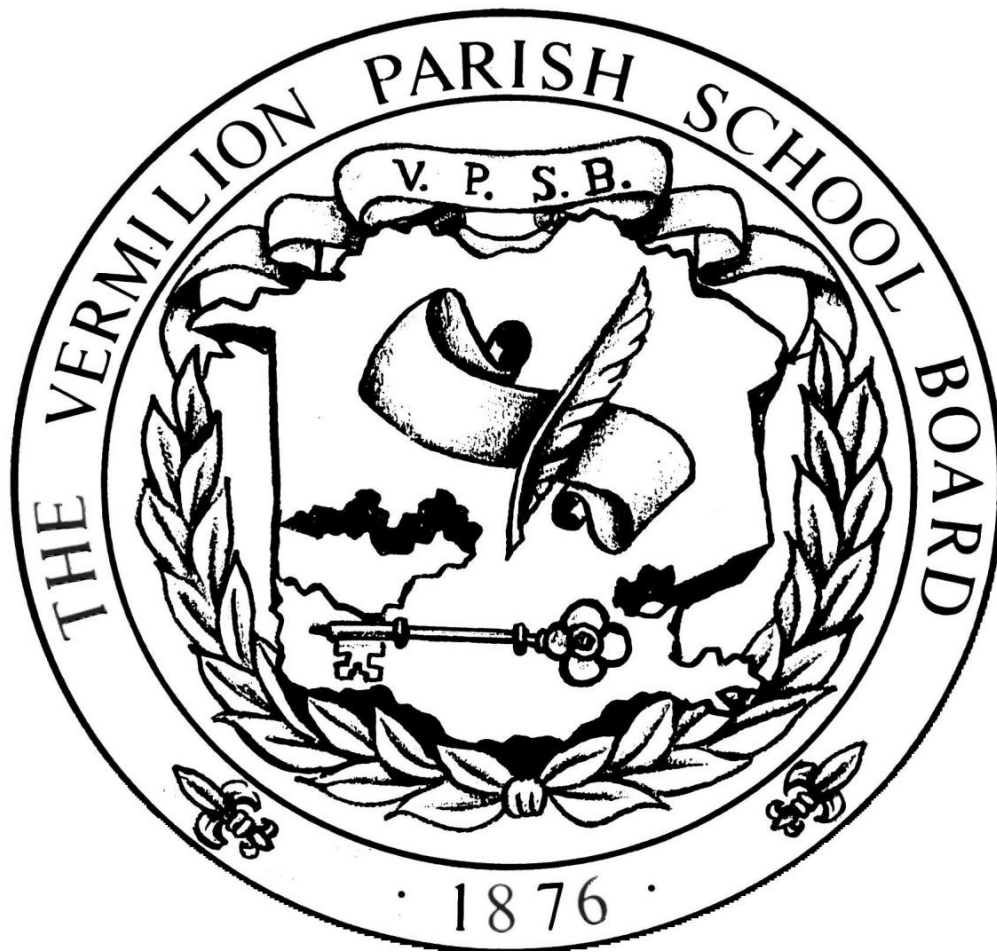


# VERMILION PARISH



STUDENT/PARENT HANDBOOK  
2017 – 2018

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# GENERAL INFORMATION

## PREFACE

The Vermilion Parish Student/Parent Handbook contains both required and useful information for students and parents. This handbook consists of laws, regulations, procedures, codes, and policies concerning the rights, duties, and obligations of students, parents, and school personnel. No one has the right to interfere with the student's right to learn or the teacher's right to teach. If any particular kind of conduct has the effect of disrupting the order, discipline, safety, or educational atmosphere of the school, then the school has the right to regulate it. If the conduct is clearly unacceptable, the school has the right to regulate it without an advanced statement of policy regarding the particular conduct. Cooperation between the home and school will reduce misunderstanding and indifference which can undermine student success in the educational process. Emphasis is placed upon the right of all responsible students to accept the challenge to benefit from their educational program.

The duty of the Vermilion Parish School Board is to maintain an environment conducive to learning. The purpose of this handbook is to provide information which will aid in fostering orderliness in the schools and to help balance the rights of students, parents, and school personnel. While the school is concerned with the welfare of the individual, it is also concerned with the welfare of the group by preserving the proper atmosphere for teaching and learning. The school ultimately seeks to provide a safe environment for its students and teachers.

The Vermilion Parish Student/Parent Handbook is reviewed and revised during the spring semester of each school year. Any parent wishing to make suggestions or express concerns should contact his/her school principal or mail written suggestions to the following:

James B. Prudhomme, Supervisor of Child Welfare and Attendance  
Vermilion Parish School Board  
220 S. Jefferson Street  
Abbeville, LA 70510

Visit our website: <http://www.vpsb.net>

### PARENT'S RIGHT TO KNOW:

This is to notify parents that they may access the Louisiana Department of Education website <http://www.teachlouisiana.net> to find teacher certification information. Parents who do not have internet access may request the same information at the school(s) their children attend.

**Teacher Bill of Rights:** House Bill 672 (R.S. 17:416.18) Teacher Bill of Rights can be found on our website: <http://www.vpsb.net>

### **Military Recruiter Information:**

Military recruiters have the right to obtain the name, address and telephone number of all students age 17 or older. The student or parent(s) have the right to keep this information private. If you do not want this information to be released to military recruiters you must complete the form listed as #2 in the acknowledgement of school policies and regulations booklet.

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## VERMILION PARISH SCHOOL BOARD

SUPERINTENDENT	Jerome Puyau	740-5910
ASSISTANT SUPERINTENDENT: ADMINISTRATION & PERSONNEL	E. Paul Hebert	898-5753
ASSISTANT SUPERINTENDENT: CURRICULUM & INSTRUCTION	Ellen Arceneaux	898-5755
PRESIDENT	Anthony Fontana	898-8332
VICE PRESIDENT	Stacy Landry	898-2242

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District	Member	Phone
A	Luddy Herpin 20516 W. LA Hwy. 335 Kaplan, LA 70548 <a href="mailto:luddy.herpin@vpsb.net">luddy.herpin@vpsb.net</a>	643-2589
B	Chris Gautreaux 7490 Derek Rd. Maurice, LA 70555	898-6610
C	Laura LeBeouf 109 Dwain Dr. Kaplan, LA 70548 <a href="mailto:llebeouf@cox.net">llebeouf@cox.net</a>	643-1844
D	Stacy Landry 20126 Horseshoe Abbeville, LA 70510	898-2242
E	Anthony Fontana 210 N. Washington Abbeville, LA 70510	898-8332
F	Kibbie Pillette 1512 Felicity St. Abbeville, LA 70510 <a href="mailto:kibbie.pillette@vpsb.net">kibbie.pillette@vpsb.net</a>	898-0622

G

Sara Duplechain  
4527 Naud Rd.  
Abbeville, LA 70510  
sarad673@gmail.com

278-5322

H

Chris Hebert  
803 S. Broadway St.  
Erath, LA 70533  
[chris.hebert@vpsb.net](mailto:chris.hebert@vpsb.net)

319-1300

**VERMILION PARISH SCHOOLS**

**ABBEVILLE HIGH SCHOOL**

Mrs. Lyndelle Theriot, Principal  
1305 Wildcat Drive  
Abbeville, LA 70510  
School Phone: 893-1874  
e-mail: [lyndelle.theriot@vpsb.net](mailto:lyndelle.theriot@vpsb.net)

**CECIL PICARD ELEM. AT MAURICE**

Ms. Paulette Gaspard, Principal  
203 E. Albert Avenue  
Maurice, LA 70555  
School Phone: 893-3887  
e-mail: [paulette.gaspard@vpsb.net](mailto:paulette.gaspard@vpsb.net)

**DOZIER ELEMENTARY SCHOOL**

Mrs. Karla Toups, Principal  
415 West Primeaux  
Erath, LA 70533  
School Phone: 937-6915  
e-mail: [karla.toups@vpsb.net](mailto:karla.toups@vpsb.net)

**EATON PARK ELEMENTARY SCHOOL**

Mrs. Angela Godwin, Principal  
1502 Sylvester Street  
Abbeville, LA 70510  
School Phone: 893-4978  
e-mail: [angela.godwin@vpsb.net](mailto:angela.godwin@vpsb.net)

**ERATH HIGH SCHOOL**

Mr. Marc Turner, Principal  
808 South Broadway  
Erath, LA 70533  
School Phone: 937-8451  
e-mail: [marc.turner@vpsb.net](mailto:marc.turner@vpsb.net)

**ERATH MIDDLE SCHOOL**

Mrs. Wendy Stoute, Principal  
800 South Broadway  
Erath, LA 70533  
School Phone: 937-4441  
e-mail: [wendy.stoute@vpsb.net](mailto:wendy.stoute@vpsb.net)

**F. I. E. B. ELEMENTARY SCHOOL**

Mrs. Patricia Gaspard, Principal  
19635 Columbus Road  
Abbeville, LA 70510  
School Phone: 642-9100  
e-mail: [patricia.gaspard@vpsb.net](mailto:patricia.gaspard@vpsb.net)

**GUEYDAN HIGH SCHOOL**

Mrs. Brandy Broussard  
901 Main Street  
Gueydan, LA 70542  
School Phone: 536-6938  
e-mail: [brandyt.broussard@vpsb.net](mailto:brandyt.broussard@vpsb.net)

**HEROD ELEMENTARY SCHOOL**

Ms. Lysonia Robertson, Principal  
120 Odea Street  
Abbeville, LA 70510  
School Phone: 893-4258  
e-mail: [lysonia.robertson@vpsb.net](mailto:lysonia.robertson@vpsb.net)

**INDIAN BAYOU ELEMENTARY SCHOOL**

Mrs. Phyllis Douget, Principal  
1603 LA Hwy 700  
Rayne, LA 70578  
School Phone: 334-4070  
e-mail: [phyllis.douget@vpsb.net](mailto:phyllis.douget@vpsb.net)

**JESSE OWENS ELEMENTARY SCHOOL**

Mrs. Anita Dupuis, Principal  
203 13<sup>th</sup> Street  
Gueydan, LA 70542  
School Phone: 536-6541  
e-mail: [anita.dupuis@vpsb.net](mailto:anita.dupuis@vpsb.net)

**KAPLAN ELEMENTARY SCHOOL**

Mrs. Andrea Ford, Principal  
608 Eleazar Avenue  
Kaplan, LA 70548  
School Phone: 643-7965  
e-mail: [andrea.ford@vpsb.net](mailto:andrea.ford@vpsb.net)

**KAPLAN HIGH SCHOOL**

Dr. Janet Guerrini, Principal  
200 East Pirate Lane  
Kaplan, LA 70548  
School Phone: 643-6385  
e-mail: [janet.guerrini@vpsb.net](mailto:janet.guerrini@vpsb.net)

**LEBLANC ELEMENTARY SCHOOL**

Ms. Susan Stephen, Principal  
12725 North Road  
Erath, LA 70533  
School Phone: 937-8110  
e-mail: [susan.stephen@vpsb.net](mailto:susan.stephen@vpsb.net)

**MEAUX ELEMENTARY SCHOOL**

Mrs. Dawn Amy, Principal  
12419 LA Hwy. 696  
Abbeville, LA 70510  
School Phone: 893-3901  
e-mail: [dawn.amy@vpsb.net](mailto:dawn.amy@vpsb.net)

**NORTH VERMILION HIGH SCHOOL**

Mr. Tommy Byler, Principal  
11609 LA Hwy 699  
Maurice, LA 70555  
School Phone: 898-1491  
e-mail: [tommy.byler@vpsb.net](mailto:tommy.byler@vpsb.net)

**NORTH VERM. MIDDLE SCHOOL**

Mrs. Joan Romero, Principal  
11609-A LA Hwy 699  
Maurice, LA 70555  
School Phone: 893-1583  
e-mail: [joan.romero@vpsb.net](mailto:joan.romero@vpsb.net)

**RENE A. ROST MIDDLE SCHOOL**

Mrs. Sandy Huval, Principal  
112 West Sixth Street  
Kaplan, LA 70548  
School Phone: 643-8545  
e-mail: [sandy.huval@vpsb.net](mailto:sandy.huval@vpsb.net)

**7<sup>TH</sup> WARD ELEMENTARY SCHOOL**

Mrs. Natalie Hebert, Principal  
12012 Audubon Road  
Abbeville, LA 70510  
School Phone: 893-5875  
e-mail: [natalie.hebert@vpsb.net](mailto:natalie.hebert@vpsb.net)

**J. H. WILLIAMS MIDDLE SCHOOL**

Ms. Dana Primeaux, Principal  
1105 Prairie Avenue  
Abbeville, LA 70510  
School Phone: 893-3943  
e-mail: [dana.primeaux@vpsb.net](mailto:dana.primeaux@vpsb.net)

**VERMILION PARISH SCHOOL CALENDAR  
2017-2018**

**DATES TO REMEMBER**

<b>August , 10, &amp; 11, 2017</b>	<b>Teachers report to school Staff Development</b>	<b>May 10, 2018</b>	<b>Graduation for GHS</b>
<b>August 7, 8, &amp; 9, 2017</b>	<b>Teachers and students report to school</b>	<b>May 11, 2018</b>	<b>Graduation for AHS &amp; KHS</b>
<b>August 10, 11 &amp; 12, 2017</b>	<b>Mandatory Screening of Kindergarten And Pre-K Students</b>	<b>May 12, 2018</b>	<b>Graduation for EHS &amp; NVHS</b>
<b>August 15, 2017</b>	<b>Pre-K &amp; Kindergarten students report to school</b>	<b>May 26, 2017</b>	<b>Report Cards mailed</b>

**NINE WEEKS SCHEDULE**

<b>First Nine Weeks – August 10 – October 13, 2017</b>	<b>Third Nine Weeks – January 8 – March 16, 2018</b>
<b>Second Nine Weeks – October 16 – December 22, 2017</b>	<b>Fourth Nine Weeks – March 19 – May 25, 2018</b>

**HOLIDAYS**

**September 4, 2017 – Labor Day**  
**November 20-24, 2017 – Thanksgiving Break**  
**December 25, 2017 – January 5, 2018 (inclusive) Winter Break**  
**January 15, 2018 – Martin Luther King Day**

**February 12-16, 2018 – Mardi Gras Break**  
**March 30 – April 6, 2018 – (inclusive) Spring Break**  
**May 28, 2018 – Memorial Day**

**GUIDE FOR PARENTS WITH QUESTIONS & GRIEVANCES**

A parent is always welcome to “go to the top” with a question, but the most efficient way to get an answer is to ask the person closest to the problem. Please adhere to the following time-saving steps:

- 1) If the concern is about your child, call the school and make an appointment with the persons directly involved with the specific concern.
- 2) If the concern is about the school, call the school secretary who will either answer your questions or direct you to the principal for a direct answer or an appointment. Any parent or visitor is encouraged to visit the schools; however, he/she must report to the principal’s office and upon arrival must verify who they are and the purpose of their visit. Noncompliance with school policy shall be considered trespassing, and trespassers will be subject to arrest.
- 3) If the concern is about the school system in general, or if you feel that one of the departments listed is closely related to your concern, call the School Board Office. The phone number is 893-3973.

