

# Pine Wood Elementary

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## Student Handbook

# 2020-2021

815 Mel Branch Memorial Drive  
DeRidder, Louisiana 70634  
<https://pwe.beau.k12.la.us/>  
(337)463-8810 ~ Fax (337)463-2515



Debbie Dixon  
Principal



Stephanne Spikes  
Asst. Principal

Louisiana Blue Ribbon School  
Redbook Nominee ~ America's Best Schools Project

## SIGNATURE PAGE

As we begin a new school year, we look forward to sharing in the educational growth and development of your child. This handbook contains a brief outline of school policies, regulations and activities.

Please read and discuss the contents of this handbook with your child. This page is to be signed by the student and guardian in the space provided and returned to your child's teacher by the beginning of the second week of school. It will be filed for future reference.

During the year, students may be asked to respond to surveys so needs can be assessed and programs maintained or altered based upon information gathered. Parents have the right to refuse permission for their child to participate in specified surveys. Parents also have the right to view education records and instructional material; seek to amend records, to designate directory information, and to request professional qualification information about their child's teacher. Please notify the principal if you would like to take any of these actions. Also, note that Beauregard Parish releases educational records to other schools that have requested records and in which the student seeks or intends to enroll as required by law.

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Student's Signature

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Parent's Signature

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Date

**PINE WOOD ELEMENTARY  
DEBBIE DIXON, PRINCIPAL**

**STUDENT-PARENT-TEACHER STATEMENT OF COMPLIANCE  
For Grades 4-12**



We know that learning takes place when effort, interest, and motivation are present. Because we are all committed to \_\_\_\_\_'s progress in school, we will work to do our best to promote student achievement.

This contract is a pledge to work together; for we believe that through our team effort, learning will take place.

As a student I agree to:	As a parent I agree to:	As a teacher I agree to:
follow school and classroom rules.	reinforce school and classroom rules.	explain the school and classroom rules to the student and his/her parents.
do my best in all subject areas.	show interest and use positive feedback for reinforcement of work.	provide motivating curriculum-aligned instruction to enhance learning.
attend school every day unless I am sick.	promote regular bedtime and provide nutritional meals.	send notification of excessive absences and tardies to parents.
complete homework assignments every day.	provide assistance and monitor assignments daily.	keep records of completed homework and give positive reinforcement.
listen attentively and ask questions when I do not understand.	encourage my child to be a good listener and to ask specific questions about things they do not understand.	commend good listeners and answer specific questions.

Most importantly, we promise to help each other carry out this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Grade

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as a component of the  
**Beauregard Parish Parental Engagement Policy.**

# BEAUREGARD PARISH SCHOOL BOARD-‘Acceptable Use’ Parent/Student Contract For Telecommunication Services

## Responsibility Contract

### *Acceptable Use of Telecommunication Services*

The Board of Education recognized the educational value of using telecommunication services for communication and information access and encourages the use of such sources to enhance student learning.

## Responsibility Contract

As a student, I understand and will abide by the District’s rules, regulations, and the Computer and INTERNET Use policy (IFBGA) as well as specific site guidelines for the use of the Beaugard Parish School System’s electronic information services. I further understand that any violation of these rules, regulations, and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and District or school disciplinary action and/or other appropriate legal action may be taken.

As a parent/guardian of this student, I have read the District’s rules and regulations and any specific site guidelines for use of the Beaugard Parish School System’s electronic information services. I understand that these services are designed for educational purposes and the Beaugard Parish School System has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible for the district to restrict access to all controversial materials, and I will not hold them responsible for materials acquired by my child with these services.

I hereby give permission for my child to access the electronic information services provided by the Beaugard Parish School System.

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

\_\_\_\_\_  
Student’s Name (Please Print)

\_\_\_\_\_  
Signature of Student                                      Date

## Rules and Regulations

1. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. Student monitored email will only be issued for distance learning and other district approved educational opportunities. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate educational content shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.

4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, cyberbullying or terrorizing, and apply to all forms of electronic communications.
6. Indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, cyberbullying or terrorizing language shall be forbidden and apply to all forms of electronic communications.
7. No activities shall be allowed which may damage or interrupt equipment or any networking system.
8. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
9. No user is permitted to upload, or create, a computer virus on the Internet or any networking system. Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network .
10. A user shall not seek, attempt, or setup access to unauthorized networks, including but not limited to non district or school system WiFi's, Hotspots, or tethering devices.
11. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
12. Invading the privacy of another user, or using his/her account, shall not be tolerated.
13. Posting personal messages without the author’s consent shall be forbidden.
14. Sending or posting anonymous messages shall be forbidden.
15. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.
16. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
17. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
18. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
19. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
20. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
21. Discipline shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

**Note: Parent/Guardian: The student must have this form signed in order to participate in computer lab and internet activities.**

## History of Pine Wood Elementary School

The Pine Wood Elementary building was first opened in September of 1952. It housed grades eight through twelve and Jack Gormley was principal. In 1954 the seventh grade was added, however, in 1960 it was returned to the downtown Third Street School.

With the completion of DeRidder Junior High School in 1963, the eighth grade was moved leaving only grades nine through twelve.

A new DeRidder High School facility was completed in 1972, leaving the building available for DeRidder's fourth and fifth grades. The school was named "Pine Wood Elementary School" as a result of a faculty contest.

Sam Pernici was the school's principal until his retirement in 1973. At that time Don Gibson became principal and remained until 1980. Gus Martinez followed as principal from 1980-1995. Richard Gallien was principal from 1995-1999. Ron Hebert served as principal for the 1999-2000 school year. Mr. Stan Levy served as principal from 2000-2010. Mr. Jimmy Maricle has served as principal from 2010-2017. Mrs. Theresa Harlow was principal the 2<sup>nd</sup> half of the year in the 2017-18 school year. Mrs. Debbie Dixon became principal August 2018 and currently remains principal.

# Our Mission

Love and learning go  
hand in hand as Pine  
Wood Elementary  
prepares ALL students  
for academic  
success!!!

## Philosophy and Purpose 2020-2021

We, the faculty and staff of Pine Wood Elementary School, believe that children entrusted to us for quality education are entitled to the following:

1. Recognition of their self-worth as human individuals with the potential for becoming valuable adult citizens in a democratic society.
2. Instruction in how to learn as a means for individualizing students interest in personal educational advancement.
3. Sufficient time to learn and practice successfully those skills needed for promotion.
4. A curriculum designed and taught in a logically sequenced manner to promote mastery rather than credit.
5. A variety of teaching methods and materials (auditory, visual, and hands-on experiences) to accommodate students' needs and interests.
6. Classes organized for effective teaching and learning rather than for convenience.

As professional educators, aware of the importance of reading as the means to present and further student learning, we believe it is our responsibility to teach pupils to:

1. Comprehend both written and oral language rather than merely check their comprehension.
2. Creatively utilize the English language, written and oral forms, for more effective communication.
3. Read for enjoyment by providing books for recreational reading and leading by sharing personal reading experiences.

We further believe that educating your child must extend beyond the school facility, therefore, opportunities for parental and community involvement must be provided and participation encouraged.

## Letter from the Principal



*Debbie Dixon*  
Principal

## *Pine Wood Elementary School*

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815 Mel Branch Memorial Drive  
DeRidder, Louisiana 70634  
(337) 463-8810 ~ Fax (337) 463-2515



*Stephanne Spikes*  
Asst. Principal

### Letter from the Principal

I would like to welcome each of you to Pine Wood Elementary and hope this is an exciting and special year for you.

Pine Wood has an excellent and dedicated faculty and staff. We look forward to serving our students in the upcoming school year. We encourage our students to become actively involved in the numerous activities and organizations that we offer.

Parents, we encourage frequent communication with your child's teachers to ensure a clear understanding of your child's progress.

If I can be of any assistance to you, please feel free to contact me at the school.

Debbie Dixon

## 5 day school calendar

**BEAUREGARD PARISH SCHOOL BOARD**  
**5-Day School Calendar**  
**2020 - 2021**

**Parents-this is a revised 20-21 school calendar.**  
**Virtual Days are for ALL students.**  
**Assignments will be posted or packets will be sent home.**

Progress Reports Issued	Friday, November 6, 2020
<b>VETERANS DAY HOLIDAY (Virtual Day)</b>	<b>Wednesday, November 11, 2020</b>
<b>THANKSGIVING HOLIDAYS</b> Dismiss Friday, November 20, 2020 Students Return Monday, November 30, 2020	<b>November 23 &amp; 24, 2020 (Virtual Days)</b> through Friday, November 27, 2020
End of 1st Semester	Friday, December 18, 2020
<b>CHRISTMAS/WINTER BREAK</b> Dismiss Friday, December 18, 2020 Students Return Tuesday, January 5, 2021	<b>December 21 &amp; 22, 2020 (Virtual Days)</b> through Monday, January 4, 2021
<b>STAFF DEVELOPMENT DAY</b>	Monday, January 4, 2021
<b>PARENT CONFERENCE K-12/Report Cards Issued</b>	<b>Friday, January 15, 2021 (Virtual Day)</b>
<b>MARTIN LUTHER KING, JR. HOLIDAY</b>	Monday, January 18, 2021
Progress Reports Issued	Thursday, February 11, 2021
<b>MARDI GRAS HOLIDAY</b> Dismiss Friday, February 12, 2021 Students Return Wednesday, February 17, 2021	<b>Monday, February 15, 2021</b> through <b>Tuesday, February 16, 2021</b>
End of Third Quarter	Friday, March 19, 2021
<b>Report Cards Issued</b>	<b>Thursday, March 25, 2021</b>
<b>EASTER/SPRING BREAK HOLIDAY</b> Dismiss Friday, March 26, 2021 Students Return Tuesday, April 6, 2021	<b>March 29 &amp; 30, 2021 (Virtual Days)</b> through Monday, April 5, 2021
Progress Reports Issued	Friday, April 23, 2021
Last Day for Seniors	Thursday, May 13, 2021
Last Day for Students	Thursday, May 27, 2021
Last Day for Teachers (Report Cards Mailed)	Friday, May 28, 2021

**STAFF DEVELOPMENT DAYS** are Non-Student Days

**PARENT CONFERENCE DAYS** are Virtual Days for the Grades Listed

Revised 10/15/2020



# Beauregard Parish School Board

## Student Uniform Dress Code

### 2020-2021

#### Pine Wood Elementary 4<sup>th</sup>-5<sup>th</sup> Grade

(Includes riding the bus to and from school)

Uniforms may be purchased at any store but must follow this  
Beauregard Parish Student Uniform Dress Code

- ◆ Athletic bags are allowed if they are not carried from class to class and will be dropped off at a designated location before school starts and picked up at the end of the school day.
- ◆ Clothing that has been altered by cutting, ripping or fraying from the original state is not allowed.
- ◆ All clothing appropriately sized.
- ◆ Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.

<b>PLAIN SHIRTS AND BLOUSES-Solid Navy, Solid Royal Blue, or Solid White</b>
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*Brand names, emblems, or logos, showing outwardly, must be small and non-distracting.*

#### **Acceptable**

Plain Polo Style  
Collared, two or three button knit  
Plain Oxford Cloth or Plain Dress Shirt  
Style, Collared, button-up  
Plain turtlenecks(traditional/mock)  
School-Sponsored/School-Created  
Spirit Shirts

#### **Not Acceptable**

Baseball Jersey Style  
Sleeveless Shirts or Blouses  
Henley Shirts  
V-Neck Pullover Shirts  
Crew Necks  
Hunting Style Shirts  
Shirts/Blouses too short to remain tucked in  
Any other style

- ◆ Shirts and blouses shall be buttoned and long enough to remain tucked in at the waist.
- ◆ Solid plain white or school uniform colored undershirt can be worn under acceptable uniform shirts.

