful disobedience • Horse play • Cheating – student receives zero
<p>Penalty Phases III Student will be assigned 10 hours detention, 2 days ISS Or 1 day OSS</p>	<ul style="list-style-type: none"> • Disruption during assembly • Major class/hall/bus disruption (May include bus suspension) • Leaves the classroom without permission • Stealing • Vandalism of any type (full restitution as determined by school's administration; if restitution is not received as directed, student will receive out-of-school suspension until restitution has been made) • Violates traffic and safety regulations (School's administration has the authority to suspend a student's driving privileges at any time) • Cheating – student receives zero • 1st Possession of tobacco/ nicotine products, electronic cigarettes or smoking on school property (Students will be referred to School Resource Officer) • Inappropriate use of technology

<p style="text-align: center;">Penalty Phases IV Student will be assigned: 4 days ISS Or 2 days OSS</p>	<ul style="list-style-type: none"> • Dishonesty (includes forgery, tampering with official documents, etc.) • Disruption during emergency evacuation • Tampering with emergency equipment • Treats authority with disrespect • Possession/discharge of fireworks, lighters, matches or any other type of pyrotechnics • 2nd Possession of tobacco/ nicotine products or smoking on school property (Students will be cited for possession of tobacco by a minor) • Inciting student unrest by videoing, photographing students or staff during or after school and/or school functions with the express intent to cause harm • Writes gestures, mouths profane and/or obscene language or draws or processes obscene pictures • Use of media for inappropriate purposes
<p style="text-align: center;">Penalty Phases V Student will be assigned" 6 days ISS Or 3 days OSS</p>	<ul style="list-style-type: none"> • Inciting student unrest • Instigates or participates in a fight • Leaves school or school sponsored event without permission • On school grounds during suspension • Guilty of conduct or habits and injurious to others (threatening,intimidation, or harassment) SRO will be contacted and Superintendent will be notified immediately • Posting, transferring or sharing of videos, photographs from school events with the express intent to cause harm or student unrest
<p style="text-align: center;">Penalty Phase VI SRO will be contacted and Superintendent shall be notified immediately</p> <p style="text-align: center;">Student shall be recommended for expulsion</p> <p style="text-align: center;">R.S. 17:416 416.2 Student shall be recommended for Expulsion</p> <p style="text-align: center;">For Firearms and Category II and Category III drugs a student may be expelled 4 complete semesters</p>	<ul style="list-style-type: none"> • Possesses firearms, knives, or other implements prohibited by federal law which can be used as a weapon, the careless use of which might cause physical or emotional harm to another individual. • Possesses weapon(s) prohibited under federal law as, defined in section 921 of Title 18 of the US Code • Possession of Category II drugs • Threatening/Striking faculty or staff • Use of any object as a weapon • Arson • Murder • Burglary • Kidnapping • Rape and Sexual Battery • Criminal Damage to Property • Illegal Carrying and Discharge of Weapons • Misappropriation With Violence to the Person • Disturbs the school or habitually violates any rule • Bomb threat

Any student who willfully fails to attend or is removed from detention or ISS will receive 2 days ISS or out of school suspension.

A charge of Sexual Harassment will result in the following: Full investigation by principal or his designee, determination to the validity of charge, and appropriate action. The action may range from mandatory counseling sessions, or any form of Administrative action(s) found in the Disciplinary Policy.

POSSESSION OF ELECTRONIC SIGNALING DEVICES SUCH AS CELL PHONE, MP3 PLAYERS, GAMING DEVICES ETC.

- 1) **1st Offense** – Device held at school for the period of 10 school days and **parents must pick up by appointment only at the school campus or the parent can pay \$20.00 (cash only, exact change) fee and pick up phone.**
- 2) **2nd Offense** – Device held at school for the period of 10 school days and **parents must pick up by appointment only at the school campus or the parent can pay \$30.00 (cash only, exact change) fee and pick up phone.**
- 3) **3rd and subsequent Offenses** - \$30.00 (cash only, exact change) fee

Failure to surrender electronic device immediately upon request will result in OSS until said device (with SIM card if applicable) is turned over to the administration.

DEVICES NOT CLAIMED BY JUNE 30TH WILL BE DISPOSED OF PROPERLY

Any student who willfully strikes or batters faculty or staff will be automatically recommended for expulsion.

The Grant Parish School Board disciplinary policy for 7th – 12th grade students will be enforced without regard to race, sex, religious or political affiliations. This policy governs student actions of all students under the direct supervision of the Grant Parish School Board or designee.

Ref: La. Rev. Stat. Ann. §17:416

POSSESSION OF DRUGS / UNDER THE INFLUENCE OF DRUGS

A drug will be defined as any non-food substance that is intended to affect the function of the body. Food will be defined as any nourishing substance that is eaten or drunk, or otherwise taken into the body to sustain life. The Drugs/Tobacco/Alcohol chart defines, gives examples and punishments for the three categories of drugs that have been identified by the Grant Parish School Board.

All drugs found on campus will be confiscated as per state law and board policy, unless the Grant Parish Medication Policy has been followed.