898-5744 Assistant Superintendent of Administration & Personnel .....	E. Paul Hebert
898-5777 Legal/Risk Management .....	Woody Woodruff
898-5708 Child Welfare & Attendance, Homestudy, Homeless, Work Permits, Zones, VAP, VEAP, VHMAP, AdultEd.....	James B. Prudhomme
898-5802 Child Nutrition Program Supervisor .....	Amy Fremin
898-5705 Chief Financial Officer .....	Phillip Sellers
898-5755 Assistant Supt. of Curriculum & Instruction, Fed. Programs, Counselors, Migrant, ELL, LEP, Parent Liaison .....	Ellen Arceneaux
898-5750 Director of School Leadership .....	Dr. James Gray
898-5808 Supervisor of Distance Learning & Instructional Software .....	Dr. Tina Chargois
898-5758 Supervisor, Paraprofessionals, Regular Education Homebound .....	Mary Joyce Dugas
898-5711 Middle School Supervisor.....	Jeannie Cormier
898-5757 K – 4 Supervisor .....	Ann Hardy
898-5807 Music/Art Supervisor.....	Madeline Dehart
740-5905 Pre-K, Dyslexia.....	Lola Vallerie-Thomas
898-5814 District Test Coordinator, Curriculum Facilitator.....	Patrice Mire
898-5756 Supervisor of Instruction - Secondary Programs.....	Christina Menard
898-5773 District Technology Manager, Parish Athletic Director.....	Don Lemaire
898-5719 Special Education Supervisor, Nurses, SPED/VEAP & VHMAP .....	Larry Gage
898-5843 Section 504, Special Education Transportation.....	Lisa Fouquier
898-5783 Special Education Homebound .....	Sharron Pillette
898-5803 Maintenance/Facilities Supervisor .....	Kerry Richard
898-5709 Transportation Supervisor.....	Ken Small

**SCHOOL ADMISSION**

**PROCEDURE FOR ASSIGNING STUDENTS TO SPECIFIC SCHOOLS (JBCC)**

**Assignment**

Vermilion Parish students shall attend school in the attendance area in which they are legally domiciled. A parent or legal guardian can have only one domicile for school enrollment purposes. Legal guardian is herein defined as a person who has been issued a judicial order of custody for a child. The awarding of custody or the appointment of a guardian can be done only through the appropriate court proceeding and order by a state court. In the case of a child whose parents have abandoned him and who has no legal guardian, the determination of residence by the Office of Family Services shall govern.

The school principal or designee is responsible for monitoring the school enrollment list and shall immediately terminate and/or transfer a student found to be out of zone. The preceding shall not be implemented after the end of the third nine-weeks period.

All students must have in their file an updated domicile form signed by a parent/legal guardian. The domicile form shall be updated at the entry into a new school with current verification of residency.

Any student completing the third nine-weeks period in a school located within his official residential zone may remain in that school for the remainder of the school session, regardless of his new residential address within the Parish of Vermilion; however, he shall provide his own transportation; **however, any student guilty of excessive absences or tardiness or who receives office referral(s) may be assigned to the school in his/her actual residence zone.** During the next school session, he shall attend the school in his/her official zone.

**NOTICE: It is the responsibility of the parent/guardian to notify the school within 30 days of any change of address and/or phone number.**

**Verification of Domicile**

The principal shall be responsible for monitoring school enrollment and shall have authority to remove or transfer any student attending school out of district or out of zone. When investigating the domicile of a student, the School Board, through the principal, shall attempt to verify the primary place of residence of the legal parent or legal or provisional guardian. Such verification of domicile shall be based on such items as the following:

- A. Voter registration data, utility deposit receipts, homestead exemption receipts, 911 addresses, home rental receipts, and home visits by a school official.
- B. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in custody of their natural and/or legal parents.

- C. Verification of physical residency of the legal custodian, tutor/tutrix or non-parent shall also be required.
- D. Any other documentation as may be stipulated by the Board.

**Bona Fide Change of Residence**

Under the residence and school transfer rule, a bona fide change of residence (move in good faith) shall occur when a student's parent(s)/guardian with whom resides, abandons their former home as a residence and makes a permanent move into a home that is their primary domicile in another school district/attendance zone. A change of residence shall be made with the intent that it is permanent. Determination of what constitutes a bona fide change of residence shall depend upon the facts of each case, but in order for a change of residence to be considered bona fide, each of the following facts shall exist:

- 1. The original residence shall be abandoned by the student's family as a primary domicile.
- 2. It shall not be used as a residence by any immediate family member of the student except under certain conditions or unless there is parental marital separation.
- 3. The family mailing address shall be changed and the telephone(s) shall be disconnected from the previous residence. **Homestead Exemption must be filed at official residence.**
  - a. The parent(s)/guardian may not register a homestead exemption on any property in which they do not reside.

**Legal Custody Decrees in Divorce Proceedings**

In cases of divorce, a student shall attend school in the zone in which the parent who has domiciliary custody resides. Proof of domiciliary custody shall be by a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent custody. Where the custody decree provides for shared custody, the decree should specify at which parent's domicile the child should attend school. Provisional custody by mandate is unacceptable for purposes of school zone determination.

**Award of Custody to Person Other Than a Parent**

If a court awards custody to another person other than a parent, then the child shall attend school in the zone where the custodian is domiciled. A certified copy of the court's order shall be provided to the school board.

**Falsification of Documents**

Falsification of any documents or information provided to the Vermilion Parish School personnel by someone seeking the transfer of admission of a student to a particular school shall be grounds for rejecting the request for transfer or admission and may result in a referral to law enforcement agency.

**SCHOOL ADMISSIONS (JBC)**

**Entrance Age for Kindergarten**

A child must have reached his/her fifth birthday on or before September 30<sup>th</sup> to be eligible to enter kindergarten. The board requires that every child, as a prerequisite to enrollment in any first grade of public school, shall have attended a full day public or private kindergarten for a full year or shall have satisfactorily passed an academic readiness screening administered by the school system prior to the time of enrollment for the first grade.

**Enrollment of Transfer Students**

A student must have a completed withdrawal form from his/her previous school.

**Enrollment of Kindergarten Students from Within the Parish (JBCA)**

All children entering the Vermilion Parish Kindergarten Program shall comply with regulations concerning physical examinations, immunizations, and admissions.

It is recommended that all candidates for kindergarten attend pre-school round-up during the spring preceding enrollment. All kindergarten children who are residents of Vermilion Parish shall enroll on the day prescribed for kindergarten enrollment. In the event of illness or extenuating circumstances, the school shall be so informed.

Kindergarten is a structured readiness program. The first two (2) weeks of school are an important adjustment period for each child and the class. It is very frustrating for each child, the class, and the teacher to make continual adjustments for new students.

Students who are residents of Vermilion Parish and have not availed themselves of the opportunity of enrollment within ten (10) school days after the beginning of school shall not be enrolled until they are referred to the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor for evaluation procedures. After determining readiness for kindergarten, the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor shall submit the decision for entry to the Superintendent for approval.

**Enrollment of Kindergarten Students from Outside the Parish (JBCAB)**

A kindergarten age child moving into the parish shall be permitted to enroll in the Vermilion Parish Kindergarten Program if he/she was enrolled in a state approved program immediately prior to moving into the parish. He/she shall comply with regulations concerning physical examinations, immunizations, and admissions.

A kindergarten age child moving within the parish after the first two (2) weeks of school and who has not been enrolled in a state approved program may be referred to the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor for evaluation procedures. After determining readiness for kindergarten, the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor shall submit the decision for entry to the Superintendent for approval.

**ATTENDANCE/DRESS CODE**

**COMPULSORY ATTENDANCE AGES**

Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the compulsory school attendance law.

Failure to abide by the compulsory school attendance law or continued misbehavior at school may result in a referral to Families in Need of Service (FINS) which is a state mandated program supervised by the 15<sup>th</sup> Judicial District Court. FINS attempts through contract, to help alleviate the problems that may be related to poor attendance or misbehavior at school. A breach of the FINS contract may result in a mandatory

court session. Students in grades K through 5 who accumulate excessive absences will be referred to the Truancy Assessment and Service Center (TASC), a division of FINS. Truancy problems will be handled in a similar manner to that of FINS.

**Louisiana law provides that the parent or guardian of any child who is absent or tardy (unexcused) more than five times in a school semester may be prosecuted in a court of law. (Act 745 of 2008)**

Louisiana law provides that the attendance of all school pupils shall be checked each school day and at the beginning of each class period. No elementary or secondary student is permitted for any reason or reasons to absent himself during the school day upon his own authority.

If a child of compulsory school age was a resident of this parish when school opened and entered late without having attended another public school or private school during the current school session either in or out of the parish, a statement is needed from the parents or guardian giving reasons why the child has not been in school. If these reasons are not satisfactory, the matter shall be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper authority.

A student over the age of compulsory school attendance may be transferred from the school to adult education for disciplinary problems, including poor attendance, under RS 17:224.B.

### **ATTENDANCE POLICY**

Attendance helps to foster an attitude of responsibility and is essential to the instructional program. A student not yet **18** years of age comes under Louisiana Law, Act 109 of 1964, LA RS 17:221, which states that the parent/guardian is responsible for the student's regular attendance in school and can be held accountable by the courts if a referral becomes necessary.

A student is considered to be in attendance when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This includes students who are homebound, assigned to and participating in drug rehabilitation programs or participating in school-authorized field trips. A student is considered to be in attendance based on the following percentage of attendance at school during an instructional day: 25% or less than or equal to 50% (26% to 50%) = ½ day attendance; more than 50% (51% to 100%) = full day attendance.

The following are guidelines for absenteeism. All absences are classified as follows:

#### **Non-Exempted, Excused Absence(s)**

Absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

#### **Exempted Excused Absence(s)**

Absences which are not considered for purpose of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. These are absence(s) with doctor's excuse (returned within three days of absence), and/or other special reasons as authorized by the principal. An excused absence allows a student to make up work for the days missed.

#### **Unexcused Absence(s)**

Any absence(s) not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

#### **Suspension**

A non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purpose of truancy. Students absent from school as a result of any suspension shall be counted as absent.

All absences (Non-Exempted, Excused Absence(s), Unexcused and/or Suspension, Codes E, U, S) are counted (Except Extenuating Circumstances) in carrying out the following state and parish guidelines for high school and elementary students. These absences are counted against the attendance criteria for school credit or promotion. Codes D and N do not count against the attendance criteria. (D) means doctor's excuse and (N) means extenuating circumstances.

The only exception to the attendance regulation shall be the enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance:

#### **Extenuating Circumstances**

1. Extended personal, physical or emotional illness as verified by a physician or dentist.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician or dentist.
4. Extended contagious disease within a family as verified by a physician or dentist.
5. Observance of Special and recognized Holidays of the student's own faith.
6. Military deployment/leave of parent.

The only other exception to the attendance regulation shall be other absences that are verified by the Principal or his/her designee as follows:

1. Prior school system approved travel for education.
2. Death in the family (not to exceed one week---i.e. death certificate or obituary).
3. Natural catastrophe and/or disaster.
4. Court ordered subpoenas and documented legal matters.
5. Absences due to school approved activity. Students shall be considered present and shall be given the opportunity to make up work.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal with the Vermilion Parish Attendance Review Panel.

**THE STUDENT MUST BRING A WRITTEN EXCUSE TO THE PRINCIPAL OR HIS DESIGNEE IN ORDER TO OBTAIN AN ADMIT SLIP WHICH WILL INDICATE EXCUSED OR UNEXCUSED ABSENCE(S). ALL DOCUMENTATION OF EXCUSED AND UNEXCUSED ABSENCE(S) IS KEPT ON FILE AT THE SCHOOL LEVEL.**



**ALL EXCUSES SHALL BE WRITTEN BY A PARENT/GUARDIAN OR PHYSICIAN AND RETURNED TO THE PRINCIPAL OR HIS DESIGNEE WITHIN THREE (3) DAYS OF THE STUDENT'S RETURN TO SCHOOL. EXCUSES RETURNED AFTER THREE (3) DAYS ARE UNEXCUSED.**

**Attendance Criteria**

All absences are counted in carrying out state and parish guidelines for high school and elementary students. High school students can miss no more than six (6) days in a semester course or twelve (12) days in a full year course to be eligible for credit. At the end of the semester or school year, the school will determine if credit is to be granted for semester/full year courses. Those students who have been denied credit will have the opportunity to appeal by appearing with their parent/guardian before the Vermilion Parish Attendance Review Panel within one week after the end of the first semester or two weeks after the end of the school year.

An elementary student can miss no more than twelve (12) days per year to be eligible for promotion. At the end of the school year, the school will determine if promotion is denied. Those students who have been denied promotion due to excessive absences will have the opportunity to appeal by appearing with their parent/guardian before the Vermilion Parish Attendance Review Panel. Appeals must be made within two weeks after the end of the school year.

This policy is intended to help you, the parent/guardian, give your child an opportunity to obtain the best education possible. If you have any questions, please call your school principal or the Child Welfare and Attendance office.

**STUDENT DRESS CODE (JCDB)**

The Vermilion Parish School Board has set forth the following guidelines for grades Pre-K through 12 concerning mandatory uniforms, student dress, and appearance. These guidelines seek to foster an environment which promotes respect for authority, increased safety for students and staff, and preparation for students to enter into the workforce.

The final decision as to the appropriateness of attire and appearance will be made by the principal. Therefore, prior to purchasing a particular style of attire which is neither specifically prohibited in these guidelines, contact the principal's office of the school where your child attends in order to ensure that the particular style of attire you plan to purchase meets the approval of the school's principal. Any student who violates the dress code will be subject to disciplinary action.

**I. Guidelines for Student Uniforms (Grades Pre-K – 12)**

Students who transfer into Vermilion Parish will be allowed two weeks to purchase uniforms and comply with the policy.

The principal may designate certain days throughout the year as school spirit days celebrating school sports or school-sponsored days when a spirit or club shirt may be worn with the mandatory uniform bottoms or jeans.

On special occasion days such as Parish Government Day, Elocution Contest, etc., the school uniform does not have to be worn, but the clothing must meet the approval of the principal and the guidelines for student dress.

**A. Pants**

1. Color must be designated khaki or navy.
2. Pants may have pleats or straight fronts. Denim, corduroy, or blue jean materials are not allowed.
3. All pants must have belt loops except Pre-K and Kindergarten students who may wear pull-on pants.
4. No pockets are allowed on legs.
5. Pants cannot be worn lower than the top of the hipbone.
6. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on pants can be no larger than 1 ½ inch by 1 ½ inch.
7. Slabbing, baggy pants, distressed jeans, capri, knickers, biker pants, leggings, bell bottoms, patch pockets, hip huggers, low riders, bottom slits, or boxers are prohibited.

**B. Shorts**

1. Color must be designated khaki or navy.
2. Shorts may have pleats or straight fronts. Denim, corduroy, or blue jean materials are not allowed.
3. All shorts must have belt loops except Pre-K and Kindergarten students who may wear pull-on shorts.
4. Only inset pockets are allowed. No pockets are allowed on legs.
5. Shorts cannot be worn lower than top of the hipbone.
6. Length must not exceed six inches above the floor when in a kneeling position nor two inches below the top of the knee when in a standing position.
7. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on shorts can be no larger than 1 ½ inch by 1 ½ inch.

**C. Skorts**

1. Color must be designated khaki or navy.
2. Skorts may be pleated or straight. Denim, corduroy, or blue jean materials are not allowed.
3. Skorts cannot be worn lower than the top of the hipbone.
4. Length must not exceed six inches above the floor when in a kneeling position nor two inches below the top of the knee when in a standing position.
5. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on skorts can be no larger than 1 ½ inch by 1 ½ inch.

**D. Skirts**

1. Color must be designated khaki or navy.
2. Skirts may be pleated, straight, or A-line. Denim, corduroy, or blue jean materials are not allowed.
3. Length must not exceed six inches above the floor when in a kneeling position, but skirts may be worn to the ankle.
4. Any color shorts may be worn under skirts as long as the shorts are not visible.
5. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on skirts can be no larger than 1 ½ inch by 1 ½ inch.