**COATS, JACKETS, VESTS, SWEATERS, PULLOVERS (With or Without Hoods)**

**Acceptable**

All worn with acceptable shirt/blouse  
Waist length to three quarter length  
Must be long sleeved (not including vest)  
Bottom must be banded or straight

**Not Acceptable**

Hunting Style Vests  
Trench Coats, Dusters, etc. Any other style

**PANTS/TROUSERS/ SKORTS, SKIRTS & JUMPERS - Solid Khaki/Navy Blue**

- ◆ No Holes, Rips, Tears, Excessive Fading, Faux Tears or Jewels with acceptable pants/jeans.
- ◆ No Parachute, Nylon or Stretch Materials such as Knit, Spandex, etc.

**Acceptable**

Traditional Style  
Plain or pleated front  
Hemmed  
Regular ankle length  
Capri Pants  
Cropped Pants  
Blue Denim

**Not Acceptable**

Jeggings (any color)  
Overalls or Carpenter  
Cargo or Wide Leg  
Hip Huggers  
Bell bottoms/Flare Leg  
Any other style

**WALKING SHORTS, - Solid Khaki/Navy Blue**

- ◆ No Jean (Khaki or any other color), Parachute, Nylon or Stretch Materials such as Knit, Spandex, etc.
- ◆ Brand names, emblems, or logos, showing outwardly, must be small and non-distracting.

**Acceptable**

Knee length or longer  
Hemmed  
Slits knee length or below

**Not Acceptable**

Overalls or Carpenter  
Cargo or Wide leg  
Slits above the knee  
Cargo style pockets  
Any other style

**BELT COLORS: Black, Navy, Brown, Khaki, or White**

Loops Require Belts (Traditional Style) at All Times Except for Pre-K and Kindergarten

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## SHOES

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Appropriate footwear with backs or straps (no skate shoes).  
Must be worn at all times during the school day.  
Shoes with laces shall be kept tied at all times.

### **ACCEPTABLE**

#### **Pre-K - 5<sup>th</sup> Grade**

SOCKS OR STOCKINGS/HOSE MUST BE WORN AT ALL TIMES

SOCKS/STOCKINGS/HOSE/LEGGINGS - No Color Restrictions

#### **6<sup>th</sup> - 12<sup>th</sup> Grade - SOCK OR STOCKINGS/HOSE ARE**

OPTIONAL SOCKS - No Color Restrictions

STOCKINGS/HOSE/LEGGINGS - Solid Navy, White, Black or Sheer Skin Tone

Approved on May 21, 2020

## Pine Wood Elementary Bell Schedule 2020-2021

7:45 Students Enter the Building

7:50 Tardy Bell

7:50-7:55 Announcements

4<sup>th</sup> Grade Lunch 11:30-11:55

4<sup>th</sup> Grade Recess 11:55-12:10

5<sup>th</sup> Grade Lunch 12:00-12:25

5<sup>th</sup> Grade Recess 12:25-12:40

3:00 First Bell (Pick-ups also leave at this time.)

3:04 Second Bell

3:07 Third Bell

## Check-Out Policies

No student will be allowed to check out without permission from his/her parent or guardian. Students **WILL NOT** be allowed to leave school with anyone other than persons listed on the **EMERGENCY CARD** (Green Card) that is completed at the beginning of the year. Students must bring a note from home stating the time he/she will be checked out and who specifically will be picking the child up. If you wish for your child to ride a bus that is not his/her regular bus, a note written by the parent must be sent to the PWE office for a bus permit to be issued. We cannot accept bus changes over the phone; a written note must be turned in to the office. Bus drivers will not allow a child to ride without a note. This note must specify the address where the child will be getting off. We ask that all after school arrangements for children be made prior to school hours. **PLEASE NO PHONE CALLS EXCEPT IN THE CASE OF AN EMERGENCY.**

### Transporting Non-bus Students

Students who do not ride a bus should be dropped off and picked up in front of the school. They should go directly to their playground. Pine Wood has no crossing guard; therefore, students are not to be dropped off or picked up across the street from the school. All students must enter through the double doors under the canopy.

Students who walk home **MUST** bring a note signed by their parent or guardian with the address of where they are to walk after school. Please let us know if this will be a regular arrangement.

### Bus Behavior

Students must enter the bus in an orderly manner, take a seat and remain quiet. Failure to conform to expected behavior may result in suspension of bus riding privileges. School rules apply to bus rules.

### Emergency Card Information

It is vital that each parent or guardian complete an **EMERGENCY INFORMATION CARD**. In case of an accident or serious illness this card authorizes school officials to make whatever arrangements necessary to ensure your child receives medical treatment. Please remember to update the information if you move or change phone numbers during the school year. Both sides of the card should be filled out.

Note: Beauregard Parish School Board does not assume responsibility for medical charges.

# ATTENDANCE REGULATIONS

Students shall be expected to be in attendance every student-activity day scheduled. Elementary students shall be in attendance a minimum of 167 six hour days or 60,120 minutes a school year.

## PARENTAL CONTACT PROCEDURES

### *3rd Unexcused Absence and/or Tardy*

A letter will be mailed to the parent/guardian. Parents are required to return the signature portion of the letter to the school, and schedule a conference with the school's principal/designee to discuss attendance.

### *5th Absence (Combination of Excused/ Unexcused)*

The School Reach automated calling system will call the parent/guardian. Additional letters will be sent by schools as absences accumulate. The Supervisor of Child Welfare and Attendance, along with the District Attorney's Office, will monitor the attendance records of students throughout the school year and will take appropriate action as needed.

## TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include non-exempted, excused; exempted, excused; unexcused absences, and suspensions.

*Non-exempted Excused Absences* – 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 Absences* - absences which are not considered for purposes 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.

*Unexcused Absence*-any absence 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 or for their own parents or tutors) unless it is part of an approved instructional program.

*Suspensions* – a non-exempted absence in which the absence is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

### **EXTENUATING CIRCUMSTANCES**

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit:

1. extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. extended hospital stay in which a student is absent as verified by a physician or dentist;
3. extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state; or
5. quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious deadly disease, as ordered by state or local officials; or
6. observance of special and recognized holidays of the student's own faith;
7. visitation with a parent who is a member of the United States Armed Forces or the National Guard of the state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. absences verified and approved by the school principal or designee as stated below:
  - a. prior school system-approved travel for education;
  - b. death in the immediate family (not to exceed one week); or
  - c. natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the LEA.

## **EXCUSES / EXCUSED ABSENCES**

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school is also acceptable. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and guidelines for unexcused absences shall apply.

## **UNEXCUSED ABSENCES AND SUSPENSIONS**

For unexcused absences and suspensions, students may complete make-up work and shall receive credit not to exceed 50% maximum, upon the recommendation of the student's teacher, if the work is completed satisfactorily and timely as determined by the principal or his designee. It shall be the responsibility of the student to request work missed during the time of unexcused absences or suspensions.

## **TARDINESS**

A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Tardiness on the part of students shall not be tolerated.

## **APPEAL OF ABSENCES**

When a student exceeds the maximum number of absences allowed, including excused and unexcused absences, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

### **TRUANCY**

Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

In those districts participating in an interagency agreement to operate a truancy and assessment service center and to the extent specified in said agreement, school boards and their systems in general will assist child welfare and attendance officers in creating student background data, including attendance records, unexcused absences, conduct violations, discipline records, report cards, and transcripts as permitted by law and families in need of services personnel will work in partnership with the child welfare and attendance officers to monitor client progress, file all petitions in the cases of noncompliance of the plan for court appearance, and coordinate other services.

### **REFERRALS TO THE DISTRICT ATTORNEY'S TRUANCY PROGRAMS**

When students of compulsory attendance age are deemed 'habitually absent or habitually tardy,' their cases will be submitted to one of the District Attorney's truancy programs. TASC (Truancy Assessment and Service Center) serves students in grades K-5, and FINS (Families in Need of Services) serves students in grades 6-12.

- Schools will refer students in grades K – 5 to TASC upon the 5th unexcused absence and/or tardy.
- Students in grades 6-12 will be referred to FINS (Families in Need of Services) by the Supervisor of Child Welfare and Attendance when students are

considered 'truant' and other methods of correcting attendance problems have not been successful.

### **ATTENDANCE AWARDS**

Students will be awarded PERFECT ATTENDANCE when they have been absent less than 165 accumulated minutes of time during the school year. Students will be awarded OUTSTANDING ATTENDANCE when they have been absent three days or less of accumulated minutes during the school year. Schools use Positive Behavior Interventions and Support (PBIS) strategies to promote acceptable school attendance habits throughout the school year.

To view all attendance regulations, please refer to the Bulletin 741 – Louisiana Handbook for School Administrators, which can be located on the Louisiana Department of Education's Website: [www.louisianabelieves.com](http://www.louisianabelieves.com)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221; R.S. 17:226; R.S. 17:233; R.S. 17:235.2; R.S. 17:416

Louisiana handbook for School Administrators, Bulletin 741, Louisiana Department of Education April, 2016 Edition

## 2020 – 2021 Student School Fees

School fees can be paid online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

This is a list of items the \$20.00 school fee covers:

Awards Program – Certificates and Awards

Math Olympics Certificates and Awards

Printer Toner for Classrooms

Red Ribbon Week Supplies

Student Handbooks

Student of the Month Certificates and Lanyards

Student Planners

Take Home Folders

### **ECONOMIC HARDSHIP WAIVERS**

Certain fees may be reduced or waived for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless. All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

## Meals

Parents can pay for meals online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or students can bring money, in the morning before school, to the cafeteria. Your child should bring his/her money in an envelope labeled with information as follows:

1. Student name
2. Student ID number (will be given to them)
3. Amount of money for lunch and breakfast fees

Teachers DO NOT collect meal fees. Please pay fees separate than other school fees. If you have questions concerning your child's payments, phone the cafeteria manager at 463-8405. Application forms for free and reduced meals will be provided at the beginning of school. Qualification for free/reduced meals is based on income and the number of dependents in a household. The completed application must be turned in to the school as soon as possible. Students are asked to pay for daily meals until their form has been approved. Fast food or carbonated drinks are not allowed in the cafeteria by state lunch regulations.

Daily Prices as follows:

Regular lunch \$1.50

Regular breakfast \$1.00

Extra milk \$.50

Reduced lunch \$.40

Reduced breakfast \$.30

## Guidelines For Charging Meals

Meals may be paid daily, weekly, monthly, or in other types of advanced payment plans. Parents are asked to send money, check preferred, in a timely manner for children's meals. Should the need arise, the following guidelines will be followed for grades Pre K-5. No charges will be allowed to accumulate over a ten dollar (\$10) limit. Students and parents will be notified of this limit at the beginning of each school year. When lunch money is owed, a School Phone Reach Message will be sent until it is paid.

1. Upon the accumulation of an unpaid balance, a letter will be given to the child for the parent denoting current charges inclusive of a free/reduced lunch application.
2. If charges reach the eight dollar (\$8) limit, phone calls and/or letters to the parents are sent by the principal or his/her designee requesting payment and/or conference. No charges will be allowed beyond the ten dollar (\$10) limit.  
Students who have reached the \$10 limit and do not bring money for meals will be allowed a nutritious sandwich and milk.
3. If charges remain outstanding, other reasonable means such as mailing certified letters, phone calls, requesting conferences, holding report cards, etc. shall be implemented.
4. Students and parents shall be notified that all charging of meals shall cease as of May 1 of each school year with each case to be handled individually by the principal or his/her designee.