*A student recommended for expulsion grades 6-12, 16 years or older, for possessing category II and category III drugs or weapons shall be expelled for a minimum of four complete semesters at the discretion of the superintendent or his designee R.S. 17:416. A student under 16 in grades 6-12 shall be expelled for two complete school semesters R.S. 17:416.2.

The chart on the following pages defines, gives examples and punishments for the three categories of drugs that have been identified by the Grant Parish School Board.

CATEGORY OF DRUGS

Category	Definition	Examples	Punishments	
			Junior/ Senior High School	Elementary School
Category I	Any drug that can be purchased without a prescription from a licensed doctor. Also any drug that has been determined not to pose an immediate threat of life	Advil Motrin NyQuil Tylenol Listerine Bendadryl Dramamine Nicotine-Patch Cough Drops	1st Offense: <ul style="list-style-type: none"> • 6 hours detention 2nd Offense: <ul style="list-style-type: none"> • 10 hours detention 3rd Offense: <ul style="list-style-type: none"> • 2 days ISS • 2 days out of school 4th Offense: <ul style="list-style-type: none"> • 4 days ISS • 4 days out of school suspension 5th Offense: <ul style="list-style-type: none"> • Recommend for expulsion 	1st Offense: <ul style="list-style-type: none"> • Contact parent 2nd Offense: <ul style="list-style-type: none"> • 2-4 hours detention 3rd Offense: <ul style="list-style-type: none"> • 1-3 days suspension 4th Offense: <ul style="list-style-type: none"> • 3-5 days suspension 5th Offense: <ul style="list-style-type: none"> • Recommend for expulsion

Category	Definition	Examples	Punishments	
			Junior/ Senior High School	Elementary School
Category II	Any intoxicating liquor produced by yeast fermentation. These drugs also pertain to any substance that must be obtained with a prescription from a licensed physician and is in the possession of the individual for whom the prescription was written but the student/parent has failed to follow the 2014-2015 GPSB Medication Policy. Includes Possession of Drug Paraphernalia.	Gin Wine Beer Vodka Ritalin Soma Xanax Valium Vicodin Whiskey Codeine Percocet Percodan Oxycontin Antibiotics Methadone Amphetamines	Student shall be recommended for expulsion R.S. 17:416	<ul style="list-style-type: none"> • Student shall be recommended for expulsion R.S. 17:416
Category III	All drugs that <u>cannot</u> be obtained legally with or without prescription from a licensed doctor. Also any prescribed drug found in the possession of a student <u>for whom it was not prescribed</u> . Also any drug that has been determined that may/will pose an immediate danger. Any substance not defined thus far.	PCP GHB LSD Heroin Darvon Ecstasy Cocaine Inhalants Morphine Ketamine Marijuana Mushrooms Nitrous Oxide Hydrocarbons Yellow Jackets Synthetic Marijuana	Student shall be recommended for expulsion R.S. 17:416	Student shall be recommended for expulsion R.S. 17:416

***The examples given in this chart are not inclusive

NCLB Section 1118: Parental Involvement

Grant Parish Parental Involvement Policy 2014-2015

1. Parent input is an integral part in developing and/or revising the district and school plans and school parent compacts. The district encourages and looks for evidence of meaningful, regular, two-way communication with parents. Parent comments are considered when addressing barriers for participation and readability of documents. The district involves parents in planning and scheduling Parental Involvement activities and programs, which are funded by a 1% reservation of district funds. Parents are informed of the purpose and existence of the Louisiana Parental Resource Center through the student handbook and press/radio releases.
2. Parents will have input on the District Parental Involvement Plan through Parent Response Kits that will be sent during the summer to randomly selected parents representing each school. Parents are encouraged to review and respond to the District Parental Involvement Plan using these kits. Phone surveys will be conducted as needed by district staff. The District Plan will be posted on the district website, in the district handbook, and vocalized on the weekly Title I radio spot.
3. Parents will be instrumental in the planning and evaluation processes of the School Improvement Plan. Parents will discuss ideas and strategies to meet the needs of each school site. These teams meet a minimum of 3 times per year.
4. The district will provide the planning and support necessary to schools for parents to be actively involved in their child's education. Information on upcoming events and activities can be found in the Grant Parish Student Handbook, on the district website's school calendar, and in the local papers. Also, *Title I Talk Radio* (89.9 FM) on Wednesdays at 8:30 A.M. provides updates on programs and issues involving Title I programs in the schools. Examples of current school activities are:
 - Family Math Nights
 - Family Literacy Nights
 - LEAP Nights
 - WatchDOG Dads Activities
 - School- Parent Compacts
 - Providing Student Success Center, an online portal from the Grant Parish web site, where parents can check on their students' grades, discipline, and attendance
5. Parents are encouraged to email parents@gpsb.org to communicate to district or school staff of any concerns, suggestions, or affirmations. Evaluations, survey responses, and parent recommendations are used to adjust the Parental Involvement Plan.
6. The district provides information to parents on current educational requirements and topics through:
 - Informing parents of the state testing informational website.
 - Family Math Night activities, which are based on specific data of needed skills.
 - Literacy Nights activities, which reflect grade and school areas in need of improvement.
 - Informational meetings held the first six weeks of school for information on Title I programs.
7. In addition to information presented at Family Math/Literacy Nights, Louisiana Promise and the Regional Service Center staff will provide parental workshops at each school to train parents on topics such as:

- How to help their child with academic weaknesses and/or
 - Teaching using common life experiences, and/or
 - Behavioral issues that impact academic success.
8. District HSEs (Instructional Coaches) and Louisiana Promise staff will provide training for teachers on how to effectively communicate with parents. Training for teachers will be based on parent feedback from surveys/evaluations.
 9. The district preschool coordinator provides Pre-K/Headstart programs in the district with:
 - Brochures informing parents of skills to be taught in kindergarten.
 - A "Headstart Night" which will assist in transitioning children from pre-k to kindergarten.
 - Opportunities for parents to tour pre-k programs during the year.
 - Parent workshops on topics such as child development expectations and creating learning activities using house-hold items.
 - Parental Compacts for parents of students in the Early Childhood Collaboration agreeing to volunteer in the classrooms.
 - Opportunities for parents of students with disabilities to be involved in their child's education through IEP meetings.
 - Opportunities for parents of preschoolers, age birth to 5 years of age, to participate in the Dolly Parton Imagination library. This program provides each child with a book in the mail each month until their 5th birthday.
 10. School administrators will review all correspondence sent home for readability. Parents with disabilities or limited literacy may be contacted by telephone when necessary with a log of such communication maintained at the school.

For comments or questions please email: parents@gpsb.org

Parent's Right to Know

Parents of a student attending a Title I school have the right to request information about the professional qualifications of both teachers and paraprofessionals who teach and work with their children.

Parents: For Your Information

The nearest Parent Information Resource Center (PIRC) is located at:

Louisiana's Parent Information & Resource Center

520 Olive Street, Suites C-4

Shreveport, Louisiana 71104

Phone: (318)429-6968

Fax: (318)429-6969; E-mail: info@LPIRC.org

Website: <http://www.lpirc.org>

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

ATTENTION: PARENTS AND STUDENTS

You have the right to remain safe in school
You have the right to a drug-free school

You have the right not to be bullied at school
You have the right to a weapon-free school

Do you understand these rights?
Then Don't Remain Silent!

If you know about something that could harm you or someone you know, report it to your school officials now. But, if reporting what you know, in person, is not an option – provide your information on-line. ChooseToCare is safe, and confidential. And, you can remain anonymous.

No Web access? Call toll-free: 877-277-3812

www.chosetocare.com

Help is Just a Click Away!

Funding for the ChooseToCare Program is Provided by:

Grant Parish School Board

GRANT PARISH SCHOOLS EVACUATION PLAN

In the event a school must:

(1)evacuate the campus or (2) if entrance to the campus is prohibited, please utilize the following locations for students or information.

Evacuation/Relocation Centers

SCHOOL	LOCATION	ADDRESS	PHONE
Colfax Elementary	Colfax Methodist Church	407 Main Street Colfax, La. 71417	(318) 627-3603
Grant Junior High	First Baptist Church Dry Prong	920 Hwy. 167 Dry Prong, La. 71423	(318) 899-3371
Georgetown High	Georgetown Baptist Church	4465 Hwy. 500 Georgetown, La. 71432	(318) 827-5222
Grant High School	First Baptist Church Dry Prong	920 Hwy. 167 Dry Prong, La. 71423	(318) 899-3371
Montgomery High	Northside Baptist Church	300 Bienville Street Montgomery, La. 71454	(318) 646-2266
Pollock Elementary	First Baptist Church Pollock	7936 Ridge Street Pollock, La. 71467	(318) 765-3525 (318) 765-3523
South Grant Elementary	New Prospect Baptist Church	111 Prospect Church Road Dry Prong, La. 71423	(318) 640-9712
Verda Elementary	Verda Baptist Church	2688 Hwy. 122 Montgomery, La. 71454	(318) 646-2730

Asbestos Notification Letter

To: Whom it May Concern

From: Grant Parish Schools

Subject: Asbestos-Containing Materials

In compliance with the Environmental Protection Agency's Asbestos-Containing Materials in Schools Rule of October 30, 1987, we wish to notify you of the of the following:

1. Asbestos is a building material that has been used in floor tiles, ceiling tiles, insulation and several other materials for many years. Asbestos fibers can cause serious health effects if they are not sealed into a material.
2. Air Environmental Services, Inc. has conducted an inspection of the building for asbestos-containing building materials. You may view a copy of the asbestos inspection report and action plan by contacting Hamp LaCour, Maintenance Director..
3. The action plan, also known as an Asbestos Management Plan, includes a description of asbestos-containing materials in the building and procedures for re-inspecting the building every six months.
4. We want you to know that we have instituted procedures which will ensure asbestos remaining in the building will be maintained in a safe condition until it is removed. We will continue to keep you informed of new actions regarding asbestos.

If you have any questions about this program, you may contact George "Hamp" LaCour at the Grant Parish School Board 627-3274 for further information.