- E. Jumpers
  - 1. Color must be designated khaki or navy.
  - 2. Jumpers may be pleated, straight or bid. Denim, corduroy, or blue jean materials are not allowed.
  - 3. Length must not exceed six inches above the floor when in a kneeling position, but jumpers may be worn to the ankle.
  - 4. Uniform shirts must be worn under the jumpers.
  - 5. Any color shorts may be worn under jumpers as long as the shorts are not visible.
  - 6. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on jumpers can be no larger than 1 ½ inch by 1 ½ inch.
- F. Shirts
  - 1. Color must be navy, white, red or black.
  - 2. Shirts are to be polo style (short or long sleeve) with 2 or 3 buttons and a collar or oxford type (short or long sleeve). Denim, corduroy, or blue jean material is not allowed.
  - 3. Shirts must be tucked in at all times.
  - 4. No emblems, monograms, contrasting stitching are allowed.
  - 5. Polo style shirts that include school logo shall be purchased from the school/school organization.
- G. Uniform T-shirts (Only applies to high school and at the discretion of middle school principals)
  - 1. Color must be navy, white, red, black, or school colors.
  - 2. Shirts shall be purchased from the school and shall include any combination of the following: school logo, school name, school initials, or school mascot.
  - 3. Shirts may have the P. B. I. S. behavioral expectations.
  - 4. Uniform T-shirts that include school logo shall be purchased from the school/school organization.
- H. Undershirts
  - 1. Color must be solid navy, gray, white, red, or black.
  - 2. Undershirts must be tucked into the uniform bottom.
- I. Sweatshirts, Hoodies, and ¼ zip pullovers
  - 1. Color must be solid navy, white, red, gray, black, or spirit/school team sweatshirts.
  - 2. No emblems, monograms, or contrasting stitching are allowed except for logos/emblems approved by school.
  - 3. Sweatshirts may be worn over polo or oxford during cold weather. It may be worn out of the pants.
- J. Coats
  - 1. No trench coats allowed on campus.
  - 2. Final decision as to appropriateness of coat determined by principal.
- K. Belts
  - 1. Color must be black, brown, khaki or navy.
  - 2. Belts must be worn at all times in grades 1-12. The entire belt must be worn within the loops.
- II. Guidelines for Student Dress and Appearance (Grades Pre-K – 12)
 

Any clothing or apparel that is unsafe, dangerous, and distracting to the educational process or a health hazard is unacceptable.

  - A. Tops – See-through, tight fitting, or that which exposes the mid-section are prohibited. This shall include, but not be limited to halter tops, crop tops, tank tops, sun dresses, spaghetti straps, noodle straps, and mesh tops, etc.
  - B. Pants – Slabbing, baggy pants, distressed jeans, capri, knickers, biker pants, leggings, bell bottoms, patch pockets, hip huggers, low riders, bottom slits, boxers, **or jeggings and joggers** are prohibited.
  - C. Emblems and/or insignias – The promotion of profanity, obscenity, drugs, alcohol, tobacco, gang, wrestling related symbols, or hate type slogans, etc. are prohibited.
  - D. Shoes – Flip-flops, slippers, thongs, backless shoes, and beach shoes are not permitted. Shoes requiring laces must have the laces, and they must be kept tied. Shoes are required to have a full back. Any other shoes deemed unsafe, as recommended by the Vermilion Parish Principals' Association and approved by the Vermilion Parish School Board, are also not permitted.
  - E. Headdress – Hats, caps, wave caps, hoods, or any other headdress worn in school buildings during the school day are prohibited.
  - F. Sunglasses – Sunglasses/contact lenses, of extreme style or color may not be worn on school campuses during the school day.
  - G. Tattoos – Inappropriate visible tattoos are prohibited.
  - H. Hair – Extremes in hair style or color disruptive to the educational process are prohibited. Hair should be clean and well groomed. Facial hair should be neatly groomed. The fashion of some symbols cut into short hair cuts are allowed at the discretion of the principal using II (C) as a guideline.
  - I. Jewelry – Spiked choke collars, chains on pants, occult type jewelry, or anything distracting to the educational process are prohibited. Earrings are allowed in the ears only. However, distracting or dangling earrings are not allowed. No visible body piercing jewelry is allowed anywhere on the body. All ear gauges must be solid and not to exceed 5/8 of an inch. No hollow plugs, hanging gauges, spirals, earlets, tunnels, tapers, pinchers and tusks are allowed.
- III. Guidelines for Non-Compliance
 

Failure to comply with the guidelines for dress, appearance, or uniforms will result in parental contact by the school. Further non-compliance may result in one or all of the following: in-school suspension or suspension from school.

### Student Dress Codes for Special Events

- I. High School Prom and Homecoming:
 

Prom is a formal event and only formal attire will be allowed. While the Vermilion Parish School Board will be reasonable in its interpretation, students should know they will not be allowed into the dance if they are not dressed properly. If students are uncertain whether or not the attire is acceptable, they should turn in a picture of themselves in the dress or other attire to an administrator at least seven days prior to the event for approval. Students can request an appeal to CWA no later than five days before event.

Girls:

- Dresses may be strapless; however, they may not be cut below the bust-line in the front. (This includes cut outs below the bust line.) No excessive cleavage will be permitted.
- Appropriate undergarments must be worn with your dress or top (built-in or separate).
- Dresses must cover a girl's mid-section fully. Netting, mesh, illusion, chiffon or any other see-through material in the bodice of the dress is not acceptable. Two-piece dresses/outfits must not expose any flesh at the mid-section of the body (front and side).
- Dresses may not have a slit that exceeds mid-thigh. This includes side, front, and back slits.
- Dresses may be backless as long as they are not cut below the height of the navel.
- The hemline must not exceed seven inches above the floor when in a kneeling position.
- Shawls, boleros, cardigans or wraps are acceptable.
- In the event of an inappropriate dress, administration can require the student to wear a cover-up before entering the event.
- Dress shoes are recommended. Sandals, cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.

Boys:

- Young men are expected to wear formal evening attire such as a tuxedo, suit with tie/bow-tie, or sport coat with slacks and a tie/bow-tie.
- Shirts must be long-sleeved, dress shirt with a collar.
- Top hats, canes, and gloves are allowed.
- Appropriate dress shoes must be worn. Cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
- Jackets and vest may be removed, but shirts may not be removed.
- For HOMECOMING ONLY – Tuxedos, suits, sports coats, jackets, and ties/bow-ties are appropriate but not mandatory.

Unacceptable Items:

- Bandannas or sweat bands
- Baseball caps
- Transparent attire (see-through clothing)
- T-shirts, jeans, cargo pants, or shorts
- Attire that in any way portrays alcohol, tobacco, gang insignia, violence, guns/weapons, drug/drug use.
- Any other item declared unacceptable by administration

II. Awards Night, Ring Ceremony, Senior Night, Athletic Banquet, Band Night:

While the Vermilion Parish School Board will be reasonable in its interpretation, students should know they will not be allowed into the event if they are not dressed properly. If students are uncertain whether or not their attire is acceptable, they should turn in a picture of themselves in the outfit or bring the clothing in to an administrator at least seven days prior to the event for approval. Students can request an appeal to CWA no later than five days before event.

Girls:

- Ladies are expected to wear slacks and a blouse, a dress, or a skirt and a blouse.
- The hemline must not exceed seven inches above the floor when in a kneeling position.
- Tops may not be cut below the bust-line in the front. No excessive cleavage will be permitted.
- Appropriate undergarments must be worn with your dress or top (built-in or separate).
- The back of the top should scoop no lower than the bra line.
- Straps must be at least one and a half inches on the shoulder. One shoulder strap tops are allowed. Spaghetti straps are not permitted.
- Shawls, boleros, cardigans or wraps are acceptable.
- Outfits should not be see-through or made of illusion material.
- Dresses must be lined or worn with a slip.
- Dress shoes are recommended. Sandals, cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
- For ATHLETIC BANQUET ONLY – Jeans are allowed.

Boys:

- Young men are expected to wear a dress shirt and dress pants or slacks.
- Shirts must be a dress shirt with a collar.
- Suits, sport coats and ties/bow-ties are optional.
- Appropriate dress shoes must be worn. Cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
- For ATHLETIC BANQUET ONLY – Jeans are allowed.

Unacceptable Items:

- Bandannas or sweat bands

- Baseball caps
- Transparent attire (see-through clothing)
- T-shirts, jeans, cargo pants, or shorts
- Attire that in any way portrays alcohol, tobacco, gang insignia, violence, guns/weapons, drug/drug use.
- Any other item declared unacceptable by administration

### III. Eight Grade Social, Awards Night, Band Night:

While the Vermilion Parish School Board will be reasonable in its interpretation, students should know they will not be allowed into the event if they are not dressed properly. If students are uncertain whether or not their attire is acceptable, they should turn in a picture of themselves in the outfit or bring the clothing in to an administrator at least seven days prior to the event for approval. Students can request an appeal to CWA no later than five days before event.

Girls:

- Dresses may have sleeves or at least one and a half inch straps on the shoulder. One shoulder strap tops are allowed. Spaghetti straps are not permitted.
- Long formal dresses are not permitted.
- Jeans are not permitted.
- The hemline must not exceed seven inches above the floor when in a kneeling position.
- Tops may not be cut below the bust-line in the front. No excessive cleavage will be permitted.
- Appropriate undergarments must be worn with your dress or top (built-in or separate).
- The back of the top should scoop no lower than the bra line.
- Shawls, boleros, cardigans or wraps are acceptable.
- Outfits should not be see-through or illusion material.
- Dresses must be lined or worn with a slip.
- Dress shoes are recommended. Sandals, cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.

Boys:

- Young men are expected to wear a dress shirt with a collar and dress pants or slacks.
- Jeans are not permitted.
- Appropriate dress shoes must be worn. Cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
- Suits, sport coats and ties/bow-ties are optional.

Unacceptable Items:

- Bandannas or sweat bands
- Baseball caps
- Transparent attire (see-through clothing)
- T-shirts, jeans, cargo pants, or shorts
- Attire that in any way portrays alcohol, tobacco, gang insignia, violence, guns/weapons, drug/drug use.
- Any other item declared unacceptable by administration

## STUDENT HEALTH SERVICES

**IMMUNIZATION POLICY** – Statute LA R. S. 17:170, GBRAA, JGCCA –

1. All students entering school for the first time shall present evidence of completed immunization records.
2. All students entering the sixth grade shall present evidence of age appropriate up-to-date immunizations.
3. All students entering the sixth grade, or eleven year olds in any other grade, must provide proof of immunization for measles, mumps, rubella, diphtheria, tetanus, whooping cough, poliomyelitis, meningococcal disease, and hemophilus influenzae Type B invasive infections. Exceptions to this requirement will be accepted only through a written statement by the physician or written dissent. These immunizations records shall be obtained from the state health unit system or a private physician.

**BREAST SELF-EXAMINATION – ACT 789** – Statute LA R. S. 17:2112, Louisiana State law requires the teaching of “BSE”, Breast Self-Examination. Also included in the law is the necessity of teaching the importance of the Pap Smear Test.

**VISION AND HEARING SCREENING PROGRAM** – Bulletin 1508, Section II – Screenings are conducted each year. Referrals can be made by any teacher regardless of grade if a problem is suspected at any time of the year.

**HEALTH ISSUES** – Any documented medical condition and/or symptoms that may indicate a medical problem should be reported to the school nurse. Other concerns (e.g. personal hygiene) which may present a health issue can also be reported to the school nurse for intervention.

**COMMUNICABLE DISEASE CONTROL POLICY** – GBRAA, JGCCA – When reliable evidence or information from a public health officer or physician confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether the affected person will remain in the school or employment setting will be addressed on a case by case basis by a review panel to ensure due process. Communicable disease spread by casual contact (e.g. impetigo, scabies, ringworm) will be assessed by a school nurse and referred to parent for assessment by physician.

**POTENTIALLY CONTAGIOUS ILLNESS** – Students who are vomiting, have diarrhea (2 or more watery stools) or running fever of 100° F (orally) or higher will be sent home from school. Students are not readmitted to school until they are symptom free for 24 hours from the onset of symptoms. Any student who becomes ill at home must not attend school until the student is free from fever, diarrhea or vomiting for 24 hours.

**LICE POLICY** – JGC, JGF, - Any student excluded from school for lice infestation shall have excused absences not to exceed three days (per occurrence).

**MEDICATION POLICY** – Statute LA R. S. 17:436.1, JGCD:

**Policy is subject to change by the school board during the school year. Any changes will be posted to the Vermilion Parish School Board website.**

*The Board shall regulate the administration of medications during school hours by means of the policy which follows:*

**ADMINISTRATION OF MEDICATION: GENERAL PROVISION**

- A. Medication as defined by Webster’s dictionary is 1) substance or preparation used in treating disease 2) substance (as a drug or potion) used to treat something other than disease.
- B. Oral school medication orders shall be limited to medication which cannot be administered before or after school hours. Medication will be administered during a time period established by the school at midday. No medication will be administered at any other time unless there are special circumstances which are approved by the school nurse.
- C. Except in life threatening situations, trained unlicensed school employees may not administer injectable medications.
- D. Other routes of medication administration such as transdermal, topical, or rectal may be required in extenuating circumstances. These medications may be administered by trained licensed school personnel as delegated by the school registered nurse.
- E. New protocols are to be developed as deemed necessary by the school registered nurse.
- F. All medications shall be stored in a secured, locked area or locked drawer with limited access except by authorized personnel.
- G. Medication which may be administered by properly trained school employees:
  1. Medication to modify behavior (e.g. Ritalin Methylphenidate (generic Ritalin))
  2. Seizure medication
  3. Asthma medication
  4. Allergic reaction medication
  5. There will be extenuating circumstances requiring medication not listed in the above categories. A determination on the administration of medication not listed above will be made by the school nurse after reviewing medical documentation (e.g. Tylenol, aspirin for migraine headaches.)
  6. Antibiotic and other short term medication **will not** be given at school.
  7. Herbal or all natural OTC substances used to treat something other than disease will not be given at school.
  8. Other routes of medication administered such as eye drops, ear drops, or nasal spray will not be administered by school personnel.
  9. All aerosol medications shall be delivered to the school in premeasured dosage.
  10. No more than a 35 school day supply of medication shall be kept at school.
- H. Each student shall be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- I. During the period when the medication is administered, the person administering the medication shall be relieved of all other duties.
- J. Self-medication will be allowed under certain circumstances as determined by the school nurse. Examples are as follows:
  1. Asthma inhaler
  2. Emergency allergy medication (Epi Pen)
  3. Diabetic medication
  4. Ear drops, eye drops, nasal spray

**WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS AND INFORMATION**

- A. Medication shall not be administered to any student without an order from a Louisiana licensed or bordering states physician or dentist. Written orders will only be accepted on a state mandated medication administration form.
- B. Prescription/Non Prescription medication shall be provided to the school by the parent/guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
  1. Name of pharmacy
  2. Address and telephone number of pharmacy
  3. Prescription number/manufacture’s lot or batch number
  4. Date dispensed
  5. Name of student
  6. Clear directions for use, including the route, frequency, and other as indicated
  7. Drug name and strength
  8. Last name and initial of pharmacist
  9. Cautionary auxiliary labels, if applicable
  10. Physician/dentist’s name

**PRINCIPAL**

- A. The principal in conjunction with the school nurse, shall designate at least two employees to receive training for administering medications in each school.

**TEACHER**

- A. The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medication to students. A teacher may request in writing to volunteer to administer medications to his/her own students.

### **SCHOOL NURSE**

- A. The school nurse in collaboration with the principal shall supervise the implementation of the school policies for the administration of medications in schools to insure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of unlicensed school personnel who have been designated by each principal to administer medications in each school. The training shall be at least six hours and include, but not be limited to the following provisions:
  - 1. Proper procedures for administration of medications including controlled substances
  - 2. Storage and disposal of medications
  - 3. Appropriate and correct record keeping
  - 4. Appropriate actions when unusual circumstances **or** medication reactions occur
- C. The school employed registered nurse shall assess the health status of the specific child in his/her specific education setting to determine that the administration of the medication can be safely performed by and delegated to unlicensed trained personnel.
- D. According to the Louisiana State Board of Nursing, unlicensed trained school personnel are administering medication under the registered nurses license. The registered nurse retains the accountability and liability of the student who receives medication during the school day.