## Pine Wood Elementary Partners In Education

Amerisafe

Beauregard Health System

b1BANK

Stine Lumber

Sunshine Grocery

Grace

Shaz's Sports Group

# School Insurance

The Beauregard Parish School Board provides a limited medical insurance plan covering students for accidental bodily injury incurred while:

1. Attending regular school sessions.
2. Participating in or attending school-sponsored and supervised extracurricular activities.
3. Participating in school-sponsored and supervised interscholastic sports.
4. Traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school- provided transportation.

Parents/guardians/students have the option of extending this coverage to 24 hour coverage and/or adding extended dental coverage. Insurance enrollment forms, detailing coverage benefits and extended plan premiums, are available in the school office.

Students shall provide parental waivers if they are enrolled in the following classes:

1. Any athletic event/class
2. Band
3. Advanced Art
4. JROTC
5. Any class using a lab teaching component where an electric or otherwise powered machine, device, or application may be used.
6. Any class utilizing any chemical that could prove hazardous.

The WAIVER FORM is available from the sponsor/coach/teacher of the activity; and MUST be notarized with signature and stamp of the notary public.

## **Student Tardiness**

Students who are tardy consistently will be referred to the principal. Parents will be notified. See Parish Discipline Policy.

## **Student Absences**

A student must bring a note from his/her parent/guardian after being absent for any reason. Absences are considered unexcused without a note. This note must contain:

1. Student's first and last name
2. Date of absence
3. Reason for absence
4. Signature of parent/guardian

This note is to be given to the attendance clerk at the office, and then it will be determined if the absence is an excused or unexcused.

## **PARENTAL INVOLVEMENT**

An extremely vital part of our school and one of the criteria of our Comprehensive School Improvement Plan, is our desire to involve volunteers in our reading program, library, and classroom. We would like to have you participate in the program this year. Any amount of time you could devote to helping in the classrooms or library would be appreciated. This help will be beneficial to the children, teachers, school, and you. Volunteer registration forms will be provided at the beginning of the school year. By helping as a parent or community volunteer, you will get a chance to:

1. SEE AND KNOW FIRST HAND YOUR SCHOOL AND ITS DAILY OPERATION.
2. CONTRIBUTE TO THE EDUCATIONAL GROWTH OF OUR CHILDREN.
3. SHARE WITH US THE PRIDE AND EXCITEMENT OF BEING PART OF THE EDUCATIONAL PROCESS.

## Health, Immunizations and Medications

All students are required to have a “Health Information” and “Green Card” completed and on file in the school. The “Health Information” form is required by the State of Louisiana to be on file in the School Nurse’s Office. The “Green Card” is to be on file in the school’s main office. Accurate information including current telephone numbers and contacts are vital to the safety and well-being of the students in the event of an emergency.

All students are required by State Law to have up-to-date immunization(shot) records on file. Students who are not in compliance may be excluded from school.

Students are not allowed to carry any medications/drugs (including over -the- counter medications) on their person. If a student needs to have medication at school the following forms must be completed, 1) Physician’s Medication Order; 2) Parent Request for Medication Administration. Additional forms may be required if the student has significant health issues including diabetes, food allergies, seizures, and/or requires medical procedures, etc. The parent/guardian is required to bring the forms and medications to the School Nurse. Students may not deliver the medications to the school. The forms may be obtained from the school office or the School Nurse. Any accommodations in the school setting must have a physician’s order.

Students who have contagious illnesses, a fever greater than 100.00, diarrhea, vomiting, or flu-like symptoms should remain at home. The student should be symptom -free for 24 hours before returning to school.

Parents/Guardian must contact the School Nurse if their child has any health issues.

## CO-CURRICULAR PROGRAMS

**LIBRARY** - Once a week for 30 minutes children attend library class to check out books and to acquire additional library skills and literary appreciation under the direction of Ms. Jill Simon.

**MUSIC** - Pine Wood students will enjoy learning music each week for a 30 minute period with Mr. John Schwarze.

**PHYSICAL EDUCATION** - Students will receive physical education instruction daily with Coach Rose Ruello and Coach Jeff Russell. Students will participate in physical fitness programs.

**COMPUTER LAB** - Students will attend weekly computer classes that will enhance their Math and Reading skills with Mrs. DeAnna Bell.

## SCHOOL ACTIVITIES 2020 – 2021

4-H	Math Olympics
Awards Program	Open House
Beauregard Students Write	Red Ribbon Week
Carnival	S.T.E.A.M. Night
Christmas Program	Science Explorers
Family Reading Night	Science Fair
Fun Run	Space Odyssey
Grandparent's Day Program	Sports Day
Math and Science Night	St. Jude Math-A-Thon

## GRADING SCALE

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

If your child is performing poorly during any given nine week period, you will be notified by a mid nine week report. It is advisable to have a conference with your child's teacher any time you receive a negative mid nine week report.

### NINE WEEK PERIODS

- 1st Nine Weeks - August 11, 2020 - October 8, 2020
- 2nd Nine Weeks - October 12, 2020 - December 18, 2020
- 3rd Nine Weeks - January 5, 2021 - March 19, 2021
- 4th Nine Weeks March 22, 2021 - May 26, 2021

### PROGRESS REPORT DATES (Mid Nine Week Report Dates)

- September 11, 2020
- November 4, 2020
- February 11, 2021
- April 23, 2021

### REPORT CARDS

The report card serves to provide students and parents with a complete report on academic performance and attendance at school. Report cards are sent home each nine week period. After reviewing and discussing the report of grades and attendance with your child, sign and return the report card the following day. If at any point you feel a need to conference with your child's teacher, please call the Pine Wood Office at 463-8810 to set up a time.

### RECOGNITION OF ACHIEVEMENT

Students who earn a grade of "A" or "S" in each subject pursued will be named to the Banner Roll following each nine week grading period. Students who earn grades of "A", "B", or "S" in all subjects pursued will be named to the Honor Roll.

## **VISITORS TO THE SCHOOL**

1. Parents of school children, school officials and other Beauregard Parish officials are always welcome.
2. Parents are requested to make an appointment to see a member of the faculty, staff or an administrator.
3. All parents and other visitors must report to the main office to receive a visitor's pass.
4. The school policy is to accept only those visitors who have legitimate business at the school. Parents and other visitors must first verify who they are and their purpose for being in the school before going into any part of the school facility.
5. Students may not bring students from other schools on the school campus during instructional time for the purpose of visiting.
6. Visitor passes will not be issued during school-wide examinations. **An administrator may refuse to issue a visitor's pass any time he/she feels it is in the best interest of the school to do so.**
7. Anyone appearing on the school campus who does not meet the criteria indicated above will be required to get written permission from the Superintendent's office in order to visit the school.
8. **Any person found on the school grounds without permission is trespassing and subject to arrest by law enforcement authorities.**

## **HOMEWORK ASSISTANCE SERVICES**

HomeworkLouisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help with 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.

## ATHLETICS

\_\_\_\_\_ High School participates in athletics under the auspices of the Louisiana High School Athletic Association. The object of this association, a voluntary organization, shall be to promote, regulate, and direct the interscholastic athletic activities of the high schools in Louisiana.

An invitation is extended to all students to become candidates for teams. Certain qualifications must be met concerning age, subjects passed, total semesters previously completed in high school, etc. Also a physical examination must be obtained from a doctor before trying out for any team.

Listed below are the sports offered in the program. Announcements will be made as to the time and place of meetings for those interested in specific sports.

### Boys Sports

Fall - football and cross country  
Winter - basketball and soccer  
Spring - baseball, track, golf and tennis

### Girls Sports

Fall - cross country  
Winter - basketball and soccer  
Spring - softball, track, golf and tennis

## **Athletic Policy**

It is the belief of \_\_\_\_\_ High School faculty, students, and administration in concurrence with the Beauregard Parish School Board, that an extracurricular/athletic program is an important part of the total educational program of our school. The school district adheres to the eligibility requirements established by that group's governing body. Participation in extracurricular activities is a voluntary privilege where the student is representative of his/her family, school, and community. Thus, a high standard of behavior is expected of those choosing participation in extracurricular activities. **All Beauregard Parish athletes must adhere to the Student Athlete Substance Abuse-Misuse Policy, File:IDFAA.**

### 1. Academics

All extracurricular participants must meet requisite academic eligibility requirements established by that group's governing body.

2. Use/Possession of tobacco and/or fighting during the LHSAA designated season including spring training. Regulations listed below are considered to be minimum.

1<sup>st</sup> Offense - The student will be disciplined as outlined in the school handbook for students and parents. In addition, he/she will receive

a one (1) game suspension for the next regularly scheduled activity. If he/she has been readmitted to school, the participant may be

allowed to sit on the bench with the team, but not in uniform. A letter will be sent to the parents with an explanation of the above.

2<sup>nd</sup> Offense - The student will be prohibited from participation in games/events for four consecutive

weeks in which activities are officially

scheduled. The suspension is officially served with the athlete's completion of that sports season. If the athlete quits or is dismissed

from the squad, the suspension begins in the entirety with the athlete's next sport.

3<sup>rd</sup> Offense - The student will not be allowed to participate in athletic contests for the remainder of the school year.

3. Use/Possession of alcohol and/or drugs during the LHSAA designated season, including spring training. Regulations listed below are considered to be the minimum.

1<sup>st</sup> Offense - The student will be disciplined as outlined in the student handbook for students and parents. In addition, he/she will

receive a two (2) game suspension from the next regularly scheduled activities. If he/she has been readmitted to school, the participant may be allowed to sit on the bench with the team, but not in uniform. A letter will be sent to the parents with an explanation of the above.

2<sup>nd</sup> Offense - The student will not be allowed to participate in athletic contests for the remainder of the school year.

4. Ejection From Game by an Official

Any athlete ejected by an official must sit out the next ball game unless overturned by a review by the coach and school administrators.

5. Offenses shall be reported by teachers, administrators, or law enforcement agencies. Conviction or breaking a major criminal or civil law is included in this behavior code.

6. Suspensions

A student receiving three (3) out-of-school suspensions for three (3) separate occurrences during the LHSAA designated season shall be removed from the team/group for the remainder of the year.

7. Absences

On the day of a game/activity, the student shall attend ½ of his/her regular school day classes to be eligible to participate. Exceptions

will be made for verified doctor, dental excuses, or for a funeral, if arrangements are made in advance. Parental excuses will not be accepted.

8. Due Process

The written appeal must be made within three (3) days after disciplinary action has been taken, if the athlete/participant wishes to appeal the decision. The appeal process will follow the criteria established by the Beauregard Parish School Board.

9. Any fan ejected from a sporting event may be barred from future sporting events.

10. No person (parent or otherwise) shall confront a coach before, during or after an athletic contest

or practice concerning a player or a coaching decision. The person must make an appointment with the coach to discuss any concerns by contacting the school office for a conference. If this rule is violated, the person and/or player in question may be suspended from the next game or games depending on the severity of the confrontation. Coaches are to report all violations to the principal. Copies of the rule will be sent home with each athlete and signed by the parent/guardian verifying agreement and returned to the coach before the athlete participates in an athletic contest.

## **Beauregard Parish Instrumental Music Handbook**

### **Band Mission Statement**

Band is a graded performance-based elective. Course credit also is given toward graduation at the high school level. Choosing membership in this activity requires a commitment and responsibility to participate at a level which will allow the individual band program to meet performance requirements and basic minimum standards.