### **PARENT/GUARDIAN**

- A. The parent/guardian who wishes medication administered to his/her student shall complete the necessary paperwork with the school employed registered nurse.
  - 1. Written orders are needed for all medications to be given at school, including annual renewals at the beginning of the school year and whenever there is a change in directions for administration of the medication.
  - 2. Arrangements for the safe delivery of the medication by a responsible adult to and from school in the original labeled container as dispensed by the pharmacist. No student is allowed to transport medication.
- B. Administration of nebulizer treatments require nursing judgment and observation, therefore nebulizer treatments will not be administered by school personnel. A parent or guardian may come to administer the treatment to their child.
- C. The initial dose of a newly prescribed medication shall be administered by the student's parent/guardian outside the school jurisdiction within no less than twenty-four (24) hours prior to student's appearance at school.
- D. The parent/guardian shall also work with those personnel designated to administer medication as follows:
  - 1. Cooperate in counting the medication with the designated school personnel who receives it and sign the medication log.
  - 2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning and suggestions for liquids or foods to be given with the medication. The parent or guardian will be responsible for providing liquids or feeds as needed.
  - 3. Assist in the development of the Medication Administration/Emergency plan for each student.
  - 4. Grant permission for school nurse/physician consultation and communication and for school personnel to call the physician during an emergency involving the student.
  - 5. Remove or give permission to destroy unused, contaminated, discontinued or out- of- date medications. No medication is to be left at school over the summer vacation and will be destroyed one week following the last day of school.
- E. Only medication prescribed by a licensed Louisiana or bordering state physician or dentist will be accepted.
  - 1. The parent may come to school to administer the medication.
  - 2. The parent may make arrangements with a member of his/her own family to administer the medication at school.

### **UNLICENSED TRAINED PERSONNEL**

- A. An employee shall have the right to request another school board employee to be present while he/she is administering medication to a student in order to serve as a witness.
- B. Individuals who are required to administer medication and have been trained according to the provisions of this section may not decline to perform such service at the time indicated except as exempted for reasons as noted in writing by the licensed medical physician or the registered nurse. The reasons for such exemptions shall be documented and certified by the licensed medical physicians or the registered nurse within seventy-two hours of the request for the exemption.

### **ADMINISTRATION OF MEDICATION ON FIELD TRIPS**

- A. Unlicensed trained employees will not be routinely scheduled to accompany students on field trips. However, if an unlicensed trained employee is in attendance on the field trip, he/she may administer medication to students. Medications administered during field trips require all of the conditions and documentation that any other medication administered at school requires.
- B. For field trips which occur in the absence of an unlicensed trained employee that parent may meet the group at a specific location and administer the medication, or the parent may decide to have the student skip that dose of medication.

### **MEDICATION ERRORS/INCIDENTS**

- A. In the event of a medication error, a medication incident report will be completed.
  - 1. He/She is to immediately notify the principal and school nurse.
  - 2. The principal and school nurse will notify the parent.
- B. In the event of a needle stick incident, the Department of Health and Hospitals policy will be followed.
  - 1. The employee involved is to immediately notify the principal and school nurse.

### **STUDENT CONFIDENTIALITY**

- A. All student information shall be kept confidential.

## DISCIPLINE

### DISCIPLINE PROCEDURES FOR VERMILION PARISH

Because the Vermilion Parish School Board is legally responsible to maintain a proper learning environment, it has adopted disciplinary guidelines for students. It is also the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. It is the final responsibility of the principal to maintain discipline at each school or at any school function.

#### **Corporal Punishment Policy (JDA)**

The use of corporal punishment by administrators and teachers is authorized when such punishment is administered in a reasonable manner. *Provided, however, that corporal punishment shall not be administered to any student with an Individual Education Plan or an Individual Accommodation Plan.* The following guidelines are to be followed when administering corporal punishment:

1. Corporal punishment should be used after other methods of discipline have failed.
2. Procedural due process must be used before administering corporal punishment.
3. An adult witness must be present when corporal punishment is administered.
4. *Corporal punishment shall be limited to paddling.* Any paddle to be used in administering corporal punishment should be made of wood fourteen (14) to fifteen (15) inches long, six (6) inches wide and one-half (1/2) inch thick.
5. Any paddling must be applied to a student's posterior for a maximum of five (5) times.

#### **Student Discipline, Suspension, Expulsion Policy (JD)**

The Vermilion Parish School Board and its employees feel that this discipline plan will provide a safer, healthier, and happier atmosphere for children to learn. "Every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school; or during intermission or recess". R. S. 17:416 A (1) (a)

In accordance with R. S. 17:416 A (2), any teacher or other school employee is permitted to report to the appropriate principal/administrator any alleged student discipline violation on the School Behavior Report/School Bus Behavior Report form as provided by the State Department of Education. The principal shall return a completed copy of this form to the teacher or other school employee who initiated the referral indicating corrective action taken within 48 hours (excluding non-work days) of the time it was submitted to the principal.

- This discipline program is mandatory for grades 4-12 and discretionary for grades K-3 (mandatory for K-5 for firearms and drugs).
- This policy shall apply to all school campuses, school buses, or during any school-sponsored function or activity.
- During the period of an out-of-school suspension the student shall complete assignments and shall receive credit for that work which was completed satisfactorily and timely as determined by the principal or his designee, upon the recommendation of the pupil's teacher; however, the teacher shall not be required to interrupt class instruction time to prepare any such assignments.
- During the period of an expulsion, the student cannot participate in or attend any school activity and receives no credit for work pursued or tests given.
- In accordance with R. S. 17:416.12, students in grades K-5, who violate the "Yes, Ma'am", No, Ma'am" law cannot be suspended or expelled but can be disciplined following existing school policy.
- Failure to sign the annual statement of compliance by a parent/guardian will result in documentation of the refusal by the principal, and a copy of it will be sent to the Supervisor of Child Welfare and Attendance.
- Failure to sign the annual statement of compliance by a student will result in disciplinary measures according to current school policy.

#### **Loss of Driving Privileges**

Any student expelled, suspended for more than ten days or assigned to VPAP for more than ten days for violations of rules dealing with drugs, alcohol, or other illegal substances, firearms or assault or battery on a member of the school faculty or staff, shall have their driving privileges suspended for one year by the State of Louisiana. (LSA – R. S. 32:431)

Any student between the ages of fifteen and eighteen who is deemed absent or tardy (unexcused) more than five times within any month or who drops out of school may be denied driving privileges by the State of Louisiana. (Act 688 of 2008)

#### **Category I – Principal shall suspend indefinitely (pending an expulsion hearing) and shall recommend expulsion:**

1. Arson\*
2. Robbery\*
3. Extortion\*
4. Bomb threat\*
5. Instigating or participating in a riot\*
6. Aiding and abetting another student in committing an offense in this category\*
7. Possession, possession with intent to distribute, or distribution of any controlled dangerous substance\*
8. Possession and/or use of tobacco, smoking object or device (third offense) (report to law enforcement if student is under 18 years of age)\*
9. Alcohol – possession, distribution, or a student under the influence of alcohol (second offense) \*
10. Intoxication (second offense) \*
11. Possession of other dangerous instrumentalities (without permission from the principal)
12. Possession of a firearm on a school campus, on a school bus, or any school related activity. \*
13. Possession of a knife with a two inch or longer blade (Grades PreK-5 and less than 11 years old, principal – may recommend expulsion, but it is not required) \*
14. Possession of any object constituting a reasonable facsimile of a dangerous weapon
15. Sexual offenses as defined in Title 14 of the LA Revised Statutes\*
16. Instigating, inciting or participating in a fight (second offense, middle and high school) \*
17. Commission of aggravated battery\*
18. Commission of second degree battery\*
19. Assault and/or battery on any school board member, school employee, volunteer worker/chaperon, or other adult\*

**\*The principal shall report this offense to the appropriate law enforcement agency.**

**Category II – Principal shall place in (in-school suspension and/or suspend from school and/or may recommend expulsion):**

1. Leaving the school premises without permission
2. Major disrespect toward any school board member, school board employee or volunteer worker or chaperon, including verbal abuse, obscene or indecent gestures, propositions, or exhibitions
3. Burglary\*
4. Assault or battery on any other person not enumerated in section I, #19 the above. Self Defense-The doctrine of self defense is defined as right of an individual to respond to force with reasonable force, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self protection, not retaliation. This principal/designee shall determine the applicability of self defense in each incident and shall apply it in accordance with this policy. \*
5. Threatening a school employee
6. Aiding and abetting another student in committing an offense in this category (reportable if a criminal offense) \*
7. Sexual misconduct and/or sexual harassment\*
8. Possession of drug paraphernalia\*
9. Possession, possession with intent to distribute, or distribution of any hallucinogens \*
10. Possession and/or use of tobacco, smoking object or device (first offense- one day OSS and two days ISS) (second offense- three days OSS and two days ISS) Report to law enforcement if student is under 18 years of age. \*
11. Possession of lighters, matches or other incendiary devices
12. Possession of alcohol and/or under the influence of, or distribution (first offense-two days OSS and three days ISS for middle and high school.) \*
13. Intoxication (first offense) a combination not to exceed five days of suspension\*
14. Persisting in serious acts of disobedience or misconduct
15. Criminal damage to personal property or school property (vandalism). \*
16. Theft or illegal possession of stolen things\*
17. False activation of a fire alarm\*
18. Instigating, inciting or participating in a fight. (1<sup>st</sup> offense – two days OSS and two days ISS for middle and high school.) \*
19. Possession, possession with intent to distribute, or distribution of any controlled substance (prescription medication). Provided, however, any student in mere possession of a controlled substance prescribed to him/her may be subject to in-school suspension, or out-of-school suspension
20. Possession and/or use of any explosive device, including fireworks\*
21. Possession of ammunition\*
22. Possession of pornography
23. Possession of cellular phone, beeper, CD player, radio, IPOD, MP3 player, camera, smart watch (ex. *Apple* watches), or any electronic communication device during regular school hours or upon any school bus. The only exceptions (1) This prohibition shall not apply to such device located in a personal motor vehicle. (2) This prohibition shall not apply to any such device used on a bus for extra or co-curricular trips which exceed regular school hours. Such use shall be permitted at the discretion of the coach, sponsor, or chaperone of the event. Ear phones must be used for the following: CD player, radio, IPOD, MP3 player, or any other electronic devices which may be disruptive to the bus driver or students. (3) This shall not apply to any such device given by the authority of a principal for special situations. (Ex. A camera for the use of Year Book Pictures). **(4) This shall not apply to any authorized medical device worn by a student. (5) This shall not apply in the event of an emergency.** On 1<sup>st</sup> offense violation, the device will be retained by the school administrator for five (5) school days and will be released only to the parent or guardian of the student. **Middle and high school students will also receive an in-school suspension for up to 2 (two) days.** Upon 2<sup>nd</sup> offense violation, the device shall be retained by the school administrator for the remainder of the school year. Students shall surrender the device to school administrator when directed to do so. Failure to comply with this directive will result in an out of school suspension for three (3) days; second failure to comply in the same school year may cause a recommendation for expulsion. **The Vermilion Parish School Board is not responsible for any electronic devices that are brought to school. This includes, but not limited to, lost, broken, damaged or stolen electronic devices.**
24. **Unauthorized use of the cameras, video or audio function of an electronic device.**
25. Posting or distribution of unauthorized pictures or videos
26. Student bypassing School Board Internet filter
27. Bullying and or cyberbullying
28. Engaging in any other act which constitutes a violation of local or state law and which is not otherwise enumerated herein\*
29. Upon the fourth suspend-able offense
30. Commission of any other serious offense
31. Threatening another student
32. *Possession of a knife with a blade less than 2 inches. Provided that expulsion should not be recommended unless the knife is used to harm threaten harm.*
33. Defacing bus or destroying bus property
34. Failure to serve assigned consequences
35. Unauthorized use of Technology
36. Misusing the Internet
37. Re-Admission Contract Violation

\* The principal shall report this offense to the appropriate law enforcement agency.

**Category III – Principal may place in (in-school suspension and/or suspend from school):**

1. Willful disobedience
2. Intentional disrespect to a school board employee, volunteer worker, or chaperon
3. An unfounded charge or accusation against any school board member, school employee, volunteer worker or chaperon
4. Failure to perform a class assignment
5. Immoral or vicious practices



6. Conduct or habits injurious to associates
7. Disturbing the school, disrupting the orderly process of class instruction and/or habitually violating any rule
8. Not having proper material, supplies and equipment needed for participation
9. Not dressing out for PE
10. Violation of school dress code, provide that no student enrolled in grades pre-k through 5<sup>th</sup> shall be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.
11. Uses profane and/or obscene language or indecent gestures
12. Writing or drawing obscene pictures in or on any school material or any public school premises and school bus
13. Propositions or exhibitions to other students
14. Throwing objects where injury to others is foreseeable
15. Horseplay
16. Violating traffic and safety regulations
17. Leaving a classroom or school activity or being in an area without permission
18. Habitual tardiness or absenteeism
19. Cutting class / playing hooky
20. Improper physical contact
21. Use of intimidation, coercion, or force
22. Failure to provide student ID
23. Failure to return required form/report cards
24. Cheating and/or copying work of another student or plagiarism
25. Dishonesty/forging signatures, grades, etc.
26. Aiding and abetting another student in committing an offense in this category
27. Gambling
28. Posting or distributing unauthorized or other written materials on school grounds
29. Possession, possession with intent to distribute, or distribution of over the counter therapeutic products
30. No Hall Pass

**\* The principal shall report this offense to the appropriate law enforcement agency.**

Any single violation of the code of conduct that is not listed herein above may be considered a minor offense. Minor offenses shall first be remedied by using one or more discipline management techniques. Persistent minor offenses (two or more occurrences of the same violation) may result in suspension. Any student, after being suspended for committing any of the offenses enumerated in the preceding sections, may be expelled, upon recommendation by the principal of the school in which said student is enrolled. Principal or designee shall use discretion to determine which techniques are reasonable and appropriate to the offense.

Notice in writing of the suspension and the reasons therefore shall be given to the parent or parents of the pupil suspended.

Any student that has four (4) suspensions from the Alternative Program may be recommended for re-expulsion. Students who break the Code of Conduct in Category I at the Alternative Program shall be recommended for re-expulsion.

**Category IV – Violation of School Bus Conduct Rules:**

Minor Offenses

- 1<sup>st</sup> offense – written warning and parent called by bus driver
- 2<sup>nd</sup> offense – move student to the front seat of the bus or assigned seat for a minimum of two (2) weeks
- 3<sup>rd</sup> offense – three day bus suspension
- 4<sup>th</sup> offense – five day bus suspension and school administrator/bus driver meeting with the parent
- 5<sup>th</sup> offense - suspended off of the bus for the remainder of the school year

Any parent of a pupil suspended shall have the right to appeal to the parish Superintendent of Schools who shall conduct a hearing on the merits. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of Schools to remit any portion of the time of suspension.

During the period of out-of-school Suspension, out-of-school Expulsion, in-school Expulsion or assignment at VAP, VEAP, & VHMAP, no students may participate in or attend any event involving a Vermilion Parish School or conducted upon Vermilion Parish School Board property. Graduation Participation

Any student who has been expelled from school and whose term of expulsion has not been completed shall not be allowed to participate in graduation exercises. Provided, however, that any such student may petition the School Board, in writing, for a waiver of this rule. This petition will be filed with the Superintendent at least thirty (30) days prior to graduation or within ten days of the expulsion decision, whichever occurs later. The School Board shall conduct a waiver hearing in executive session.

**DUE PROCESS FOR SUSPENSIONS, EXPULSION, AND TRANSFERS (JCAAR)**

Each school has the obligation of informing students of the applicable school board policies and of rules and regulations of that particular school. The method of informing students shall be appropriate for the student’s age and understanding. Whenever a student is accused of an infraction and a suspension of ten school days or less is being considered, the principal or his/her designee shall:

1. Investigate the incident:
  - a. Listen to all versions of the facts from accuser(s,) and other pertinent individuals
  - b. Give student notice of alleged infraction and an opportunity to give his/her side of the story
  - c. Give student(s) an opportunity to write his/her statement
2. Make a decision – decide if student is guilty and if suspension is the proper punishment

3. Immediately inform the student and parent(s) in writing of:
  - a. The reason for suspension
  - b. The length of suspension, including date and time of commencement and termination
  - c. Student's rights of appeal

Any parent, tutor or legal guardian of a pupil suspended for 10 school days or less may appeal to the parish Superintendent of Schools within 5 school days of imposition of suspension. The appeal shall be made to the Superintendent in writing. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of Schools to remit any portion of the time of suspension.

If expulsion is recommended with the suspension, the following steps shall be followed in addition to the above procedures:

1. A notice in writing of the expulsion hearing and the reasons therefore shall be given to the parents or guardians of the student suspended if the student is under eighteen (18) years of age. This notice shall be provided in sufficient time (minimum of three days ahead) to give the student a chance to prepare his/her defense.
2. The student (and parents or guardians if he/she is under 18) shall be provided with a copy of the board's policy and administrative procedures of suspension and expulsion.
3. The student shall be permitted to obtain legal counsel.
4. The student shall be allowed to present his/her own evidence or witness(es).

Unless there is an emergency, hearings shall precede the imposition of any suspension in excess of 10 days or expulsion.

Should any student whose continued presence in the school pose a danger to persons or property or an ongoing threat or disruption to the academic process, the student shall be immediately removed from the school premises without benefit of the above procedures. The necessary due process safeguards shall follow as soon as practicable.

During a period of out of school suspension, expulsion, or assignment to VPAP (Vermilion Parish Alternative Program), a student cannot participate in or attend any school activity.

In accordance with LSA-R. S. 17:416 Sub section (C)(4) The parent or tutor of the pupil may within five days after the decision is rendered, may request the city or parish school board to review the findings of the superintendent or his designee at a time set by the school board; otherwise, the decision of the superintendent shall be final.

In accordance with LSA-R. S. 17:416 Sub section (C)(5) The parent or tutor of the pupil may, within ten days, appeal to the district court for the parish in which the student's school is located.

In the event an expulsion and/or suspension is not upheld, the student shall be allowed to make up any missed assignments and/or tests with no penalty.

#### **SPECIAL RULES OF CONDUCT**

1. Students are encouraged to keep up with all assignments. In the event of an absence, upon returning to school, a student shall immediately check with his/her teacher to obtain all assignments for missed classes.
2. Students are not permitted to leave the school campus without permission from the principal or designee. After review of each case, the principal or designee will consider the relevant circumstances and make a professional judgment on each case. Any student leaving without permission will be suspended or dealt with in manner determined desirable by the principal or designee. Parental permission, either a note or a phone call, must be given before a student will be allowed to leave the school campus.
3. Students will obey all school rules while on field trips or school related activities.
4. Absolutely no fighting (see Definition under "Discipline") will be allowed on the school grounds, buses and routes. Instigators of fights will be suspended from school in grades 4-12.
5. Bus students do not have permission to wander on or off the campus upon arrival in the morning or upon dismissal in the afternoon without permission from the principal.
6. ALL VISITORS must report to the principal's office upon arrival on campus and state the purpose of their visit.
7. Whenever a student discovers contraband (i.e. weapons, drugs, etc.) on school or personal property, he/she shall do the following:
  - A. Leave contraband undisturbed in location where discovered
  - B. Request someone to remain with the contraband/prohibited item(s), if possible
  - C. Immediately report to school official, preferably principal or assistant principal
8. Any student parking on school grounds must complete the student parking permit application and adhere to school parking regulations.
9. All threatening comments, even made in a joking manner, will be taken seriously and may result in extreme disciplinary action.
10. Ankle bracelets and/or electronic monitoring devices must be concealed.

#### **DISCIPLINARY TRANSFER OF STUDENTS (R.S.17:224B)**

Any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if the following conditions apply:

- (1) Seventeen years of age or older with less than five units of credit toward graduation;
- (2) Eighteen years of age or older with less than ten units of credit toward graduation; or
- (3) Nineteen years or age or older with less than fifteen units of credit toward graduation.

#### **SEARCHES (JCAC)**

For purpose of deterring the use of alcohol, drugs and contraband in the school system, the Vermilion Parish School Board may use the services of a drug-detecting dog and/or metal detectors whose use shall be in accordance with the policy outlined below:

- I. Searches of Student's Persons, Desks, Lockers, and Other Areas
  - A. The parish and city school systems of the state are the exclusive owners of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school buildings or grounds set aside specifically for the personal use of the students. Any teacher, principal, school security guard, or administrator in any parish or city school system of the state may

search any building, desk, locker, area, or grounds for evidence that the law, a school rule, or parish or city school board policy has been violated.

- B. The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

## II. Search of Persons Entering Public School Buildings or Grounds

Notwithstanding any other provision of law to the contrary, any school principal, administrator, or school security guard may search the person, handbag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee while in any school building or on school grounds either by conducting a random search with a metal detector or when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of the parish or city school board's policy.

## III. Random Searches

- A. The dog will be used to make random searches of the following areas: 1) classroom facilities, 2) school lockers, 3) automobiles, 4) school buses, 5) school equipment, 6) bathroom facilities, 7) any and all other school facilities, 8) books, and 9) school-related supplies carried and used by students.
- B. When reasonable belief exists, the dog may be used to search student's clothing and personal objects when these are separated from the student. At no time shall a student be asked to strip nude for purpose of a random search.
- C. Random searches on school campuses shall be conducted according to a schedule agreed upon by the principal and the responsible law enforcement officer in charge of this program.
  - 1. The use of the dog at any particular school campus shall be unannounced. The law enforcement official in charge of the operation shall, however, report to the principal's office, properly identify himself, and state his purpose prior to any use of the dog on campus.
  - 2. The principal, or his designee, shall accompany the search team at any time the search is being conducted within the school campus for which he is responsible.

## IV. Procedure When Alcohol, Drugs or Contraband is Discovered During Search

- A. Search of School Property  
If the dog alerts on a school locker or other property belonging to the school board, such property shall be searched.
- B. Search of Property not Belonging to the School but Located on School Board Property  
If alcohol, drugs or contraband is discovered, it will be confiscated, and the student's parents will be notified. Any offender will be disciplined by school personnel in accordance with "Student Alcohol and Drug Use" and file JCAB "Search and Seizure".

## V. Searches with Metal Detectors

L.S.A.-R.S. 14:95.2 prohibits the possession or carrying of weapons (firearms, knives or other implements or instrumentalities which can be used as weapons) on school board property or at school-sponsored activities. The unauthorized possession of electronic telecommunication devices on school board property is also prohibited by L.S.A.-R.S. 17:239. In light of the rise of such incidences and in furtherance of the law, and in order to provide a safer environment for student and employees, the Vermilion Parish School Board authorizes searches with a hand-held or stationary metal detector of school board property, of students, employees, and non-employees, and of any bags, parcels, containers, etc., that any person brings on the school board property or to school-sponsored activities as provisions set forth in R.S. 17:416.3 and 17:416.6. Activation of the metal detector shall authorize the conduct of a search of the subject's person by authorized school personnel, in the manner described in section E below. The nature and extent of a search shall not go beyond what is necessary to allow authorized personnel to discharge their responsibilities in this area.

## IMPLEMENTATION

### A. Notification:

- 1. Annual Written Notification: At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct, in the manner specified here and below, unannounced searches of students and non-employees on school board property and at school-sponsored events throughout the remainder of that school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.
- 2. Posted Notices: Signs shall be posted outside entrances to school board facilities, on school buses and at entrances to school-sponsored events to serve as notice to students and non-employees that they are subject to a search with a metal detector or by other means authorized by this policy, as a condition of entry, and that by the fact of their entry they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions, for weapons and prohibited telecommunication devices.

### B. Refusal to Cooperate with the Search

- 1. Refusal by non-employees to cooperate fully with a search shall result in their removal from school board property or school-sponsored activities.
- 2. Students entering school board property or school-sponsored activities who refuse to cooperate fully with a search shall be denied entry to school board property and shall be removed from school-sponsored activities.
- 3. Students on school board property (e.g., P. E. areas, classrooms, cafeteria, etc.) who refuse to cooperate fully with a search will be suspended for "disrespect for authority/willful disobedience," as provided for in Policy File JD, JCD, JCAA Student Discipline, Suspension, Expulsion.

### C. Supervision: Searches will be initiated by authorized school personnel. However, the police shall be notified if a subject is found to be in possession of contraband (such as weapon, illegal drug, unauthorized telecommunication devices, or other prohibited objects), as required by law.

### D. Selection: Prior to the conduct of any search, authorized school personnel shall determine the method of selecting subjects to be used for the search in question. Once determined, the selection procedure shall be consistently applied throughout the conduct of that particular search. Selection criteria may vary from one search to another.

E. Search Procedures

1. Metal Detectors: Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of students. When metal detectors are used, selected subjects shall be asked to remove all metal objects from their pockets and place the items on a designated tray or surface, along with any bags, parcels or other containers being carried. If the detector activated on a subject, the authorized school official conducting the search shall request that any remaining metal objects be removed. The subject shall be searched with the metal detector once again. If the detector no longer activates, the search shall be concluded (Reference F-1 and F-2).
2. Personal Searches: Should the metal detector continue to activate, the subject shall be searched by authorized school personnel of the same sex in the presence of at least one other responsible adult. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.

F. Disposition of Subject's Property

1. Return of Property: All property removed from a subject that is not prohibited by board policy, local, state and federal law, or school rules, shall be returned to the subject upon completion of the search. Non-illegal contraband shall be returned to the parent/guardian of the student within the first two weeks after the end of the school year. The parent/guardian shall be responsible for making arrangements with the principal to retrieve the item(s). If the item(s) is not so retrieved, the principal shall convey the item(s) to a charitable entity, unless the item(s) has no practical value, in which case the principal shall dispose of the item(s).
2. Discovery of Contraband: Should a subject be found to be in possession of contraband (such as weapons, illegal drugs, or other prohibited objects), the person conducting the search shall notify the school principal/designee, who shall in turn notify the local police, or the appropriate law enforcement agency (if not present for the search). The law enforcement agent shall take custody of all weapons, other prohibited objects, and illegal drugs.
3. Electronic Communication Device: First offense shall be returned to the student's parent/guardian after five (5) days, upon request. Second offense, school shall keep the device until the end of the school year (must be picked up within two weeks of the last day of school).

### CHILD ABUSE

The Louisiana Child Abuse Statute (L.R.S. 14:403) mandates that all cases of suspected child abuse and neglect be reported by certain persons having reasonable cause to believe that any child is endangered, and it specifically designates principals, teachers, counselors, nurses, psychologists, social workers, educational consultants, speech and hearing consultants, and any other school employees who must report. (Failure to do so may result in a fine or imprisonment.) *To report child abuse, call the LA Child Abuse Hotline at 1-855-452-5437.*

#### Steps to Follow in Case of Suspected Child Abuse

1. When a mandated reporter (as defined in the above paragraph) in the Vermilion Parish School System has reason to believe that a child has been abused or neglected, he/she will immediately notify the Department of Children and Family Services at 898-1430 or local law enforcement.
2. As much information as possible will be provided regarding the child, parents, location, and the reason that abuse/neglect is suspected.
3. There will be no attempt on the part of the school staff to prove the allegation of abuse/neglect before reporting. All that is required to report is a reasonable suspicion of abuse/neglect. Investigation and determination of the validity or invalidity of a report is the responsibility of the Department of Children and Family Services (DCFS).
4. School staff will not notify the parent or guardian of the abused/neglected child that the Department of Children and Family Services is conducting the investigation. It is the agency's responsibility to notify the parents. No contact by the school will be made with the parent unless requested by after the report has been made.
5. School staff will not notify the child subject of the arrival of the child protection worker.
6. When the child protection worker wishes to interview the child in the school, he/she will telephone the principal stating the need to interview the child and verifying that the child is attending school that day. The child protection worker will give the principal his/her name and a phone number which can be used to verify identity.
7. Upon arrival at the school, the child protection worker will present identification and sign the school visitor's register.
8. The principal will send for the child subject and provide a private space for the interview with the child.
9. A school staff person whom the child knows and with whom he/she feels comfortable may be present during the interview if the child is in agreement with this. If the child objects, a school staff person will not sit in for the interview. Although, if a school staff person sits in on any interview, it is understood that they may be subpoenaed to court in any subsequent court proceedings, and their anonymity as a reporter may be challenged.

### SEXUAL HARASSMENT POLICY FOR STUDENTS

In order to maintain a safe environment which is conducive to learning, Vermilion Parish School Board prohibits any form of sexual harassment. Sexual harassment can destroy the advantage a school has to offer and can undermine its goals; therefore, it is totally unacceptable and illegal. Sexual harassment includes unwelcome sexual advances, use of sexual suggestive language, request for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature at school or in a school-sponsored activity.

Any student who has a complaint of sexual harassment against another student, employee, or non-employee engaged in business with the school system shall submit in writing the nature of the complaint, including specific act or acts which constitute the harassment complaint, the person or persons who the complaint alleges committed the harassment, witnesses to the act(s) of which the complaint has been filed, and the date(s) and time(s) of the alleged act or acts. The complaint shall be forwarded to the principal/designee as soon as possible following the alleged action. All complaints of sexual harassment shall be investigated thoroughly and promptly, and the complaint's parents/guardian shall be notified immediately.

The appropriate designated administrator shall meet with the witness and the persons accused of the act of harassment and shall document the discussions with these individuals. Any student found to have committed sexual harassment shall be subject to disciplinary action and due process under the rules and regulations for student discipline.

If either party is dissatisfied with the results of the investigation, he or she may grieve in accordance with the Title IX Grievance Procedure (File JAAR) adopted by the Vermilion Parish School Board.

## **THREATS, HARASSMENT, BULLYING, CYBERBULLYING AND INTIMIDATION**

The Vermilion Parish School Board's duty is to maintain a learning environment that is free from threats, harassment, bullying, cyberbullying and intimidation. The School Board prohibits any and all forms of threats, harassment, bullying, cyberbullying and intimidation under any circumstances while in school, on the school bus, or participating in school-related activities; or, in the case of cyberbullying, actions off school property (see definition of cyberbullying).

"Threats, harassment, bullying and intimidation" means:

1. A pattern of any one or more of the following:
  - a) Gestures, including but not limited to obscene gestures and making faces.
  - b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communications or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - d) Repeatedly and purposefully shunning or excluding from activities.
2.
  - a) Where the pattern of behavior as provided in Paragraph (1) of this Subsection is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
  - b) The pattern of behavior as provided in Paragraph (1) of this Subsection must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

"Cyberbullying" shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

### **Reporting Procedure**

Any student who believes he or she has been a victim of threats, harassment, bullying, cyberbullying or intimidation by another student is encouraged to immediately report the incident to the principal or his/her designee. During the course of the investigation the student shall provide a written statement to the principal or designee.

## **DATING VIOLENCE**

Acts or incidents of dating violence at school whether they are verbal, physical, sexual or emotional will not be tolerated and will be dealt with in accordance of the student code of conduct.

### **Definition**

Teen dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

### **Warning signs of teen dating violence include:**

- Excessive jealousy.
- Constant checking in with you or making you check in with him or her.
- Attempts to isolate you from friends and family.
- Insulting or putting down people that you care about.
- Is too serious about the relationship too quickly.
- Has had a lot of bad prior relationships - and blames all of the problems on the previous partners.
- Is very controlling. This may include giving you orders, telling you what to wear, and trying to make all of the decisions for you.
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her.
- Does not take responsibility for own actions.
- Has an explosive temper ("blows up" a lot).
- Pressures you into sexual activity.
- Has a history of fighting, hurting animals, or brags about mistreating other people.
- Believes strongly in stereotypical gender roles for males and females.
- You worry about how your partner will react to the things you say or you are afraid of provoking your partner.
- Refuses to let you to end the relationship.

### Reporting Procedure

Any student who believes he or she has been a victim of dating violence by another student is encouraged to immediately report the incident to the counselor, principal or his or her designee. During the course of an investigation the student shall provide a written statement to the counselor, principal or designee.

### Seeking Help Relative to Dating Violence and Other Reporting Options

Speak with your school counselor. If you or someone you know is experiencing dating violence, call the National Domestic Violence Hotline: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY).