### **Code of Conduct**

Discipline is an important part of any group which must work together for a common goal. Self-discipline, accepting responsibility for his or her actions and their effect on the group, may well be one of the most important things a student learns in band. When a student's conduct is not acceptable, disciplinary action, in accordance with the Beauregard Parish Discipline Policy, will be administered. A student who is guilty of serious and/or repeated instances of misconduct may be removed from the band.

Exemplary conduct and self-discipline are a vital part of any organization. The directors will establish expectations and procedures in order to ensure that each band member has a clear understanding of what is expected of him or her. While keeping these procedures at a minimum, absolute observance is expected, in order to maintain the highest standards, as well as to ensure that each individual benefits fully from all that the organization has to offer.

### **Rehearsal/Performances**

A schedule of performances and rehearsals will be given to each student so that he or she may know exactly what he or she is accountable for during that grading period. As mandated in the Beauregard Parish Pupil Progression Plan, a minimum of nine grades will be given per nine weeks grading period.

### **Uniforms/Equipment**

Each student who is assigned an individual piece of equipment and/or uniform will be held responsible for said items as stated in Beauregard Parish Policy Manual. Damage to school owned instruments, uniforms and equipment, other than normal wear and tear, will be the responsibility of the individual. School owned equipment is checked out to students in good working condition and is to be returned at the end of the school year in the same condition.

## CHEERLEADERS

The cheerleaders are organized to promote school spirit and a sense of pride among the student body as well as to encourage good sportsmanship. The primary purpose of cheerleading is not competition. Some of the main duties include leading cheers at pep rallies and games, organizing pep rallies, and making decorations and signs for sports activities. Cheerleaders can participate in athletics, band, etc. if desired.

### Varsity Cheerleaders

Varsity cheerleaders are selected from students in grades 10 -12. Requirements to try out for cheerleader are the same as for athletics with exception of 2.0 GPA.

### JV Cheerleaders

JV cheerleaders are selected from students in grades 9 - 10. Girls who are interested in JV cheerleading may try out when the announcements for candidates are made. They must have and maintain a grade average of 2.0.

### Costs

Fundraisers at the school should be allowed so that sufficient funds may be used to assist in the cost of uniforms and camp to be channeled through the cheerleader or athletic fund. A payment plan for students with a deadline for final payment shall be available to each cheerleader prior to tryouts.

### Selection Process

1. All applicants for cheerleader must turn in completed applications by the date announced by school officials.
2. All applicants should attend the practice sessions for tryouts unless a conflict exists with a school sponsored activity. (Advanced notice should be given.)
3. Cheerleaders will be selected by a qualified panel of judges from outside the parish. (Ex: College/university cheerleaders, professional cheerleading associations, etc.)
4. Scores shall be determined by the following:
  - A. Teacher evaluations - 30% of Total
  - B. Cheering ability - 70% of Total
    1. Appearance
    2. Group Cheer
    3. Spirit and Enthusiasm
    4. Motion Technique
    5. Voice and Projection
    6. Jumps and Stunts
    7. Dance Ability
5. A minimum and maximum number of cheerleaders will be determined prior to tryouts.

## OPERATION OF MOTOR VEHICLES ON CAMPUS

Students who drive motor vehicles on Beauregard Parish school property must obey the following:

- In order to obtain a parking decal for any parking lot, students must present proof of current

insurance, registration, and a driver's license.

- Speed Limit on campus is **Five (5) MPH**.
- The motor vehicle must be parked in the designated parking lot and remain until dismissal.
- Students are to leave their motor vehicles immediately upon arriving at school. No one will be allowed in the parking lot during the school day without permission granted by the office.
- A student may lose his/her driving privileges if he/she leaves campus without permission or parks in an undesignated student parking area or operates a vehicle recklessly.
- Students are to drive slowly and cautiously while on campus. Reckless driving, speeding, "squealing" tires or "burning rubber" and gunning engines will not be tolerated under any circumstances.
- Drivers will not allow another person to cling to or ride on the outside of a moving vehicle. Both the driver and the other person may be liable for such action.

**NOTE:** Pedestrians have the right-of-way on the parking lots. Beauregard Parish schools are not responsible for loss of property or damages to autos due to theft, vandalism or accidents. Violations of any of the above guidelines and/or reckless driving may result in suspension of driving privileges. All vehicles are subject to random searches.

**NOTE:** (1) As authorized in R.S. 17:416, a principal or headmaster at a public or private school shall notify the Department of Public Safety and Corrections, office of motor vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as provided in Paragraph (2) of this Subsection.

(2) As used in this Subsection, "disciplinary action" means an expulsion or suspension from school for ten or more consecutive school days or an assignment to an alternative educational setting for ten or more consecutive school days in accordance with any policy of the school or of the local public school board, limited to expulsions, suspensions, suspensions, and assignments to alternative educational settings for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

(3) Any such student who has been subjected to a disciplinary action as provided in Paragraph (2) of this Subsection shall have his driver's license for the operation of a motor vehicle suspended for a period of one year, in accordance with the provisions of R.S. 32:431. The terms "license" or "driver's license" shall include a Class "E" learner's license and intermediate license as provided for in R.S. 32:407.

## **DISCIPLINE**

The administration and faculties of Beauregard schools are proud to be associated with all the students in our schools. **The ultimate responsibility for student behavior rests with the student and his/her parents;** however, we who are charged with the responsibility of educating the youth of our communities recognize that discipline is a part of our daily responsibility. Although we are concerned with students as individuals, we must also be concerned with the entire student body and insure that the proper atmosphere for teaching and learning is preserved.

Our broad objectives, in the area of discipline, are to have fair and impartial discipline in order to maintain the total learning environment for all students concerned and to help the students develop self-discipline which is necessary if learning is to occur. Self-discipline always mandates that a person will at all times keep in mind that his/her conduct should not interfere with the rights of others, but rather it should be an example to others. Inasmuch as negative behavior may result in disciplinary action, appropriate behavior will be rewarded in a variety of positive ways.

In those cases where corrective action becomes necessary, disciplinary measures taken will be positive, constructive, and directed toward correcting future behavior and to teaching the student that education is a right qualified by compliance with certain reasonable rules and regulations. Administrators, teachers, guidance and attendance personnel will strive to identify problems, secure

parental understanding and cooperation, and help students modify or correct any marked deviation from acceptable behavior. When these efforts fail, the student will be subject to the disciplinary action. Privacy laws on confidentiality of student discipline referrals shall be maintained in accordance with state and federal laws.

School-Wide Positive Behavior Intervention and Support (PBIS) is a state-mandated data driven system that addresses student behaviors. Expectations have been developed by placing an emphasis on a school-wide system of support including proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Expectations of positive behavior for all students within a school are introduced, modeled, and taught in areas including the classroom and non-classroom settings (such as hallways, playgrounds, and the cafeteria). Students are rewarded for following these expectations. Interventions are enforced when these expectations are not followed. These include consequences and re-teaching of the expectations.

## **SCHOOL DISCIPLINE POLICY AND REGULATIONS**

Discipline Procedures - Before a teacher sends a student to the office for a minor offense, the following course of action will be taken:

1. The first time the student commits a minor disturbance in the classroom, the teacher will issue a verbal warning, hold a teacher/student conference with documentation of the conference placed in the student's folder in the office. **The teacher has an option to contact parent and try a different classroom management technique.**
2. Before any disciplinary action is taken on a student for a minor offense, there must be written documentation in the student's folder in the office showing that an authorized school employee has made parental contact. Also  
special education students will be disciplined in accordance with IDEA 97 and Bulletin 1706.
3. Following parental contact, with documentation, the student will be disciplined according to

the procedures outlined under Classroom Disturbances.

4. Counseling services with the school counselor may be incorporated in the discipline plan any time it is deemed helpful or requested.

### **Definitions**

**After Hours/Before Hours** - Students must not be on school property outside designated school hours unless with permission or under teacher supervision. Only students actively supervised by teachers can be in any area of the building at any time beyond times specified by the principal. Students are never allowed in the gymnasium, stadium, or auditorium without a faculty member present to supervise their activities.

**Alternate Placement** – the removal of a student from their regular school setting resulting in their assignment to the Beauregard Alternative Program. Alternate Placement may be recommended by the principal for any student committing an infraction when a combined total of nine days of I.S.S. and O.S.S. have been accumulated.

**Banned Items** - Weapons or items which can be used as weapons are banned. The following banned items are exemplary and are not exclusive: metal afro rakes, knives, chains, head coverings (hats, caps), matches, cigarette lighters, electronic cigarettes (“e-cigs”) and related items, fireworks, drug paraphernalia, all “gauges” related to body piercing, trading cards, skateboards, edibles except those obtained at school or food from home to be consumed in/at appropriate area/time, sunglasses, radios, CDs/tape players, cameras, tape recorders, TV remote controls, laser pointer lights, tape devices, etc. **Beauregard Parish Schools will not be responsible for theft or loss of any of these items.** In general, only items approved for personal grooming and for school work and assignments may be brought to school. Beauregard Parish Schools will have planned picture day for students to bring cameras to school, if they choose to do so, and these days will be announced in advance. Confiscated banned items may be kept until the last day of school. If they are not picked up, they become the property of the school. Potentially dangerous items such as matches, cigarette lighters, fireworks, drug paraphernalia, etc., will not be returned. The banned items apply to buses at all times unless prior approval is received from the principal.

Athletic bags are allowed if they are not carried from class to class and will be dropped off at a designated location before school starts and picked up at the end of the school day.

**Corporal Punishment** - May be administered as a form of discipline for infractions of the rules in accordance with state law R.S. 17:416.1. Corporal punishment shall consist of two (2) licks with a paddle administered by the principal or designee. Parents may be notified. Corporal punishment may be substituted by the principal for one day of I.S.S. or one day bus suspension or two days detention. No form of corporal punishment shall be administered to a student with an exceptionality, excluding gifted and talented, as defined in R.S. 17:1942 or to a student who has been determined to be eligible for services under Section 504 of the Rehabilitation Act of 1973 and has an Individual Accommodation Plan.

**Detention** - Activities, assignments, or work held one hour before the normal school day, during lunch, one hour after the normal school day, or on weekends worked out as an option with parents, in accordance with R.S. 17:416. Schools with I.S.S. shall use I.S.S. in lieu of detention.

**Expulsion** - Being barred from attending any school in Beauregard Parish until official reinstatement.

**I.S.S. - In-School Suspension** means removing a pupil from his normal classroom setting but maintaining him under supervision within the school. Students will be supervised by a teacher/aide in isolation. Students will complete and receive credit for required assignments submitted by their regular classroom teachers, including tests. Students will be required to complete behavior modification assignments. Students may be required to do school service activities to include picking up paper and cleaning school grounds. Absences are excused in accordance with absence and attendance policies. Students are encouraged to apologize. Any pupil who fails to comply fully with the rules for in-school suspension shall be subject to further disciplinary action as assigned by principal/designee.

Note: Schools that have no I.S.S. shall have 2 days of detention or one Saturday detention for each day of I.S.S.

**Indefinite Out of School Suspension** – period of time when the student’s discipline or behavior warrants his/her removal from their regular school setting until an Alternate Placement Hearing can take place.

**O.S.S. - Outside School Suspension** is an unexcused absence from class. A student removed from the classroom and suspended out of school shall be assigned school work missed and shall receive credit not to exceed 50% maximum, upon the recommendation of the student’s teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee. It shall be the responsibility of the student to request missed work for the amount of time the student was removed from the classroom. **Reference: Beauregard Parish School Board Policies, File: JD, Discipline; and File JDD, Suspensions**

Students are not allowed to attend school functions at any location until official reinstatement. Suspension starting and stopping time shall be specified by the suspending administrator.

**Saturday Detention (S.D.):** Four (4) hours - Students will be required to do school service activities to include picking up paper and cleaning school grounds. Students will be required to complete written school work. Students are responsible for bringing all classroom materials necessary to complete this work. Any student who is absent, tardy, refuses to work, does not have materials needed or refuses to complete written work will be subject to further disciplinary action as assigned by the principal/designee. Schools with no S.D. shall use the equivalent number of hours of detention.

**School Based Hearing** - Parents, student and principal or his/her designee meet after six days of combined I.S.S. and O.S.S. have been accumulated to notify parents of the potential assignment to Beauregard Alternative Program or expulsion.

The following are disciplinary infractions that may occur at Pine Wood Elementary School along with the possible courses of action. **Since all offenses cannot be listed, those not listed will be dealt with**

as they occur.

**Note:** Results of investigations, age and grade level may be factors in determining the disciplinary actions for each student. Honesty and cooperation may also be a factor in determining disciplinary actions for students.

#### **INFRACTIONS:**

**Assault/Battery of School Personnel (Assault: Threat, wherein the person receiving the threat under ordinary reasonable standards may perceive the danger of bodily harm. Battery: The unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.)**

- 1<sup>st</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. **Law enforcement officials shall be called in and the school will press charges.**

**Bullying and Hazing/Cyberbullying/Harassing Classmates - (Bullying/Cyberbullying: Repeated negative behaviors intended to frighten or cause discomfort, including through the use of technology devices. Harassing: May be verbal, physical or suggested) Reference: BPSB Policy File:JCDAF**

- 1<sup>st</sup> Occurrence - Two days I.S.S.
- 2<sup>nd</sup> Occurrence - Two days O.S.S.
- 3<sup>rd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Note:** If a student believes he/she is a victim of bullying, harassing or hazing, a report should be made to any school personnel. School personnel shall report such behavior to the school's disciplinarian. (See "BPSB Policies" section of this handbook for the full Bullying and Hazing policy.)

**Bus Rules Violations - A school bus is considered the same as a school classroom for all purposes of conduct and behavior. The school bus driver has the same status as a classroom teacher in this regard.**

**\*\*Violations occurring on a bus during a field trip will be dealt with according to the Field Trip policy listed below.**

**Cell Phone / Electronic Communications Device / Wearable Technology Policy**

**Computer / Technology Misuse**

**Disrespect: Inappropriate Response**

**Disturbing Bus**

**Dress Code**

**Student Identification (ID) Badges, if applicable**

**Littering**

**Lying / Forgery – Intentionally telling a falsehood or giving misleading information**

**Miscellaneous Infractions**

**Unauthorized Food or Drink on Bus**

**Willful Disobedience (Purposeful / Defiant repeated behavior which has been specifically addressed)**

Major disturbance on the bus at the discretion of the school bus driver and administrator could result in more serious consequences.

- 1<sup>st</sup> Occurrence - Bus driver conference with student and parent
- 2<sup>nd</sup> Occurrence - One day suspension from the bus
- 3<sup>rd</sup> Occurrence - Three days suspension from the bus
- 4<sup>th</sup> Occurrence - Four days suspension from the bus
- 5<sup>th</sup> Occurrence - Six days suspension from the bus
- 6<sup>th</sup> Occurrence - Indefinite suspension from the bus pending hearing with superintendent/designee to consider expulsion from the bus.

**1st Occurrence of the following infractions will go to the 3rd Occurrence consequence.**

Bullying and Hazing/Cyberbullying/Harassing Classmates

Leaving Bus Without Permission

Gambling - The playing of games of chance for money or objects of value; wagering or betting

Obscenity, Profanity, Pornographic Materials

Possession of Potentially Dangerous Items

Racial Slurs/Racial Harassment

Smoking, Chewing, and/or Possession of Tobacco Products

Stealing (Includes Possession of Stolen Goods with Knowledge)

**\*Any incidents not covered in this section will follow their consequences in the Handbook.**

Students fighting on a school bus en route will be placed on indefinite out of school suspension from school pending a hearing with the superintendent/designee to consider expulsion from the bus.

**NOTE: Once suspended from riding the route bus, the student cannot ride any route bus in Beauregard Parish during the suspension.**

**Cell Phone/Electronic Communications Device/Wearable Technology Policy -** All cell phones and/or electronic communication devices including but not limited to smartwatches or smart glasses, must be placed in lockers or book bags upon arrival at school. If the cell phone is not stowed away, then it can be considered in use. Cell phones or electronic communication devices, to include all wearable technology, are not permissible during the instructional day or while riding the bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the last bus leaves in the afternoon:

- a. Students who leave school early must wait until they leave school campus, before using their cell phones /electronic communication devices/wearable technology.
- b. Wearable technology is defined as any technological device that can be worn on the body that can send or transmit any electronic communication.
- c. The recording or videoing with any electronic device of any staff member(s) or student(s) on school grounds or at any school function is **STRICTLY** prohibited and results of investigations shall determine the disciplinary action for each student. Consequences may vary from detention to indefinite suspension pending a hearing with superintendent/designee to consider expulsion. **If device is used for immoral or vicious practices, voluntarily or**

**involuntarily, the student shall be suspended pending a hearing**

**NOTE: Cell Phones/Electronic Communications Devices/Wearable Technology are prohibited during ALL state standardized testing. Possession of cell phones during state testing could result in test scores being voided.**

If a student has a cell phone and/or any other electronic communication device that is turned on or being used, to include, but not limited to, smartwatches or smart glasses for any reason during the restricted school hours. The following

consequences will be imposed and a parent will be notified.

- 1<sup>st</sup> Occurrence - The device will be confiscated by school staff, secured in a safe location in the office and student will receive a warning – Student can pick up device at the end of the school day.
- 2<sup>nd</sup> Occurrence - The device will be confiscated by school staff, secured in a safe location in the office and student will receive Detention – Parent may pick up device at their earliest convenience.
- 3<sup>rd</sup> Occurrence - The device will be confiscated by school staff, secured in a safe location in the office and student will receive a day of ISS – Parent may pick up device at their earliest convenience.
- 4<sup>th</sup> Occurrence - The device will be confiscated by school staff, secured in a safe location in the discipline office and student will receive a day pf OSS - Parent may pick up device at their earliest convenience.

If a student violates this policy and refuses to turn over their electronic device, he/she will be considered willfully disobedient and further disciplinary action will follow.

The school is not responsible for lost or stolen electronic devices, nor will time be used to investigate every stolen electronic device that is reported. The security of personal electronic devices is the sole responsibility of the student.

All confiscated devices shall be returned to a parent/guardian when a request has been made and a release form provided by the school has been signed. Parent/Guardian must sign the form in person.

**Cheating (cumulative)/Plagiarism** - All cheating/plagiarism will result in zero on each offense.

- 1<sup>st</sup> Occurrence - Parental contact
- 2<sup>nd</sup> Occurrence - Supervising teacher may administer detention, recess detention, lunch detention,  
1 day I.S.S. and/or 1 Saturday detention as approved by school administrator.  
As appropriate, the administrator may either modify the discipline recommended  
by the teacher or enforce the teacher's recommendation.
- 3<sup>rd</sup> Occurrence - 2 days O.S.S.
- 4<sup>th</sup> Occurrence - 5 days O.S.S.
- 5<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee

to consider alternate placement or expulsion.

**Computer/Technology Misuse** - Defined as any use of the Internet/computer, including hardware and/or software, that adversely affects its operation in pursuit of teaching and learning or results in illegal or inappropriate activities.

**Reference: File: IFBGA; Beauregard Parish 'Acceptable Use' Parent/Student Contract for Telecommunication Services**

- Any Occurrence - Consequences may vary from a warning to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Results of investigations shall determine the disciplinary actions for each student.

**Cutting Class or Leaving Class Without Permission**

- 1<sup>st</sup> Occurrence - One day Saturday Detention
- 2<sup>nd</sup> Occurrence - Two days I.S.S.
- 3<sup>rd</sup> Occurrence - Two days O.S.S.
- 4<sup>th</sup> Occurrence - Four days O.S.S.
- 5<sup>th</sup> Occurrence – Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Deliberate Acts Which Cause a Puncture, Bleeding or Other Injury**

- 1<sup>st</sup> Occurrence - Three days O.S.S.
- 2<sup>nd</sup> Occurrence - Six days O.S.S.
- 3<sup>rd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Deliberate Destruction of School Property and/or Personal Property on School Grounds or During School Activities at Any Time - Instigates, initiates, escalates, or participates in acts which would result in destruction of school property (Law enforcement officials may be called)**

- 1<sup>st</sup> Occurrence - Two days O.S.S. to Indefinite suspension until satisfactory restitution or restitution agreement is made by the offending student(s)
- 2<sup>nd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion with restitution made by the offending student(s).

NOTE: The accidental destruction of property requires payment of damages by the student(s) involved.

NOTE: Arson and attempted arson will be dealt with as 2<sup>nd</sup> Occurrence above.

**Disrespect: Inappropriate Response** - Talking back in a normal voice or under the breath, rolling the eyes, etc.

- 1<sup>st</sup> Occurrence - Teacher conference with student and contact parent. Send documentation to office. Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As

appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.

- 2<sup>nd</sup> Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.
- 3<sup>rd</sup> Occurrence - Two days S.D. or 1 day S.D. and 1 day I.S.S.
- 4<sup>th</sup> Occurrence - Two days O.S.S.
- 5<sup>th</sup> Occurrence - Four days O.S.S. with reinstatement pending a school-based hearing
- 6<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Disrespect: Major** - Profanity toward a staff member, calling a teacher a name, direct refusal to obey, or verbal aggression toward a school staff member. Major disrespect directed toward the administrator or his/her designee will result in indefinite out of school suspension pending hearing with the superintendent/designee to consider alternate placement or expulsion.

- 1<sup>st</sup> Occurrence - Two to four days O.S.S.
- 2<sup>nd</sup> Occurrence - Five days O.S.S.
- 3<sup>rd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Note:** Student will be removed from school immediately for major disrespect.

**Distribution/Possession/Use/Under the Influence of Drugs or Alcohol** - including imitation or counterfeit controlled substance and prescription, non-prescription medication.

- 1<sup>st</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Law enforcement shall be called. Board Policy will be followed.  
File:JCDAC **Reference: State Law R.S. 17:416**

**Disturbing Class** - Any act that prevents a teacher from carrying out his/her planned lesson.

- 1<sup>st</sup> Occurrence - Teacher conference with student and contact parent (Send documentation to the office)
- 2<sup>nd</sup> Occurrence - Supervising teacher may administer detention, recess detention, lunch detention,  
1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.
- 3<sup>rd</sup> Occurrence - Two days I.S.S.
- 4<sup>th</sup> Occurrence - Two days I.S.S. and 1 day S.D.
- 5<sup>th</sup> Occurrence - Two days O.S.S.
- 6<sup>th</sup> Occurrence - Four days of O.S.S. with reinstatement pending a school-based hearing
- 7<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

## Dress Code for Students

### **DRESS AND GROOMING**

It is the policy of the Beauregard Parish School Board to provide equal educational opportunities without regard to race, color, national origin, sex, age, mental and/or physical challenge or veteran status in its educational programs or activities. Inquiries concerning application of this policy may be referred to the appropriate personnel as outlined on the "Policy Notification" statement which is to be posted in all board owned facilities and shall be distributed and in-serviced to all employees, students and parents/guardians prior to and/or during the opening of school and shall be published in all handbooks (student, etc.) and other instances/documents requiring such notification. The principal or designee will make the final decision as to what is considered proper and improper dress.