Louisiana Statewide Hotline for Domestic Violence: 1-888-411-1333

Vermilion Parish Sheriff's Department 337-898-4429

Abbeville City Police 337-893-2511

## **DRUG/ALCOHOL/TOBACCO/RELATED ISSUES**

### **STUDENT ALCOHOL AND DRUG POLICY**

When the principal/designee has reasonable cause to believe that a student is guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event the following steps shall be taken:

- A. Parents/guardian of the student shall be contacted immediately.
- B. The CWA shall be contacted immediately.
- C. Appropriate Law Enforcement Agency shall be notified.
- D. The student shall then be sent home pending the results of an investigation, and the possibility of an expulsion hearing.
  1. Pending the results of an investigation, an expulsion hearing shall be held.
    - a. If sixteen (16) years of age or older, the student shall be expelled from Vermilion Parish School for a minimum period of four (4) complete semesters.
    - b. If under sixteen (16) years of age and for grades six through twelve, the student shall be expelled for a minimum period of two (2) complete school semesters.
    - c. Any case involving a student in kindergarten through grade five, found guilty, shall be referred to the Vermilion Parish School Board through recommendation for action from the Superintendent.
    - d. Any student arrested for intentional distribution of, or possession with intent to distribute any controlled dangerous substance or other controlled substance on school property shall be referred by the school principal or his designee, within five days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.
    - e. If evidence of abuse is found, the students shall be referred to an alcohol and drug abuse treatment professional chosen by the student's parent or tutor. If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's case. The school board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.
    - f. The parent or tutor of the pupil may, within five days after the decision is rendered, request the city or parish school board to review the findings of the Superintendent or his designee at a time set by the school board; otherwise, the decision of the Superintendent shall be final. (If requested, of his designee, the school board may affirm, modify, or reverse the action previously taken.)
    - g. The parent or tutor of the pupil may, within ten days, appeal to the district court for the parish in which the student's school is located and adverse ruling of the school board in upholding the action of the Superintendent, or his designee. The court may reverse or revise the rulings of the school board upon a finding that the ruling of the board was based on an absence of any relevant evidence in support thereof.
- E. Having knowledge of and intentional distribution of, or possession, or possession with intent to distribute any look-alike chemical, may be processed in the same manner as above.

When the principal/designee has reasonable cause to believe that a student is under the influence of any illegal narcotic, or other controlled substance on school property, on a school bus, or at a school event, the following steps shall be taken:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The CWA shall be contacted immediately.

When the principal/designee has reasonable cause to believe that a student is guilty of possession of, or under the influence of, or distribution of any alcohol on school property, on a school bus, or at a school event the following steps shall be taken:

#### FIRST OFFENSE:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The CWA shall be contacted immediately.
- C. Appropriate law enforcement agency shall be notified.
- D. The students shall be suspended from school for a period of up to seven (7) days.

#### SECOND OFFENSE:

- A. Parents of guardians of the students shall be contacted immediately.
- B. The CWA shall be contacted immediately.
- C. Appropriate law enforcement shall be notified.
- D. An expulsion hearing shall be held.

## STUDENT TOBACCO POLICY/USE

All tobacco products or any other form of smoking object or device are prohibited on any school campus, school vehicle, or parish school board property. School campus includes the elementary or secondary school building and buildings on that campus.

All tobacco products or any other form of smoking object or device are also prohibited at school-sponsored functions away from school property. Tobacco advertising is also prohibited in school buildings, at school functions, and in school publications.

### **Communication of Policy:**

- A. Parents & Students shall be informed of this policy through written notice in the Vermilion Parish Student/Parent Handbook.

### **Compliance and Enforcement:**

Violations shall be handled in the following manner:

#### **Category II – Principal shall place in in-school suspension and/or suspend from school and/or may recommend expulsion:**

10. Possession and/or use of tobacco (first offense- one day OSS and two days ISS) (second offense- three days OSS and two days ISS) Report to law enforcement if student is under 18 years of age.\*

#### **FIRST OFFENSE:**

- A. Parents or guardians of the students shall be contacted immediately.  
B. The CWA shall be contacted immediately.  
C. Appropriate law enforcement agencies will be notified.  
D. The student may be referred and/or enrolled to a cessation counseling service such as the Louisiana Quit-Line (1.800.Quit.Now), which is a free phone counseling service for tobacco cessation.

#### **SECOND OFFENSE:**

- A. Parents or guardians of the students shall be contacted immediately.  
B. The CWA shall be contacted immediately.  
C. Appropriate law enforcement agency will be notified.  
D. The student **must enroll in and complete** a cessation counseling service such as the Louisiana Quit-Line (1.800.Quit.Now), which is a free phone counseling service for tobacco cessation. If the student fails to complete the counseling he/she may be subjected to further discipline. Compliance shall be monitored by the school principal or designee.

## BREATHALYZER SCREENING

The following policy has been adopted by the Vermilion Parish School Board to insure a safe and trouble-free event. This policy shall apply to all high school proms, homecoming dances, Sadie Hawkins dances, and High School Graduation.

1. All students and escorts entering a school building or the premises where any school-sponsored prom, homecoming dance, or Sadie Hawkins dance is held shall be required to take an alcohol breath test by use of a portable breath alcohol tester. The test will be given by a school administrator/designee. If a student/escort tests positive, then the parent or guardian will be contacted by a school administrator/designee, and the student/escort will be detained until release to the parent or guardian. The student/escort may request a retest. In that event, the tester shall re-administer the test no sooner than ten minutes after the first test was given.
2. If the student/escort has tested positive and the parent or guardian cannot be reached, a school administrator/designee will detain the student at school (or location where the event is taking place) until arrangements can be made to get the student home safely.
3. If a student/escort refuses to take any breath test as provided by this Policy, he or she will not be admitted to the event and the student's/escort's parents will be contacted and requested to take the student/escort home. The student/escort shall be detained until released to the parent or guardian.
4. There is always the possibility that a student/escort may consume alcohol after passing the initial breathalyzer screening. If school personnel observe behavior indicating a student may have consumed alcohol, such as slurred speech; unsteady gait; impaired motor control; flushed face; smell of intoxicating liquor on breath, clothing or person; vomiting; or unruly behavior, or other reasonable indicators, designated school personnel may administer the active breathalyzer test. If the student/escort tests positive on the active breathalyzer, the student's/escort parent or guardian will be contacted, and the student/escort will be detained until released to the parent or guardian.
5. Students are reminded that they are responsible for their guest and that their guests are subject to all rules.
6. If a student tests positive, the student's escort will not be admitted to the function.

Pursuant to a majority vote of the members of the Vermilion Parish School Principal's Association, this policy may be applied, uniformly, throughout the parish, to other school or school-related events.

## SPECIAL EDUCATION AND RELATED SERVICES

### **CHILD FIND**

The Vermilion Parish School Board ensures that all children with disabilities within the boundaries of the public agency, including children who are homeless or wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of Special Education and related services are identified, located and evaluated. For further information, please contact the SBLC/RTI Committee Chairperson at the local school or the District Child Find Coordinator at (337) 898-5775.

### **REGULATIONS GOVERNING THE TEACHING OF HOSPITAL/HOMEBOUND STUDENTS**

Hospital/Homebound is a program for a student enrolled in regular education who, as a result of physical illness, accident or the treatment thereof, is not able to be moved from the hospital or home environment for the provision of regular education services. Hospital/Homebound is also an alternative setting for the provision of special education services for students evaluated as exceptional and when specified as a placement in the student's IEP. A student is placed on homebound because he is physically or psychologically unable to attend

school; therefore, a student receiving homebound services is not to be out of the home unless absolutely necessary, i.e., doctor appointments. Specifically, a student receiving homebound services is not allowed to work outside the home. This student is also not eligible to participate in extracurricular activities or sports unless a hardship case is filed with the Louisiana High School Athletic Association, Inc., and the LHSAA rules that eligibility is permitted.

The parent should contact the Curriculum Department by calling 898-5754 for information on Hospital/Homebound Services for Special Education Students. For regular education students needing hospital/homebound services, please call 898-5754.

**NOTE:** A student is counted absent at school until receipt of the official acceptance into hospital/homebound program. Approval of absences incurred before the official date is a matter to be handled by the parent, the student and the school principal, and/or the Department of Child Welfare and Attendance.

### SECTION 504

The Vermilion Parish School Board assures any eligible disabled individual under Section 504 of the Rehabilitation Act of 1973, and who the federal laws say should receive service from the Vermilion Parish School Board, that they will be serviced according to the implementing regulations found at 34 C.F.R. Part 104. Questions regarding 504 can be addressed to the 504 Coordinator at 898-5843.

Students will be administered a comprehensive screening for dyslexia and related disorders at least once during grades K-3 unless the student's parents object to such screening. Any student shall be assessed at the request of a parent or teacher.

### SPECIAL EDUCATION

Special Education is a supportive branch of general education that allows the Vermilion Parish School System to offer a full continuum of educational services to all children. Special education programs and services are governed by legislation and regulations. Generally all regulations, interpretations, and guidelines originate from federal legislation (IDEA >04) and state regulations (Bulletin 1706). In keeping with these mandates, the Vermilion Parish School Board has adopted a policy of free, appropriate public education for children with disabilities residing within its jurisdiction. Through its Child Search Program, the Board continues to place a priority on locating, evaluating, and placing eligible exceptional children.

The Vermilion Parish Special Education Department is mandated to provide special education services to any identified eligible child. Age eligibility is defined as between the ages of three (3) and twenty-one (21) inclusive. An identified child is one who has been evaluated according to the Pupil Appraisal Handbook standards and has met the criteria for exceptionality. Before services can be initiated, a child must have been placed according to IEP/Placement procedures. Students are scheduled for services to begin no later than ten calendar days after the IEP/Placement meeting.

### SECLUSION AND RESTRAINT OF STUDENTS WITH EXCEPTIONALITIES

The Vermilion Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined in the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's Pupil Appraisal Handbook, Bulletin 1508 and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706.

The Vermilion Parish School Board shall establish and maintain regulations and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the Vermilion Parish School Board. *These procedures specifically address the statutory requirements of La. R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools.*

### SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning 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 students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law and regulations to address the behavior of a student with exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program* (IEP) or behavior intervention/management plan.

### DEFINITIONS

**Emergency-** *A sudden, generally unexpected set of circumstances that requires immediate action.*

**Imminent Risk of Harm-** *An immediate and impending threat of a person causing substantial physical injury to self or others. The risk is "imminent" if it is likely to occur within a matter of moments.*

- *Violent action that is destructive of property may involve a substantial risk of injury to a person.*



**Mechanical Restraint-***The application of any device or object (i.e. tape, ropes, weights) used to limit an individual's body movement to prevent or manage out-of-control behavior. The term does NOT include the following:*

- *A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider.*
- *Any device used by a duly licensed law enforcement officer in the execution of his official duties.*

**Physical Escort-***Touching or holding a student with or without the use of force for the purpose of directing the student to a new location. Physical escort does not include the unforced holding of a student's hand or other physical prompts for the purpose of safely guiding the student from one task to another or directing the student in an educational activity.*

**Physical Restraint-***Bodily force used to limit a person's movement. The term does NOT include the following:*

- *Consensual, solicited or unintentional contact.*
- *Momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person.*
- *Holding of a student by a school employee, for the purpose of calming or comforting the student-provided the student's freedom of movement or normal access to his/her body is not restricted.*
- *Minimal physical contact for the purpose of safely escorting a student from one area to another.*
- *Minimal physical contact for the purpose of assisting the student in completing a task or maybe response.*

**Positive Behavior Interventions and Support-***A systematic approach to embed evidence based practices and data-driven decision making when addressing student behavior in order to improve climate and culture.*

**School Employee-***A teacher, paraprofessional, administrator, support staff member, or a provider of related services.*

**Seclusion-***A procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others.*

**Seclusion Room-***A room or other confined areas, used on an individual basis, in which a student with exceptionality is removed from the regular classroom setting for a limited time as a behavior intervention strategy to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.*

**Substantial Risk of Injury-***Behavior expressed through verbal and/or physical means to cause serious physical harm to self or others, whether or not considered directly and substantially to be a manifestation of the student's disability.*

**Time Out-***A behavior reduction procedure that involves the absence of positive reinforcement for a limited period of time. Time out may include: (1) Inclusionary time-out where the student remains in sight and sound of others in the classroom; (2) Exclusionary time-out where the student leaves the learning environment and goes to another location but is not isolated and prevented from leaving. These forms of time-out are NOT considered by the School Board to constitute seclusion but must be monitored or documented at the school level to ensure that repetitive incidents of time-out do not occur and, if occurring, do not result in substantial isolation of the student from instructional activities.*

**Written Guidelines and Procedures-***The written guidelines and procedures adopted by a school's governing authority regarding appropriate responses to school behavior that may require immediate intervention.*

## **SECLUSION**

*Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include time-out, "which is a behavior management technique that is part of an approved program involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming." The term does not include in-school suspension or student requested breaks.*

**Seclusion is permitted only:** (1) For behaviors that involve an imminent risk of harm, (2) as a LAST resort when de-escalation attempts have failed and the student continues to pose a imminent threat to self or others, or (3) as long as necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when crime has been committed.

**Seclusion is prohibited:** (1) For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal (Such behaviors SHALL be responded to with less stringent and less restrictive techniques) (2) as a form of discipline or punishment, (3) as a threat to control, bully, or obtain behavioral compliance. (4) For the convenience of school personnel (5) when unreasonable, unsafe, or unwarranted. (6) If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled.)

## **PHYSICAL RESTRAINT**

**Physical Restraint is permitted only under the following conditions:** (1) if the student's behavior presents a threat of imminent risk of harm to self or others, (2) after less restrictive intervention have been attempted and the student still presents imminent risk behavior. (3) as a last resort to protect the safety of self and others, (4) to the degree necessary to stop dangerous behavior, (5) in a manner that causes NO PHYSICAL

*INJURY to the breathing or ability to communicate with others, (6) results in the least possible discomfort to the student (7) does not interfere in any way with a student's breathing or ability to communicate with others, (8) does not involve the use of any form of mechanical restraint, (9) the student is not physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia, and (10) is applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.*

**Physical Restraint is prohibited:** (1) as a form of discipline or punishment, (2) as a threat to control, bully, or obtain behavioral compliance, (3) for the convenience of school personnel, (4) when unreasonable, unsafe, or unwarranted, and (5) if the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled.)

## NOTIFICATION

This policy and the guidelines and procedures maintained by the Superintendent and staff shall be provided to all school employees and every parent of a child with exceptionality.

- *Parents or legal guardians and the Supervising Coordinator of Special Education or his/her designee will be notified when seclusion restraint is used.*
- *The school administration or his/her designee is required to report each incident immediately, but no later than the school day following the day on which the seclusion and/or restraint occurred.*
- *The school must document all efforts, including conversations, phone calls, electronic communications, and home visits which were made to notify the parent or legal guardian.*
- *A copy of the report must be sent to the parent/legal guardian and the Supervising Coordinator of Special Education or his/her designee within 24 hours of the seclusion and/or restraint procedure being used.*
- *This report must include the reason for using seclusion and/or restraint, the specific procedure used, the length of the time the student was secluded and/or restrained, and the name(s) and title(s) of the personnel involved.*
- *If a student is involved in five separate restraint or seclusion incidents (or combination of the two) during a school year, the student's IEP team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports and programming adjustments. The school based team will review data every three weeks thereafter until the behavior is no longer a danger.*
- *Incident reports will be uploaded into SER on a weekly basis.*

## Guidelines and Procedures

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the Louisiana Department of Education.

## Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

## Charter Schools

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

Authority: La.R.S. 17:416.21. (ACT 328 of 2011, ACT 1 of 2013, ACT 522 of 2016)

Ref: 20 USCA ' 1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR ' 300.308 (*Assistance to States for the Education of Children with Disabilities*); La. Rev. Stat. Ann. ' ' [17:7, 17:416.21](#), 17:1941, 17:1942, 17:1943, 17:1944, 17:1945, 17:1946, 17:1947; *Pupil Appraisal Handbook*, Bulletin 1508, Louisiana Department of Education; *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education.

## GIFTED/TALENTED EDUCATION

In elementary and middle grades, gifted and/or talented students are served in enrichment programs where they are pulled out of their regular classrooms for part of the day. Students are responsible for concepts that are presented while they are out of class. The regular classroom teacher should give only the portion of the assignments necessary to ascertain that students have grasped the new concepts presented while they were in the gifted and/or talented class.