### **DRESS CODE (includes riding the bus to and from school)**

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, and other school-related activities or detract from the learning environment of the school. Extremes in styles and fit in student dress and extremes in style of grooming will not be permitted.

**Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.** No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang-related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment. **Because students represent their respective schools during school-related activities and field trips, student dress and grooming may be adhered to during these events throughout the year at the discretion of the principal.**

1. **Hair** - must be neat, clean and out of the eyes. Designs, colors and/or styles which distract from the learning environment and/or student's performance are prohibited. No picks or combs (other than those designed for a hair style) are permitted.
2. **Facial Hair** - Male students are prohibited from wearing beards or goatees; sideburns may be worn to the base of the earlobe. Students may wear a neatly trimmed mustache. Students with a skin condition will be dealt with on an individual basis.
3. **Articles of Clothing**
  - a. (1) Pants/trousers/shorts/skirts shall be worn at the waist (not in a "sagging" manner).  
(2) No pockets below the hips on pants, skirts, or shorts.  
(3) No excessively tight or loose pants/trousers/shorts/skirts shall be permitted.  
(4) Skirts and shorts shall be knee-length or longer.  
(5) No outer garment shall be tied around the neck or waist.  
(6) Clothing that has been altered by cutting, ripping or fraying from original garment is not allowed.
  - b. Warm-ups, jogging, and/or sweat suits are permissible only in physical education classes as long as they are sized appropriately and are not sheer and/or see-through.
  - c. Clothing that advertises alcoholic beverages, tobacco products, drugs or those with obscene or offensive printing on them shall not be permitted.

- d. No student (male or female) will be permitted to bring or wear a cap(s), hat(s), skull cap(s), and/or bandanna(s) on school property, including school buses, during the regular school day, unless otherwise notified by the administration. This prohibition may extend to any school-related field trips taken by the students during the school year. (Knit caps are permissible outdoors during cold weather.)
- e. **Earrings and piercings:**  
Girls: Small studs or small earrings may be worn in each earlobe. Any other piercing jewelry including, but not limited to, body piercing, lip piercing, nose piercing and eyebrow piercing is not permitted to be worn at school or at school functions as such piercings and piercing jewelry poses a substantial health risk to the wearer and others. Further, any piercing jewelry other than the permissible ear studs or earrings are not included in the long-standing community standard of dress and may cause a substantial disruption of school activities and a distraction from learning for the student wearing such jewelry and, for other students.  
Boys: Neither ear studs and/or earrings nor any other piercings and piercing jewelry, including, but not limited to, body piercing, lip piercing, nose piercing and eyebrow piercing is permissible at school or at school functions in keeping with long-standing community standards of dress. Further, such piercing jewelry may cause a substantial disruption of school activities and a distraction from learning for the student wearing such jewelry and, for other students.
- f. **Jewelry:** Students are not permitted to wear heavy chains, heavy medallions, or excessive jewelry. Also see: "Banned Items" in this handbook.
- g. **Standard watches are permissible.** Watches that distract from the learning environment of the student(s) and serve additional functions other than to keep time are prohibited (i.e. game watches, calculator watches and/or electronic telecommunication devices/watch beepers, etc.) from school campuses during the regular school day.
- h. **Sunglasses,** other than prescription are not permitted.
- i. **Body Armor** - Students may not wear or possess body armor on any school board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone. Body armor shall mean bullet-resistant, metal or other material intended to provide protection from weapons or bodily injury. **R.S.14:95.9**

**Dress Code Compliance** - Violations of the Student Dress and Grooming Policy shall be addressed as follows:

A student in violation of the Student Dress and Grooming Policy shall immediately be referred to the administration. If the determination is made that the student is in violation of the Student Dress and Grooming Policy, the following steps shall be taken.

1. The student will have an opportunity to modify their appearance and subsequently be admitted to class.
2. If the student is unable to modify their appearance to conform to the Student Dress and Grooming Policy, the student's parent/guardian shall be immediately notified of the violation and requested to bring proper clothing to the campus.

3. If the parent/guardian cannot be contacted by phone or otherwise or if the proper clothing is not brought to the campus, the student shall be sent to a designated area determined by the administration for the remainder of the school day. Assignments will be requested and worked toward completion while isolated from the general student population. A letter shall be sent home with the student at the end of the regular day to their parent/guardian stating the violation, and future violations may result in further disciplinary actions as stated below.

- 1<sup>st</sup> Offense - Warning from administration - contact parents-change of clothes
- 2<sup>nd</sup> Offense - Saturday detention or One day I.S.S.
- 3<sup>rd</sup> Offense - Two days I.S.S.
- 4<sup>th</sup> Offense - One day O.S.S.
- 5<sup>th</sup> Offense - Two days O.S.S. with reinstatement pending school based hearing
- 6<sup>th</sup> Offense - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Extortion** - The deliberate act of one student threatening or forcing another student to give up personal possessions.

- 1<sup>st</sup> Occurrence - Four days O.S.S.
- 2<sup>nd</sup> Occurrence - Five days O.S.S. with reinstatement pending a school-based hearing
- 3<sup>rd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

#### **Field Trips - Co and Extra Curricular**

Students may be banned from field trips for prior violations of school policy. Students are held to the same discipline rules on a field trip as during the regular school day. Students will be banned from the next successive field trip (in addition to discipline according to parish policy) for committing the following infractions: use/possession/under the influence of alcohol, drugs, tobacco, fighting, stealing, deliberate destruction of property, major disrespect, possession of dangerous items/ weapons, indecent exposure, molesting students, indecent behavior, sexual harassment, obscenity,

profanity, pornographic materials, racial slurs, gambling, littering the bus, tampering with fire alarms, assault on school personnel/ chaperones, and any other serious infraction. The principal shall determine the appropriate dress code for the field trip. On field trips, athletic events or other extracurricular activities, telecommunication devices may be possessed/used at the discretion of the principal or his/her designee

#### **Fighting/Assault/Battery**

**(Assault: Threat, wherein the person receiving the threat under ordinary reasonable standards, may perceive the danger of bodily harm. Battery: The unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.)**

Students are prohibited from assault and/or battery on anyone on school property, under the jurisdiction of the school, or at school related events. If a fight occurs which, as a result, medical attention is sought with knowledge and/or recommendation of the school administration, law enforcement officials may be contacted to remove the students involved and take appropriate action. The school will continue to take any other appropriate action it deems necessary.

Furthermore, if as a result of a fight or intentional physical altercation between or among students, a bodily injury results which requires immediate medical attention with the knowledge and/or recommendation of the school administration, the student(s) causing the physical injury shall be responsible for the medical expenses incurred. Said expenses shall be reimbursed or arrangements made thereof before the student responsible for the injury can return to school.

Following the initial arrangement for reimbursement, all payments will be made by the responsible student and his/her parent(s) or guardian(s) directly to the injured student and his/her parent(s) or guardian(s). The school bears no responsibility in the collection of the debt. Any renegotiation of the original financial obligation is the responsibility of the injured student and his/her parent(s) or guardian(s).

**Fighting: No Weapon** - Instigates, initiates, escalates, or participates in a fight.

- 1<sup>st</sup> Occurrence - One to five days O.S.S. with mandatory School-Based hearing.
- 2<sup>nd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Note:** The police may be called and additional suspension days may be assigned pending a hearing when the severity of the fight and/or resulting danger to students is such that the principal deems it necessary.

**Instigators who are not participants of fights will be penalized the same as participants of fights.**

Results of investigations shall determine the disciplinary actions for each student in a situation involving fighting.

In the event of gang fighting where two or more students fight another student, the additional students involved will be placed on indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Fighting: School Bus En Route**

- Any Occurrence - Students fighting on a school bus en route will be placed on indefinite out of school suspension from school pending a hearing with the superintendent/designee to consider expulsion from the bus.

**Fighting: With a Weapon** - Knife, gun, pipe, chain, brass knuckles, or any object that could be used in fighting or as a weapon. These items are exemplary and are not exclusive.

- 1<sup>st</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Law enforcement will be called.

**Fire Alarm: Pulling any emergency alarm including bus**

- 1<sup>st</sup> Occurrence - Three days O.S.S.
- 2<sup>nd</sup> Occurrence - Six days O.S.S.
- 3<sup>rd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Gambling - The playing of games of chance for money or objects of value; wagering or betting**

- 1<sup>st</sup> Occurrence - Two days I.S.S.
- 2<sup>nd</sup> Occurrence - Four days I.S.S.
- 3<sup>rd</sup> Occurrence - Two days O.S.S.

- 4<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Gang-Related Activities - Display of gang colors, signs, graffiti, body armor, recruitment for gang membership or any other gang-related activity.**

- Any Occurrence -Consequences may vary from a warning to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Results of investigations shall determine the disciplinary actions for each student.

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

- Any Occurrence -Consequences may vary from a warning to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Results of investigations shall determine the disciplinary actions for each student.

**Student Identification (ID) Badges, if applicable** - Students enrolled in and attending a Beauregard Parish school where ID's are mandatory, are required to have the ID Badge visible on upper body at all times during the instructional day. Students may be provided a temporary ID badge three times during a 9-week grading period.

- 1st Occurrence: Warning
- 2nd Occurrence: Detention
- 3rd Occurrence: Detention
- 4th Occurrence: One day of Saturday Detention or ISS
- 5th Occurrence: One day of ISS
- 6th Occurrence: One day of ISS and One day of Saturday Detention
- 7th Occurrence: One day of OSS
- 8th Occurrence: Two days of OSS
- 9th Occurrence: Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Indecent Behavior/Indecent Exposure/Molesting Students/Sexual Harassment** - By definition, Sexual Harassment includes exposing private body parts, making sexual or obscene gestures with body parts, verbal or written sexual remarks, comments, jokes, slurs, or gestures of a sexual nature, touching students in private areas, visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct of a sexual nature, including gender-based harassment that creates an intimidating, hostile or offensive educational environment. Harassment does not only depend upon the perpetrator's intention, but

also upon how the person who is the target perceives the behavior or is affected by it. Indecent behavior includes transfer of bodily fluids including spitting, etc.

- Any Occurrence - Three days O.S.S. to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Leaving Campus Without Permission**

- 1<sup>st</sup> Occurrence - Two days O.S.S. (May be served at school with parental permission)
- 2<sup>nd</sup> Occurrence - Four days O.S.S.
- 3<sup>rd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Littering**

- 1<sup>st</sup> Occurrence -Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation
- 2<sup>nd</sup> Occurrence - One day I.S.S. or one day S.D.
- 3<sup>rd</sup> Occurrence - Two days I.S.S.
- 4<sup>th</sup> Occurrence - One day O.S.S.
- 5<sup>th</sup> Occurrence - Three days O.S.S. with reinstatement at a school based hearing
- 6<sup>th</sup> Occurrence - Four days O.S.S. to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Lying/Forgery - Intentionally telling a falsehood or giving misleading information**

- Any Occurrence - Consequences may vary from a warning to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Results of investigations shall determine the disciplinary actions for each student.

**Miscellaneous Infractions** - Miscellaneous infractions may ideally be handled by the supervising teacher. Miscellaneous infractions include body contact, banned items deemed not dangerous, cafeteria rules violation, horseplay, public displays of affection, running in the hall(s) or sidewalk(s), unauthorized chewing gum, unauthorized eating in class, unauthorized food-drink on campus, etc.