In most high schools the gifted program is in course work involving Carnegie Unit credit. Classes are taught by teachers certified to teach gifted. Choices for course work vary depending on school. Cooperation and communication between the gifted and/or talented programs and other aspects of the school are greatly encouraged.

## **TRANSPORTATION**

### **PUPIL RESPONSIBILITIES**

Proper student behavior is important. The distraction of the driver can contribute to accidents. Students and parents should be made aware of and abide by reasonable regulations to enhance safety. The consequences of unacceptable behavior should be clearly understood. The following procedures will protect the student's rights and maintain order on the bus:

1. Students must be aware that they are responsible for their actions and behavior.
2. Students must know what the rules and procedures are and abide by them.
3. Students must display proper respect for the rights and comfort of others.
4. Student should realize that school bus transportation can be denied if they do not conduct themselves properly. Student will not be allowed to ride a different bus while under suspension for their assigned bus.
5. Students should be aware that any driver distraction is potentially hazardous to their safety.

### **SCHOOL BUS CONDUCT RULES**

1. Students must be on time at designated stop and must stay off the roadway at all times while waiting for the bus. Drivers will not wait for late students. Exceptions will be made for inclement weather.
2. Students must obey the driver.
3. Students must cross the road in front of the bus, never in the rear.
4. Students must sit upright in seat and face the front.
5. Be courteous to one another.
6. Help to keep the bus clean and sanitary.
7. Anyone purposely damaging, cutting or breaking school property will be disciplined and be required to pay damages (vandalism).\*\*
8. Avoid causing trouble by teasing, bullying\*, fighting\*\*.
9. Avoid using profane, obscene or abusive language.\*
10. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of windows.
11. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, stay in that seat.
12. Loud talking will not be tolerated. Conversation in normal tones is permissible.
13. Obtain permission from the driver before opening windows when it is cold or raining.
14. The emergency door is to be used only in cases of an accident or emergency.
15. The middle aisle should not be blocked by students.
  
16. No student will be allowed to ride another bus other than the one to which they are normally assigned. Exceptions are as follows:
  - a. **SHORT TERM REQUESTS:** A written request must be presented to the driver before the child boards for an afternoon or overnight privilege. Drivers will have a copy of this form to file in their personal folder.
  - b. **LONG TERM REQUESTS:** Parental requests for a child to be picked up, dropped off or both on a long term basis to a day care center, baby sitter or relative may be approved. The driver must be contacted first and a signed statement from parents must be obtained. If the bus driver's route is overcrowded, these special privileges will not be approved. Parents are to understand that if a new student(s) moves to the driver's regular route; this special privilege may be revoked. Parents will have to find other means to meet these needs. Drivers are not to change their routes for either of these special privileges.

**Forms are available at the Transportation Department.**

17. The following items are not allowed on the bus: glass objects (except eye glasses), pets, radio\*, weapons\*\*, alcohol\*\*, drugs\*\*, tobacco\*\*, matches\*, cigarette lighter\*, or obscene materials\*\*.
18. Objects too large to be held in the student's lap or placed under the bus seat will not be allowed on the bus.
19. Students will obey all school rules while on field trips or school-related activities.
20. Students do not have permission to wander on or off the campus upon arrival in the morning or upon dismissal in the afternoon without permission from the principal.
21. No cell phone use on the bus except in special situations under the authority given by principal or staff member or in case of an emergency.

Bus drivers are permitted to make reasonable rules for the safe and proper operation of buses.

**\*Major Offenses (see DISCIPLINE (page 10-11); Category I, II, & III)**

**\*\*The Principal shall report this offense to the appropriate law enforcement agency.**

**ANY VIOLATION OF ANY OF THE ABOVE RULES AND REGULATIONS MAY BE REASON FOR DISCIPLINARY ACTION.**

### **BUS STOPS**

**TOWN STOPS:** Stops in town must not be created within two blocks of another stop and must be assigned by the Coordinator of Transportation. It is also important that the "in and out" pickup distances be strictly followed.

**RURAL STOPS WHICH WILL BE TRANSPORTED ARE AS FOLLOWS:** K-3 grade students residing **OVER** .05 mile from main highway; 4-6 grade students residing **OVER** .10 mile from main highway; 7-12 grades students residing **OVER** .15 mile from main highway.

## CAR RIDER POLICIES

Parents who choose to transport the student to/from school must adhere to the school's car rider policies regarding procedures and time of drop off and/or pick up. The policies and procedures are in place for the safety of the student. Failure to adhere to the policy may result in requiring the student to ride the bus.

## **MISCELLANEOUS**

### **WORK PERMITS**

Louisiana Minor Law requires minors (under the age of 18) to obtain a work permit prior to employment. Vermilion Parish **public high school students are to obtain a work permit from the high school that they attend while school is in session** (approximately mid-August through mid-June). During the summer months, work permits may be obtained at the Vermilion Parish School Board at 220 South Jefferson Street, Abbeville, LA.

A minor must get a job before obtaining a work permit. After the job is secured, the minor must provide at the time of application, in person, the following: 1) a completed Intention To Employ Minors Under 18 form obtained from their prospective employer (with parent/guardian signature), and 2) proof of age (birth certificate, driver's license, state I.D., school records, etc.).

### CHILD NUTRITION PROGRAM

**Overview of Program** – The Child Nutrition Program is a national program that is mandated by state and federal regulations. The policies and procedures of the program reflect these regulations along with the short term and long term goals of the Vermilion Parish School Board (VPSB). The Child Nutrition Program is an essential part in promoting student health, and is dedicated to the overall well-being of the students within the Vermilion Parish School Board.

**Meal Service** – Every student in the Vermilion Parish School Board is provided with a school breakfast and school lunch in accordance with the Healthy, Hunger-Free Kids Act of 2010. All meals and snacks served in the district are high in quality and nutritionally balanced. All students up to but not including grades 9 – 12 (high school) are required to eat lunch during meal times as set forth by each school principal. Students not wanting to eat or purchase a lunch at school must bring a lunch from home. It is highly encouraged that all lunches brought from home meet the VPSB Policy for Nutrition Standards for food and beverages.

All students are highly encouraged to eat breakfast at school to ensure adequate preparation for the school day academic schedule. Commercial fast foods, carbonated beverages, and concentrated sweets are not allowed in the cafeteria dining areas.

**Meal Payments** – The meal paying status of a student is determined through the Meal Benefits Application process. Students who are not eligible for free or reduced price meal benefits will be responsible for the payment of their meals at the established prices. All meals served must be paid for daily to the school's Cafeteria Manager or in advance through the online payment system at [www.myschoolbucks.com](http://www.myschoolbucks.com). A check or money order made payable to the school's cafeteria is acceptable. All non-sufficient funds (NSF) checks will be charged a fee. Meal account refunds/transfers may be requested through the school's Cafeteria Manager. All student account balances are documented as long as they are enrolled with the Vermilion Parish School Board, and collection procedures will apply as necessary. Please contact 337-898-5714 with any questions or concerns dealing with student accounts or meal payments.

**Meal Charge Policy** – Students in grades PK – 8 will be allowed to eat a full breakfast or lunch at school if they do not have the adequate payment needed. Students in grades 9 – 12 must be able to pay for the meal they are purchasing. School sanctions will be applied at the school site for all unpaid debts which includes denial in participation in non-academic activities (field trips, school fun days, dances, etc.), including graduation ceremonies. Payments can be made through the online payment system at [www.myschoolbucks.com](http://www.myschoolbucks.com) or a payment plan can be established through the Child Nutrition Program Office. Student meal balances will be communicated to the parent or guardian through statements that will be sent home two (2) times per month through the student. Statements are printed, sealed, and given to the homeroom teacher for distribution to the student. Students are responsible for giving statements to the parent or guardian. The meal charge policy guidelines are the same for students that have balances but are now attending a CEP school.

**Meal Benefits** – Every child enrolled in the district is eligible to apply for meal benefits, which is based on the current eligibility guidelines. To receive meal benefits, an application **MUST** be completed EVERY school year. Meal Benefit Applications are available online at [www.applyforlunch.com](http://www.applyforlunch.com). A multi-child application is also provided at the beginning of each school year in which all students in the same household should be listed on the same application. Meal Benefit Applications are accepted all year long. Parents/guardians are responsible for meal payments until the Meal Benefits Application is approved by the Child Nutrition Program Office. Meal benefit statuses (free or reduced) from the prior school year remain effective only for the first thirty (30) operating days of the new school year. If a new application is not completed and approved within this time period, the student will be placed on full-price status.

If a school site is participating in the CEP program, meal benefit applications are not required. While at school, all students attending a CEP school will be offered a healthy breakfast and lunch at no charge to the household. If a student transfers during the school year from a CEP school to a non-CEP school, the student will keep their status for ten (10) days only. A meal benefits application will need to be completed for the current school year. Parents or guardians are responsible for all meal payments until the approval of the application at the Child Nutrition Program Office. Parents or guardians are still responsible for all previous meal charges incurred by the student prior to the implementation of the CEP program. All collections procedures will apply as necessary.

**Wellness** – The Vermilion Parish School Board Wellness Policy can be accessed through the district's website. This policy addresses overall wellness for students which include nutrition education, physical activity, nutrition standards for meals, and student wellness (eating in the cafeteria, lunches from home, classroom snacks, etc.). This policy is a multi-disciplinary effort and is continually addressed, measured, and evaluated.

## TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Vermilion 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 1964), sex (Title IX of the Americans with Disabilities Act), or exceptional 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. Questions regarding Section 504 can be addressed to the 504 Coordinator at 898-5774 and questions regarding Title IX can be addressed to Ellen Arceneaux at 898-5755.

### VERMILION PARISH COMPUTER NETWORK USER POLICY

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Any student who wishes to use the Vermilion Parish Computer Network, including the Internet, must agree to follow the Vermilion Parish Acceptable Use Policy and must first complete the User Agreement and Parent Permission Form before individual access is allowed. The User Agreement and Parent Permission Form are not required for teacher – directed and supervised use. Both of these documents may be obtained from the school office or from the Vermilion Parish School Web Site at <http://www.vpsb.net> In the Acceptable Use Policy, **the following are NOT allowed:**

Revealing personal information about yourself or other people; sending or displaying offensive messages or pictures; using obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language; harassing, insulting, or attacking others; accessing material which is inappropriate for school settings; damaging computers, computer systems, or computer networks; violating copyright laws, using another's password, trespassing in another's folders, work, or files; intentionally wasting limited resources; or employing the network for commercial purposes. **Violations may result in a loss of access as well as other disciplinary or legal action.**

### AVAILABILITY OF STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all pertinent academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, legal guardians, and school officials." The act also states that schools must provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate. LA RS 9:351 states in part "Notwithstanding any provision of law to the contrary, access to student records shall not be denied to a parent solely because he is not the child's custodial or domiciliary parent." The school may charge a fee for the copying of records. Refer to Vermilion Parish School Board Policy JR for more information.

NOTE: RS 17:416 B (3) (c) states in part "...."any student who has been suspended and/or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide to any public school or school system in the state to which the student is seeking admission information on the dates of any suspensions and/or expulsions and the reason or reasons for which the student was suspended and/or expelled. Additionally, the transfer of a student's records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any suspensions and/or expulsions and the reason or reasons for which the student was suspended and/or expelled."

### PARENT/GUARDIAN INTERNET RESOURCES

#### HOMEWORK ASSISTANCE

Website: [www.homeworkla.org](http://www.homeworkla.org)

Free Online Tutoring, Job Search Assistance and Academic & Career Resources

**Whether you need help with Math Homework, an English Paper, Finding a Job or Preparing for a Test, HomeworkLouisiana can help!**

**Homework Louisiana** offers **FREE** online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a **live tutor**. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

The Vermilion Parish School Board is pleased to provide Internet-based resources for parents or guardians. These web sites can help a parent or guardian keep track of their child's homework assignments, teacher calendars, teacher web sites, grades, discipline, attendance, and transcript information.

These are town primary web sites for parents or guardians to use:

#### Teacher Websites and Homework through OnCourse

The OnCourse web site shows information in the following areas:

- **Student Homework**
- **School & Teacher Calendars**
- **Teacher Web Sites**

#### Parent's Communication "Command" Center

The Parent Command Center web site shows information **only** for the parent or guardian's child in the following areas:

- **Student Attendance**
- **Student Discipline**
- **Student Grades**
- **Student Transcripts**

The web sites can be accessed by going to [www.vpsb.net](http://www.vpsb.net) then clicking on the "Parent Resources" link.

### CLASS RANKING

Final grades are used to calculate grade point averages for transcripts and to determine class ranking, including valedictorian and salutatorian.

## UNPAID FEES AND OTHER DEBTS

Every student shall be accountable for unpaid fees or debts owed to the school for such things as, but not limited to lost textbooks, library books, unpaid lunch money, school pictures, locker fees, student i.d. fees, fundraiser money/products not returned, etc. by denying participation in non-academic activities, including graduation ceremonies.

Principals are encouraged to contact parents for cooperation in clearing debts. Should attempts to clear any debt through parental contact not be successful, the school may take the above mentioned steps or combination thereof to insure payment of unpaid debts, as well as appropriate legal action against an adult student or the parent/guardian of a minor student.

## EMERGENCY DISMISSAL PROCEDURE

In times of emergency, (i.e. inclement weather, electrical failure), parents are asked to monitor the local media, specifically KATC Channel 3 and KLFY Channel 10 for more information. In order to keep phone lines open, please **do not call the school.**

## ASBESTOS MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Vermilion Parish School Board contracted an accredited Management Planner to develop an **Asbestos Management Plan** for each school in the parish and submit to the Department of Environmental Quality. All provisions required to be included in a management plan are part of this plan, as well as any information that has been revised to bring the plan up-to-date. The Vermilion Parish School Board maintains and updates the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

**A copy of this school's Management Plan is on file in the administrative office and is available without cost or restriction, for inspection during regular school hours.** Should there be any questions, please contact **Lonnie Richard, LEA designated person, at 337-898-5803.**

## Vermilion Parish School Board District Parental Involvement Policy Section 1118: Parent Involvement, Title 1, Part A

Vermilion Parish recognizes that in order for students to succeed in school and later in life, schools, families, and the community must work together. The Vermilion Parish School System aggressively seeks effective partnerships between families, the schools and the community. Research shows that when each of these entities is involved in children's education, their attitude, behavior and achievement is positively enhanced. Providing the children of all Vermilion Parish schools equal access to a quality education is our top priority. At the start of each school year a school-parent compact which outlines how the school, the teacher, the parent and the student will share in the responsibility for improved student achievement is signed, binding the commitment by all involved.

Parent involvement is the interaction between schools and families and the degree to which families are engaged in the educational lives of their children. It is relationships built on mutual trust and meaningful two-way communication. Using the models of Joyce Epstein and Steve Constantino, the district helps schools plan for their parent involvement component. Parent refers to any caregiver who assumes responsibility for nurturing and supporting children, including grandparents, aunts, uncles, foster parents, stepparents, etc.

Parents may contact the following facility for information and resources concerning the No Child Left Behind Act and effective parental involvement information: Louisiana Promise Parent Information and Resource Center, Volunteers of America-Highland Center, 520 Olive Street, Suite C-4, Shreveport, LA, 71104. The phone number is 318-429-6968 and toll free at 1-866-751-6958.

Title 1 of the Elementary and Secondary Education Act (ESEA) of 1965 addresses the educational challenges facing high-poverty communities. The federal Title 1 program was designed to ensure that all students have a fair and significant opportunity to obtain a high quality education and, at a minimum, reach proficiency on challenging state academic achievement standards and assessments. Presently, when most people refer to Title 1, they are actually talking about Title 1, Part A of the No Child Left Behind Act of 2001 (NCLB). Part A, Improving the Academic Achievement of the Disadvantaged Program, is one of the most well known parts of federal education law. This law is based on four principles that provide a framework through which families, educators and communities can work together to improve teaching and learning. These principles are: accountability for results, local control and flexibility, expanded parental choice, and effective and successful programs.

Currently 16 schools serving grades kindergarten to eighth grade populations receive Title 1 funding. A percentage of that funding is allocated towards parental involvement. Before the start of each school year, the accountant informs each school of their budget and all accounting procedures. Schools are also given information on allowable expenditures for the budget. The Assistant Superintendent of Curriculum and Federal Programs help by providing coordination, support and assistance to each school in building the capacity for strong family involvement.

The Vermilion Parish District Title 1 Parent Involvement Policy sets the expectations and establishes the framework for parental participation in all Title 1 schools. It reflects the parish policy with respect to promoting achievement for all children. The following is assurances and guidelines:

The district policy is developed with the help of the district parent advisory committee (D-PAC). This committee is composed of 2-3 parents from each of the 20 schools in the district. It is printed in all student-parent handbooks to ensure that every parent receives a copy. D-PAC members meet annually to review the plan as well as their child's school plan which also is printed in each handbook. All schools include these parents as members of school committees which allow them to share in decision making (SIP, PBIS, Discipline, etc.)

The district will assist schools in designing presentations and information to parents on understanding student achievement topics such as state testing, accountability topics, how to monitor their child's progress and how to work with educators to improve the achievement of their children. Workshops, meetings, and seminars are held at each school. Information, in an easy to read format, is sent home to those parents who can not attend in person. Parents are encouraged to visit the State Department of Education's web site for a wealth of information. The Vermilion Parish School System's web site curriculum area has information on content areas. Parents are also contacted

through phone calls, emails, newsletters, and the automated voice messaging system. Parents may monitor their child's progress daily from the Parent Command Center. Progress reports and report cards are also sent home on a regular basis.

The district will assist schools with an annual meeting which is held at the beginning of the school year. The school will identify itself as a Title 1 school, explain the rights of parents and inform parents of school requirements associated with Title 1. Many other opportunities throughout the school year guarantee parent participation in activities at their child's school. Activities include but are not limited to: Meet and Greet, Open House, AR Day, Standardized Testing Night, Read Across America, Pancakes with Parents, Muffins with Mom, Donuts with Dad, 100<sup>th</sup> Day of School and Family Reading Night.

The district helps to assure that each Title 1 school when carrying out the parent involvement requirements, provide full opportunities for the participation of parents with limited English proficiency or with disabilities. All ELL parents will be provided translation upon request.

Schools in Vermilion Parish offer LA4, Title 1, and 8(g) preschool classes throughout the parish. Parents are invited into the classrooms through an open door policy. There are 3 parent-teacher conferences scheduled every twelve weeks. Parents of Head Start programs are invited to attend all workshops and seminars.

In order to maximize participation in their children's education, Title 1 parents are given information on GED and technology classes and resources on reading and literacy skills. Schools are encouraged to pay reasonable and necessary expenses associated with parent involvement activities such as transportation. Schools are encouraged to offer child care to enable parents to attend school activities. Activities and meetings are held both during the day and at night to allow attendance by many families.

This district policy was developed jointly with, and agreed upon with, parents of children participating in Title 1 schools, who serve as members of the District Parent Advisory Committee. This policy will be in effect for the 2015-2016 school session. Any questions concerning this policy may be directed to Ellen Arceneaux.

## APPENDIX

### GLOSSARY OF TERMS

- 1) **Aggravated Assault** – an assault committed with dangerous weapon
- 2) **Aggravated Battery** – battery committed with a dangerous weapon
- 3) **Arson** – the intentional damaging by an explosive substance or the setting fire to any property of another without the consent of the owner
- 4) **Assault** – an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery
- 5) **Battery** – the intentional use of force or violence upon the person of another
- 6) **Burglary** – the unauthorized entering of any dwelling, vehicle, watercraft or other structure, movable or immovable, with the intent to commit a felony or any theft therein
- 7) **Criminal Damage to Property (Vandalism)** – the intentional damaging of any property of another , without the consent of the owner by any means other than fire or explosion
- 8) **Cyberbullying** - harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.
- 9) **Dangerous Instrumentality** – any object which has the potential for use as a weapon, for example, scissors, tools, etc.
- 10) **Emergency – an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage.**
- 11) **Expulsion** – removal of a student for a determined number of days with no provision of instructional services
- 12) **Extortion** – the communication of threats to another with the intention thereby to obtain anything of value or any acquittance , advantage or immunity of any description
- 13) **Hookey** – failure to attend school without knowledge of parent or guardian
- 14) **Illegal Possession of Stolen Things** – the intentional possession, procuring, receiving, or concealing of anything of value which has been the subject of any robbery or theft, under circumstances which indicate that the offender knew or had good reason to believe that the thing was the subject of one of these offenses
- 15) **In-school suspension** – student is temporarily removed from his/her usual classroom placement to an alternative setting for a minimum of one complete school day and no interruption of instructional services occurs
- 16) **Robbery** – the taking of anything of value belonging to the person of another or that in the immediate control of another by the use of force or intimidation but not armed with a dangerous weapon
- 17) **Sexual Harassment** - unwelcome sexual advances, use of sexual suggestive language, request for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature at school or in a school-sponsored activity.
- 18) **Suspension** – student is temporarily prohibited from participating in his/her usual placement within school with no provision of instructional services
- 19) **Theft** – the misappropriation of taking of anything of value which belongs to another, either without the consent of the other through misappropriation or taking, or by means of fraudulent conduct, practices or representations; an intent to deprive the other permanently of whatever may be the subject of misappropriation of taking is essential
- 20) **Threats, Harassment, Bullying and Intimidation** – definition can be found on page 15 of this handbook.
- 21) **Controlled dangerous substance** – any substance listed in the schedules contained in Title 40 of the LA Revised Statutes
- 22) **Controlled substance** – any substance which requires a prescription from an appropriate health care provider other than those listed in Title 40 of the LA Revised Statutes
- 23) **Therapeutic product (over the counter medication)** – relating to treatment of diseases or disorders by remedial agents or methods.
- 24) Unauthorized use of technology/electronic device – means that no student, unless authorized by the school principal or his/her designee shall use or operate any electronic telecommunication device, including but not limited to, any facsimile system, radio or paging device, mobile telephone service, intercom, or electro mechanical paging system, cellular phone, beeper, CD player, radio, IPOD, MP3 player, camera, smart watch (example: Apple Watch) during regular school hours or upon any school bus, except in the event of an emergency as declared by the principal or his/her designee, or after regular school hours as authorized by a school official.
- 25) Use or operation of an electronic telecommunication device – means that the device is either visible, turned on or is in a mode capable of recurring or transmitting signals.



**Vermilion Parish Annual Compliance Commitment Form**  
**Middle/High School**  
**2017-2018**  
**A Compact for Student Success**  
**A Parent/Student/School/Teacher Agreement**

In 1999 Louisiana Legislature passed HB 1990 (Act 1004) that requires each middle and high school student and their parents to annually sign a statement of compliance. Federal mandates for Title I also require a compact from students and parents.

School	Teacher	Parent	Student
1. Provide high quality curriculum and instruction aligned with Louisiana Content Standards, Common Core State Standards and student performance expectation. 2. Provide a minimum of one parent/teacher conference. 3. Report on an ongoing basis about child's progress (report cards, mid-nine-weeks reports, etc.) 4. Provide opportunities for parental involvement (volunteer, participate, etc.) and assistance to parents to help child at home. 5. Provide a safe orderly environment in which children can learn.  Signature: _____ School Administrator  Date: _____	1. Provide rigorous activities and lessons aligned with Louisiana Content Standard and student performance expectations. 2. Provide high expectations for all students in an encouraging and supportive manner. 3. Provide a well disciplined and managed classroom so all students have the opportunity to learn. 4. Provide an open line of communication with parents. 5. Provide instruction on students' instructional level. 6. Provide for instruction to address individual learning styles.  Signature: _____ Teacher  Date: _____	1. Make sure my child is punctual and attends school on a regular basis. 2. Supervise homework to ensure completion and study time. 3. Provide necessary materials my child needs for his/her success. 4. Keep open lines of communication with my child's teacher(s) including parent/teacher conferences, written communication, and phone contact. 5. Support teacher and school in maintaining a well-disciplined environment.  <b>Furthermore, I have received and read all policies, rules and general information contained in the 2017-2018 VERMILION PARISH Student/Parent Handbook.</b>  Signature: _____ Parent  Date: _____	1. Come to school on a regular basis. 2. Come to school prepared with materials needed and homework assignments completed. 3. Stay attentive and actively participate in classroom activities. 4. Follow school and classroom rules and regulations. 5. Respect classmates, teachers, administrators, and other school staff. 6. Be a positive role model for other students.  <b>Furthermore, I have received and reviewed the policies, rules, and 2017-2018 VERMILION PARISH Student/Parent Handbook and agree to bring all the information to my parent(s) / guardian.</b>  Signature: _____ Student  Date: _____

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID # \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**Please sign and return only this page to homeroom teacher.**

**Vermilion Parish Annual Compliance Commitment Form  
Elementary School  
2017-2018  
A Compact for Student Success  
A Parent/Student/School/Teacher Agreement**

In 1999 Louisiana Legislature passed HB 1990 (Act 1004) that requires each elementary school student and their parents to annually sign a statement of compliance. Federal mandates for Title I also require a compact from students and parents.

School	Teacher	Parent	Student
6. Provide high quality curriculum and instruction aligned with Louisiana Content Standards, Common Core State Standards and student performance expectation. 7. Provide and schedule parent conferences as needed and as requested by parent and/or teacher. 8. Report on an ongoing basis about child's progress (report cards, mid-nine-weeks reports, etc.) 9. Provide opportunities for parental involvement (volunteer, participate, etc.) and assistance to parents to help child at home. 10. Provide a safe orderly environment in which children can learn. 11. Use federal funds to lower class size in K-4 <sup>th</sup> grades.  Signature: _____ School Administrator  Date: _____	7. Provide rigorous activities and lessons aligned with Louisiana Content Standard and student performance expectations. 8. Provide high expectations for all students in an encouraging and supportive manner. 9. Provide a well disciplined and managed classroom so all students have the opportunity to learn. 10. Provide an open line of communication with parents. 11. Provide instruction on students' instructional level. 12. Provide for instruction to address individual learning styles.  Signature: _____ Teacher  Date: _____	6. Make sure my child is punctual and attends school on a regular basis. 7. Supervise homework to ensure completion and study time. 8. Provide necessary materials my child needs for his/her success. 9. Keeps an open line of communication with my child's teacher(s) including parent/teacher conferences, written communication, and phone contact. 10. Support teacher and school in maintaining a well-disciplined environment.  <b>Furthermore, I have received and read all policies, rules and general information contained in the 2017-2018 <u>VERMILION PARISH Student/Parent Handbook.</u></b>  Signature: _____ Parent  Date: _____	7. Come to school on a regular basis. 8. Come to school prepared with materials needed and homework assignments completed. 9. Stay attentive and actively participate in classroom activities. 10. Follow school and classroom rules and regulations. 11. Respect classmates, teachers, administrators, and other school staff. 12. Be a positive role model for other students.  <b>Furthermore, I have received and reviewed the policies, rules, and 2017-2018 <u>VERMILION PARISH Student/Parent Handbook</u> and agree to bring all the information to my parent(s) / guardian.</b>  Signature: _____ Student  Date: _____

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Please sign and return this page only to homeroom teacher.**

**2017-2018 Vermilion Parishes – Elementary Schools**  
**SCHOOL ATTENDANCE REGULATIONS AND PROCEDURE**  
**TRUANCY/DISCIPLINE COURT CRITERIA AND PROCEDURE**

**“EVERY MINUTE COUNTS”**

**Students are expected to be in attendance every minute of every day.**

Louisiana State Law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student for every day scheduled by the local school board until their eighteenth (18<sup>th</sup>) birthday. Parents will be sent a notification letter on/before the 3<sup>rd</sup> unexcused absence or tardy and attend a conference with school personnel if deemed necessary. Parents must return a signed receipt of the notification letter. A student’s attendance and disciplinary history prints on his/her 4 week progress reports and 9 week report cards. Also, parents can view their child’s current grades, attendance, and discipline on any on-line computer through the Parent Communication Center located at the Vermilion Parish School District website at [www.vpsb.net](http://www.vpsb.net).

As defined by State Law, any student enrolled in Vermilion Schools shall be considered habitually absent or habitually tardy upon the 5<sup>th</sup> unexcused absence or upon the 5<sup>th</sup> unexcused occurrence of being tardy (this includes late to school and/or early checkouts) within a semester.

ADDITIONAL NOTES:

- 1<sup>st</sup> Semester dates are: August 10, 2017 through December 22, 2017;
- 2<sup>nd</sup> Semester dates are: January 8, 2018 through May 25, 2018;
- High school students (9-12) attendance shall be kept on a per period basis;
- 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.

The only exception to the attendance regulations **that will be considered** shall be **extenuating circumstances** that are verified by the Supervisor of Child Welfare and Attendance as described below:

1. **Extended** personal physical or emotional illness as verified by a physician or dentist
2. **Extended** hospital stay as verified by a physician or dentist
3. **Extended** recuperation from an accident as verified by a physician or dentist
4. **Extended** contagious disease within a family as verified by a physician or dentist
5. Observance of Special and recognized Holidays of the student’s own faith
6. Military deployment/leave of Parent

**The following may be verified by the Principal or Designee**

7. **Prior** school system approved travel for education
8. Death in the immediate family (not to exceed one week)
9. Natural catastrophe and/or disaster
10. Court ordered subpoenas and documented legal matters
11. Absence due to school approved activity. Students shall be considered present and shall be given the opportunity to make up work.

**For any other extenuating circumstances, parents must make a formal appeal to the Supervisor of Child Welfare and Attendance through the School Principal for determination of Extenuated Circumstances on a case-by-case basis.**

**All excuses, including original doctor/dentist verification, for a student’s absence must be presented to the school within three (3) days of the student’s return to school to be considered for extenuating circumstances.**

**Credit Appeal Procedure:** In order for Vermilion parish elementary students to be considered for promotion or for high school students to receive Carnegie credit for each course taken, students may not exceed 12 instructional days per year or 6 instructional days per semester of absences. When a student has exceeded the allowable days of absence as defined by the mandate, a committee appointed by the Principal will review the student’s absences. The student and/or parent receive written notification of the decision to deny credit or deny promotion and are informed of the appeal process. Appeals are made to the Supervisor of Child Welfare & Attendance within 72 hours of receiving notification. Following the appeal hearing, all parties are notified of the final disposition.

**TASC or FINS COURT REFERRAL CRITERIA AND PROCEDURE**

**In compliance with state law pertaining to ACT 745 regarding amendments and reenactment of LA R.S. 17:233 (B)(1), LA R.S. 17:233(C) and LA R.S. 17:416, relative to habitual absences, tardiness, and disciplinary actions, FINS Court for the 2016-2017 school year will occur on a regularly basis.**

**You are hereby notified that if your student meets the following criteria listed below, he/she may be referred to TASC or FINS Court which is an informal Court process and intervention strategy of the Vermilion Parish 15<sup>th</sup> Judicial District Families in Need of Services Program in collaboration with Vermilion Parish School's Child Welfare & Attendance Program:**

- 1. Vermilion Parish Schools students who exceed 5 days unexcused absence or unexcused tardiness within any school semester or as deemed eligible for referral by VPCWA or his designee and who do not provide a valid excuse according to the criteria for extenuated circumstances as listed above may be referred to TASC or FINS Court.**
- 2. Any student who accumulates three in-school or out-of school suspensions and/or is found guilty of repeated behavior problems/disciplinary infractions may be referred to TASC or FINS Court.**

**In cases of continued disciplinary problems, absences or tardiness, when interventions fail to correct the problem, violations are subsequent to referral to formal Court where additional penalties may be imposed upon the parent/legal guardian as defined by State Law including but not limited to additional fines, community service, and/or imprisonment.**

If you have any questions or concerns regarding school attendance or discipline, contact the Principal of your child's school or James B. Prudhomme, Supervisor of Child Welfare & Attendance at (337) 898-5708.

I have read and understand the Attendance Regulations and TASC or FINS Court Criteria for Vermilion Parish School:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date