- 1<sup>st</sup> Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.
- 2<sup>nd</sup> Occurrence - One day I.S.S. or one day S.D.
- 3<sup>rd</sup> Occurrence - Two days I.S.S.
- 4<sup>th</sup> Occurrence - One day O.S.S.
- 5<sup>th</sup> Occurrence - Three days O.S.S. with reinstatement at a school based hearing
- 6<sup>th</sup> Occurrence - Four days O.S.S. to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Obscenity, Profanity, Pornographic Materials**

- 1<sup>st</sup> Occurrence - One to three days I.S.S.
- 2<sup>nd</sup> Occurrence- One day O.S.S.
- 3<sup>rd</sup> Occurrence - Three days O.S.S.

- 4<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Possession of Potentially Dangerous Items:** Matches, cigarette lighters, fireworks, or drug paraphernalia, etc. and/or use of same. These items will be confiscated and not returned. The penalty for having drug paraphernalia or setting off fireworks drops to the penalty for the 4<sup>th</sup> occurrence.

- 1<sup>st</sup> Occurrence - Three days I.S.S.
- 2<sup>nd</sup> Occurrence - Two days O.S.S.
- 3<sup>rd</sup> Occurrence - Four days O.S.S.
- 4<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**Possession of a Weapon** - A weapon may be defined as a knife\*\*, club, gun, chain, or any other object deemed dangerous on the school grounds, on the school bus, and/or at any school sponsored event, during or after regular school hours. Possession of any firearm or firearm device on campus (including in a vehicle) is a violation of Board Policy. Other types of weapons will be determined by the principal.

- Any Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Law enforcement officials may be contacted.

**Reference: State Law R.S. 17:416 and IDEA 1997**

**\*\*Note: Result of investigation, age and grade level may be factors in determining the disciplinary actions for PreK-5 students.**

### **Racial Slurs/Racial Harassment**

**(Unwelcome verbal, written or physical conduct directed towards others solely on the basis of his/her race or national origin)**

- 1<sup>st</sup> Occurrence - Three days I.S.S.
- 2<sup>nd</sup> Occurrence - Two days O.S.S.
- 3<sup>rd</sup> Occurrence - Four days O.S.S.
- 4<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Smoking, Chewing, and/or Possession of Tobacco Products, Electronic Cigarettes (“E-Cigs”), and Related Items**

- 1<sup>st</sup> Occurrence - Three days I.S.S.
- 2<sup>nd</sup> Occurrence - Two days O.S.S.
- 3<sup>rd</sup> Occurrence - Four days O.S.S.
- 4<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Stealing (Includes Possession of Stolen Goods with Knowledge)**

- Any Occurrence - Two days I.S.S. to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Indefinite suspension until satisfactory restitution or restitution agreement has been made by the offending student(s); law

enforcement may be called.

**Tardiness** – A student shall be considered tardy **to class** if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy **to school** if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. **Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal.** Tardiness on the part of students shall not be tolerated.

Students who exhibit tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service. Reference: File: JBD Student Absences and Excuses, also attendance policy in handbook.

Oversleeping, missing the bus, shopping, checking out to go to lunch, haircut appointments, etc., are not legitimate excuses. Locker problems will not be excused as students should report immediately to their teacher whenever they have a locker problem. Students are responsible for planning allotted time for getting to and from class.

The discipline administered for tardiness is based on the accumulation of unexcused tardy occurrences. The number of tardy infractions will be accumulative throughout the school year. The punishment for tardy infractions is as follows:

- 1<sup>st</sup> tardy per class - Verbal warning by teacher and parents contacted by letter or phone by teacher
- 2<sup>nd</sup> tardy                      One day detention/Saturday detention
- 3<sup>rd</sup> tardy                      One day I.S.S. or detention/Saturday detention
- 4<sup>th</sup> tardy                      One day I.S.S. and one Saturday detention
- 5<sup>th</sup> tardy                      One day O.S.S.
- 6<sup>th</sup> tardy                      Two days O.S.S.
- 7<sup>th</sup> tardy                      Indefinite out of school suspension pending a school based hearing
- 8<sup>th</sup> tardy                      Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

**NOTE:** Any student more than ten minutes late to a class will be deemed as cutting class, and the student will be sent to the office with a referral form. In order for a student to acquire an excused tardy, he/she must secure permission from that period's teacher **prior** to being tardy. Students late for first hour class will be referred to the office where it will be determined if they are tardy, absent or cutting class.

### **Threatening**

- Any Occurrence - Consequences may vary from a warning to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Results of investigations shall determine the disciplinary actions for each student.

### **Truancy/Cutting School**

- 1<sup>st</sup> Occurrence - Two days O.S.S. (May be served at school with parental permission)
- 2<sup>nd</sup> Occurrence - Four days O.S.S.
- 3<sup>rd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Unauthorized Food or Drink on Campus**

Students may bring their own lunches to school to be eaten in the cafeteria or assigned area at lunch time. Drinks brought from home for cafeteria consumption must be in a thermos. Canned, glass, bottled or fountain drinks cannot be consumed in the school cafeteria. Consequences will be the same as miscellaneous infractions.

**Note:** No student is allowed to bring lunches from fast food restaurants unless this is necessary due to a medical problem; this must be verified by a physician's note. Students may not order food to be delivered to school.

### **Unauthorized/Unsupervised Area On School Grounds at Any Time (Student found in)**

- 1<sup>st</sup> Occurrence - Supervising teacher may administer detention, recess detention, lunch detention, 1 day I.S.S. and/or 1 Saturday detention as approved by school administrator. As appropriate, the administrator may either modify the discipline recommended by the teacher or enforce the teacher's recommendation.
- 2<sup>nd</sup> Occurrence - One day Saturday Detention
- 3<sup>rd</sup> Occurrence - Two days Saturday Detention
- 4<sup>th</sup> Occurrence - One day O.S.S.
- 5<sup>th</sup> Occurrence - Indefinite suspension pending a school based conference
- 6<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **VAPES, Electronic Cigarettes ("E-Cigs") and Related Items on School Grounds or during School Activities at any time**

- 1st Occurrence - Three days O.S.S. with a mandatory School-Based Hearing with Safety Video required
- 2<sup>nd</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement.

### **Violation of Federal or State Law not covered in the Student Handbook**

- Any Occurrence - Consequences may vary from a warning to indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion. Results of investigations shall determine the disciplinary actions for each student.

### **Willful Disobedience (Purposeful/defiant repeated behavior which has been specifically addressed)**

- 1<sup>st</sup> Occurrence - Teacher contacts parent and One day I.S.S.
- 2<sup>nd</sup> Occurrence - Two days I.S.S.
- 3<sup>rd</sup> Occurrence - Two days I.S.S. and One Saturday detention
- 4<sup>th</sup> Occurrence - Two days O.S.S.
- 5<sup>th</sup> Occurrence - Four days O.S.S.
- 6<sup>th</sup> Occurrence - Indefinite out of school suspension pending a hearing with the Superintendent or designee to consider alternate placement or expulsion.

### **Due Process Procedures**

Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his or her version of the facts to the school principal or his/her designee.

An attempt to contact parents by telephone is always made although parents/guardians are not always available by this method. Discipline notices which involve assigning a student to In School Suspension (I.S.S.), Out of School Suspension (O.S.S.), or Saturday Detention (S.D.) may be mailed home to parents/guardians or sent home with the student. The student shall be responsible for giving the discipline notification to his/her parent/guardian.

Notice in writing of the suspension and the reasons for the suspension shall be given to the student to forward to his/her parent(s) or guardian(s).

Any parent, tutor or legal guardian of a pupil suspended shall have the right to appeal to the parish superintendent of schools who shall conduct a hearing on the merits.

For reinstatement, a parent or guardian must accompany a student who is returning to school after suspension and must complete a letter of reinstatement on the next day following suspension. This reinstatement is completed with the Principal/Administrative Assistant Principal. When a student returns for reinstatement without parent or guardian, the student will be placed in I.S.S. until the parent/guardian arrives to reinstate. This time will be considered part of the suspension time with all penalties of suspension applying.

### **SPECIAL NOTICE**

Any student who has been expelled shall not be admitted to any public school within the same school system, or in any other parish or city school system in the state, except upon the review and approval of the school board of the school system to which that student seeks admittance.

Any student out of school suspended, alternately placed or expelled **CANNOT** attend any Beauregard Parish school function or be on school property until his/her reinstatement. Any student in violation may be subject to further disciplinary actions including being forbidden from attending all activities for the remainder of the school year. Police may be called to remove the student.

## **BEAUREGARD PARISH POLICY CONCERNING BULLYING AND HAZING**

### **BULLYING AND HAZING (File:JCDAF)**

The Beauregard Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying or hazing made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. These statements or actions of bullying or hazing towards other students, school personnel, or school property shall be unacceptable.

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

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures.
  - B. Written, electronic, or verbal communications, including but not limited to calling

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

C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.

D. Repeatedly and purposefully shunning or excluding from activities.

2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

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

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

#### NOTICE TO STUDENTS AND PARENTS

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

#### REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying or hazing shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying or hazing shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying or hazing shall be made on the *Bullying Report* form,

which shall include an *affirmation of truth*. Any bullying or hazing report submitted, regardless of recipient, shall use this form, but additional information may be provided.

### Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying or hazing or any student, or any parent or guardian, who witnesses bullying or hazing or has good reason to believe bullying or hazing is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying or hazing to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any report shall remain *confidential*.

### School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying or hazing from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter. All other members of the school community, including students, parents or legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

### False Reports

Intentionally making false reports about bullying or hazing to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

## INVESTIGATION

Investigations of any reports of bullying or hazing of a student by another student shall be in accordance with the following:

### 1. Timing

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

### 2. Scope of Investigation

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

### 3. Parental Notification

Upon receiving a report of bullying or hazing, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
- B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

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

#### 4. Documentation

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

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

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation. (Moved from above)

## **APPEAL**

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

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

## **DISCIPLINARY ACTION**

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

## **PARENTAL RELIEF**

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such requests shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for

transfer under this provision.

## RETALIATION

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

## CHILD ABUSE

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

## **BEAUREGARD PARISH POLICIES CONCERNING ALCOHOL AND DRUG ABUSE**

### **Prescribed/Non-Prescribed Controlled Substances/Alcoholic Beverages (File:JCDA)**

The Board directs that each student shall be specifically prohibited from being under the influence of, bringing, or consuming, or having in his possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, nitrate base inhalants, imitation or counterfeit controlled substances, or other controlled substances as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

- A. On the school grounds during and immediately before or immediately after school hours.
- B. On the school grounds at any other time when the school is being used by a school group.
- C. Off the school grounds at a school activity, function, or event. Students under the treatment of a physician shall register with the office any and all authorization from said physician for the use of a prescribed controlled substance.

**Note:** Any violation of any provision of this code shall constitute sufficient grounds to cause the principal and/or superintendent to formulate charges against a student or students, and such charges, if proven correct, shall result in disciplinary action which is in accordance with parish policy and state law.

### **Student Smoking/Use of Tobacco (File:JCDA)**

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

### **Student Alcohol and Drug Use (File:JCDA)**

The Beauregard Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful....The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substance. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any student who distributes, sells, possesses, or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

**NOTE: Research indicates energy/stimulant products produce adverse reactions in students. At the discretion of the principal, they may be banned from the school campus and activities.**

### **Reports of Substance Abuse**

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases

shall be reported to the principal. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority.

### **Expulsion (File:JDE)**

A student arrested for intentional distribution or possession with intent to distribute any illegal drug or substance on school property shall be referred by the principal or designee, within five (5) days of arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, drugs or other dangerous substances. If treatment is needed, and 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 disciplinary case. The School Board shall take into consideration the student's agreement for professional treatment in making any final decision on any disciplinary action.

## **Student Handbook Additions**

### **Grades PreK-12**

#### **Reports of Sexual Harassment**

In accordance with parish policy, sexual harassment is a form of prohibited discrimination which contributes to an unacceptable educational environment. The Board will not tolerate sexual harassment. Such behavior should be reported to the principal or to the Supervisor of Child Welfare and Attendance who is located at the Beauregard Parish School Board Office. (Sexual harassment is further defined in the Discipline portion of the Student Handbook.)

#### **Due Process Procedure**

- Prior to any suspension, the school Principal or his/her designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his or her version of the facts to the school Principal or his/her designee.
- An attempt to contact parents by telephone is always made although parents are not always available by this method. Discipline notices which involve assigning a student to In School Suspension, Out of School Suspension, or Saturday Detention may be mailed home to parents

or sent with the student. The student shall be responsible for giving the discipline notification to his/her parent or guardian.

- Notice in writing of the suspension and the reasons for the suspension shall be given to the student to forward to his/her parent or parents.
- Any parent, tutor or legal guardian of a pupil suspended shall have the right to appeal to the parish superintendent of schools who shall conduct a hearing on the merits.

# Pine Wood Library Information

Welcome to the Pine Wood Library. The library is filled with quality books and resources to meet the needs of every student. Students will visit the library once a week to enjoy and learn about books and the library resources. Throughout the year, library skills will be taught to help students learn how to utilize the library and its resources.

Below is a list of our library rules. In order to keep our collection available to all students, please note the overdue books procedure and policy.

## Library Rules

1. Listen and follow directions.
2. Take care of library books, furniture, and materials.
3. Speak softly, NO unnecessary noise.
4. Chewing gum and food ARE NOT ALLOWED.
5. Keep books, feet, and hands to yourself.
6. Be considerate of others in the library and treat them with respect.

**OVERDUE BOOK PROCEDURES:** Students **ARE NOT** allowed to call home for their library book. This is one way students can become more responsible themselves.

If a student continues to forget his/her library book, a reminder notice will be sent home. Parents are asked to help the student look for the book, sign the notice, and return it to the library. Returning the notice signed is the only way to be sure that the parent is aware of the missing book. If the book is lost, it must be paid for before the student can continue checking out books. If the book is found in good condition, during the school year, the student will receive a refund. *Refunds will **NOT** be given after the last day of school each year.*

I am looking forward to a great year as we work together enjoying books and learning more about the library and how to use its resources. Books are an adventure that can take you anywhere as you read for pleasure and knowledge. Keep on reading!!!!

PWE Library website can be found here <https://sites.google.com/beau.k12.la.us/pwelib/home>

## Psychiatric Treatment, Counseling, and Substance Abuse Services

The following is a partial list of information, counseling and treatment services available.

This not intended to serve as a complete list of all services available.

Alcoholics Anonymous	DeRidder, LA	(337) 463-2227
Bayne-Jones Army Community Hospital *Military Families ONLY (mental health counseling)	Fort Polk, LA	(337) 531-3922
Beauregard Behavioral Health	DeRidder, LA	(337) 462-1641
Bright Hope Counseling (Mark Ifland, LPC, LMFT)	701 S. Royal St. DeRidder, LA 70634	(337) 463-4900
Clark McLaughlin Counseling / Psyschiatric Therapy Services	415 McMahan St. DeRidder, LA	(337) 463-4002
Crime Victims Assistance Counseling Boys' and Girls' Villiage	Lake Charles, LA	(337) 436-7553
Elite Medical Wellness	Lake Charles, LA	(337) 419-1873
Family and Youth Counseling	Lake Charles, LA	(337) 436-9533
Gateway Chemical Dependency-Adolescent Services *Inpatient only – 28 day program – professional referral only	Alexandria, LA	(318) 441-5936
Granberry Counseling Services	Leesville, LA Monroe, LA <b>home office</b>	(318) 355-1067 (877) 345-7411
Helping Hands Counseling *provides counseling through the Medicaid program only	Lake Charles, LA	(337) 477-2407
Kay Dore' Counseling Service McNeese State University	Lake Charles, LA	(337) 475-5981
LA Choices/Wraparound for Louisiana Families	Lake Charles, LA	(337) 310-3735
Behavioral Health Group	Lake Charles, LA	(337) 433-8281
Longleaf Hospital *Inpatient Only	Alexandria, LA	(318) 445-5111 (318) 448-7336
Louisiana United Methodist Children & Family Services Tyler Hebert	Lake Charles, LA	(337) 263-7119
New Beginnings	Opelousas, LA	(337) 942-1171
The Recover Clinic of Lake Charles Memorial Hospital *Inpatient only Crisis Stabilization Center	Lake Charles, LA	(337) 494-2436
Lake Charles Memorial Hospital: Psychiatric Services Dept. (ER admittance) *Inpatient Only	Lake Charles, LA	(337) 494-2185
Rehabilitation Services of SWLA, LLC	115 Wilson St. DeRidder, LA	(337) 463-4020
SoulCare Outreach, Ministry of Grace Church (Alba Dubois)	1208 Blankenship Dr DeRidder, LA	(337) 221-3073 (337) 401-1857

Beauregard Parish School Board 337-463-5551 Eddie Joslin / Discipline and Attendance Supervisor  
Markayla Guidry / Hearing Reporter

Revised 7/31/2018

# **REGULATIONS PROHIBITING DISCRIMINATION FOR TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964 TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 SECTION 504 OF THE REHABILITATION ACTS OF 1973**

The regulations implementing Title VI, Title IX, and Section 504 prohibit discrimination on the basis of RACE, COLOR, NATIONAL ORIGIN, SEX, AND HANDICAP, respectively.

The regulations implementing Title VI at 34 C.F.R. Sec. 100.6(d) states:

Information to beneficiaries and participants. Each recipient shall make available to participants, beneficiaries, and other interested persons such information regarding the provisions of this regulation and its applicability to the program for which the recipient receives federal financial assistance, and make such information available to them in such manner as the responsible department official finds necessary to appraise such persons of the protections against discrimination assured them by the act and this regulation.

The regulations implementing Title IX at 34 C.F.R. Sec. 106.9 (a)(l):

Sec. 106.9 dissemination policy. (a) Notification of policy. (1) Each recipient shall implement specific and continuing steps to notify applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipients, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and this part not to discriminate in such a manner. Such notification shall contain such information, and be made in such manner, as the assistant secretary finds necessary to apprise such person of the protections against discrimination assured them by Title IX and this part, but shall state at least that the requirement not to discriminate in education programs and activities extends to employment therein, and to admission thereto unless subpart C does not apply to the recipient that inquiries concerning the application of Title IX and this part to such recipient may be referred to the employee designated pursuant to Sec. 106.8 or to the assistant secretary.

The regulation implementing Section 504 at 34 C.F.R. Sec. 104.8 (a) states:

Sec. 104.8 Notice. (a) A recipient that employs fifteen or more persons shall take appropriate initial and continuing steps to notify participants, beneficiaries, applicants, and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient that it does not discriminate on the basis of handicap in violation of section 504 and this part. The notification shall state, where appropriate, that the recipient does not discriminate in admission or access to, or treatment or employment in, its programs and activities. The notification shall also include an identification of the responsible employee designated pursuant to Sec. 104.7 (a).

## NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Beauregard Parish School Board District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Beauregard Parish School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Assistant Superintendent, (where located) 202 W. 3<sup>rd</sup>, DeRidder, LA 70634, (telephone number) 463-5551 who has been designated by the Beauregard Parish School Board to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

## STUDENT DIRECTORY INFORMATION

According to Beauregard Parish Policy File:JR, "...directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph." Information classified as directory information may, according to law, be disclosed from a student's record without the written consent of the parent, legal guardian, or eligible student.

This information is released in a variety of ways. It could be in the local news in the form of a photograph of a classroom activity or in a Banner Roll/Honor Roll list. It could be the students' photographs, heights and weights in the athletic program distributed at a football game. It could even be in the students' yearbook or annual, where all students' pictures and names are listed with their classmates.

The parental, legal guardian or eligible student (one who is eighteen years of age or older) has the right to refuse the release of this information. IF YOU DO NOT WANT DIRECTORY INFORMATION TO BE RELEASED FOR YOUR CHILD, please notify the school principal within two (2) weeks after the school year begins or, for students who enter after the beginning of the year, within two weeks of enrolling at the school.

## STUDENT SURVEYS

Periodically, students are asked to respond **ANONYMOUSLY** to surveys which enable the school system to assess needs and provide programs to meet those needs. In many cases, funding requested for projects must be documented by needs ascertained in these surveys. Under the provisions of the *Protection of Pupil Rights* amendment to the *Educate America Act*, parents have the right to refuse permission for their child to participate in these surveys. Please notify the principal in writing if you do not wish your child to participate in surveys designed to gather information about students' attitudes, behaviors, relationships, and needs.

### What is School-Wide PBIS?

PBIS stands for Positive Behavior Intervention Support. It is state-wide, mandated, data driven system that addresses student behaviors. Expectations have been developed by placing an emphasis on a school-wide system of support including proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Expectations of positive behavior for all students within a school are introduced, modeled, and taught in areas including the classroom and non-classroom settings (such as hallways, playgrounds, and the cafeteria). Students are rewarded for following these expectations. Interventions are enforced when these expectations are not followed. These include consequences and re-teaching of the expectations.

## **SCHOOL EMPLOYEE/STUDENT CONTACT**

The need may arise for teachers, coaches, band directors, and other sponsors to contact your child (for school business only) from their personal telecommunication devices. If, for any reason, you would like to disallow all such contact, you must inform the school office in writing.

NOTE: Electronic communication, regardless of content made through a social network (My Space, Facebook, etc.), is not allowed.

### **Public Complaints**

Constructive criticism of the schools is welcomed by the Beauregard Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their task more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.

The Board advises the public, including parents and guardians, that the proper channeling of complaints involving instruction, discipline, or learning materials whether curricular, co-curricular, or extra-curricular, is as follows:

Teacher  
Principal  
Superintendent or his/her designee  
School Board

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Superintendent/designee and to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored by the appropriate administrative level.

Adopted: March 15, 1977

Revised: May 9, 2002

Beauregard Parish School Board

## **EDUCATION OF STUDENTS WITH EXCEPTIONALITIES**

The Beauregard Parish School Board shall provide a free appropriate public education in the least restrictive environment to every student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board for eligible children under three years of age. Generally, identified children shall be screened and evaluated for eligibility to receive special educational services while receiving educational support in the regular classroom. If it is determined in the evaluation process that a child has a disability, impairment, or condition that impedes educational process, then the child is classified according to the *Pupil Appraisal Handbook*, Bulletin 1508, guidelines and becomes eligible to receive special education services. All special education services shall be performed in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706.

The School Board shall establish and maintain regulations and procedures in accordance with federal and state law 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 School Board.

### **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 to address the behavior of a student with an 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.

*Imminent risk of harm* shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

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

*Seclusion room* means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

*Mechanical restraint* means the application of any device or object used to limit a person's movement. Mechanical restraint does *not* include: (1) 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; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

Physical restraint means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

*Positive behavior interventions and support* means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

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

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such a report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

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.

All instances where seclusion or physical restraint is used to address student behavior shall be reported by the School Board to the Louisiana Department of Education.

### **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 an 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.

### **FOLLOW—UP**

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's Individualized Education Plan (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavior supports. Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

### **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.