

WEST CARROLL PARISH SCHOOLS

STUDENT HANDBOOK

2011-2012

Kent Davis
Superintendent
Revised: July 2011

PHILOSOPHY OF THE WEST CARROLL PARISH SCHOOL BOARD

The West Carroll Parish School Board, a legal agency responsible for providing a minimum foundation program of education for the youth of this parish, accepts its responsibility by providing the opportunity of every student to attain that degree of self-improvement to the maximum of his/her abilities. The board recognizes the importance of parental involvement and encourages their support of its schools. Businesses and communities are recognized for their uniqueness and influence within the schools of the parish.

POLICY NOTIFICATION

It is the policy of the West Carroll Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, handicapping condition, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquires concerning application of this policy may be referred to the Parish School Superintendent

West Carroll Parish School Board
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NONDISCRIMINATION STATEMENT

The West Carroll Parish School Board does not discriminate on the basis of race, color, national origin, sex, age, handicapping condition, or veteran status.

INTRODUCTION

Education is a basic right for all students to prepare themselves to take their place in society. It is an opportunity for individuals to take advantage of this right in an orderly, well-disciplined environment in order to build a firm foundation for their future.

This publication is designed to be a guide for students during this time of their life. It should aid pupils in realizing their responsibilities toward the educational process and to make them aware of administrative procedures that must be followed.

It would be impossible to cover all “do’s and don’ts” in this student handbook. Therefore, common sense and moral judgments must be exercised by each individual involved in the West Carroll Parish School System. The rights of one do not necessarily take away the rights of others. The basis for the West Carroll Parish Student Handbook is Louisiana State Legislative Bulletin 741-Louisiana Handbook for School Administrators, Louisiana Revised Statute 17, and the West Carroll Parish School Board Policy Manual. The content of these documents detail operational guidelines for Louisiana school systems. The West Carroll Parish Student Handbook provides a basic outline of the requirements and responsibilities detailed in these three documents. Every effort is made to keep the Handbook current but situations will arise that will need further clarification and final decisions will be based on Bulletin 741, RS 17, and Board Policy. Contact the local school principal or district office personnel for additional information.

Bulletin 741, RS 17, and Board Policy sections are referenced throughout this Handbook. One or more references may be shown with each subject addressed. In some cases detailed information is not shown but is referenced to a particular document that provides that information. If one of the documents gives the local district the authority to establish its own guidelines, the details are shown in the Handbook.

DRESS/APPEARANCE CODE – Policy Manual JCDB

Bulletin 741 Section 1139 and RS 17 gives local education agencies (LEA) the authority to establish student dress codes and Board Policy JCDB approved the following guidelines (August 2009) for student dress.

GIRLS

1. Must wear their hair in a standard, acceptable style. Hair in rollers, curlers, head covering, excessive teasing, in the face, or any other style that is detrimental to the girls' performance or that creates undue distraction from school activities is prohibited.
2. Dresses, skirts, or shorts worn to school must be of acceptable length. That length may not be shorter than 5 inches from the floor when in the kneeling position.
3. Blouses and shirts are to be worn inside when so designed. Sloppy, unconventional blouses or sweaters shall not be allowed. Sun dresses, bare midriff, tight dresses, etc., will not be acceptable. Tee shirts designed as undergarments are not permitted as out garments. Shoes shall be worn, as bare feet are prohibited.
4. Low-neck-line or see-through garments are strictly prohibited. The width of shoulder straps must be at least 3 inches on all clothing.
5. The use of excessive or unusual cosmetics is prohibited. A student will not be allowed to wear or to use a hygiene product, cosmetic, or aroma that creates a health problem for a teacher or any other student.
6. Any unusual dress, jewelry, or ornaments that are deemed to be distracting are not permissible, including piercings and tattoos. Any writing, symbols, patches, or other means of communications that are suggestive, provocative, obscene, vulgar, political, or antagonistic will not be permitted on clothing. This includes advertising of alcoholic beverages, tobacco products, or illicit drugs.

BOYS

1. Must have their hair combed and well groomed. Hair length does not touch eyebrow, collar, or come over entire ear. Any unconventional style or combing will not be acceptable.
2. Boys shall wear conventional school clothes. Shirts are to be worn inside trouser. Shoes shall be worn, as bare feet are prohibited.
3. Belts must be worn when trousers have belt loops.

4. Shirts must be buttoned up (collar button excluded). A tee shirt designed as an undergarment and sleeveless shirts are not acceptable. Any writing, symbols, patches, other means of communications that are suggestive, provocative, obscene, vulgar, political, or antagonistic will not be permitted on clothing. This includes the advertising of alcoholic beverages, tobacco products, and illicit drugs.
5. Boys must be clean-shaven. Sideburns shall be no lower than the ear lobe or wider than 1.5 inches. Mustaches, goatees, or beards shall not be worn.
6. **Earrings are prohibited**, as well as any other unusual jewelry or ornaments that are deemed to be distracting, including piercings and tattoos.

GENERAL DRESS/APPEARANCE REGULATIONS

1. No caps may be worn, unless required for classroom activities.
2. School authorities may require or permit certain types of clothing to be worn in special extracurricular activities or in physical education classes.
3. K-3 students may wear acceptable play clothes with the exception of halter tops, short skirts, or very short shorts.
4. Shorts worn by students in grades 4-12 must not be shorter than 5 inches from the floor when in the kneeling position.
5. No athletic shorts (elastic waistband) may be worn (except during physical education class). Spandex clothing is forbidden.
6. For problems of dress or appearance which are not covered by these regulations, school administrators are authorized to use their discretion in determining what is appropriate and suitable for school wear.

ATTENDANCE REGULATIONS – Policy Manual JB – JBE

Attendance regulations are defined in Board Policy JB-JBE, Bulletin 741 Chapter 11, and RS 17:221, 17:226, 17:226.1, 17:230, 17:232 and 17:233. Current attendance regulations were adopted by the West Carroll School Board at the August 2011 board meeting.

Students from their seventh to their eighteenth birthday shall attend a public or private day school or participate in an approved home study program. Students who have reached their seventeenth birthday may have other options available to continue their education and should contact their local principals or the District office for additional information.

In general, all students, including those students with IEP's, are expected to be in attendance every student activity day. State requirements mandate that elementary students must be in attendance 60,120 instructional minutes in order to receive credit for the school year. High school students must each class 8,589 instructional minutes per year or 4294.5 instructional minutes per semester to receive Carnegie units. If a student is absent and not in attendance the number of required minutes, the student will not receive credit unless extenuating circumstances for excessive absences are verified.

Extenuating Circumstances – Policy Manual JBD

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

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. Observance of special and recognized holidays of the student's own faith.
6. Visitation with a parent who is a member of the United States Armed Forces or National Guard of a 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.
7. Absences as verified by the principal or his/her designee as stated below:
 - A. Prior school system approved travel for education
 - B. Death in the family (not to exceed one week)
 - C. Natural catastrophe and/or disaster

For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course. Documentation to excuse any excessive absences must be provided to the district Supervisor of Child Welfare and Attendance within two weeks of written notification. Students who participate in spring sports must have excessive absences from the fall semester approved by the district Supervisor of Child Welfare and Attendance by the first day of the spring semester.

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for make-up work.

Types of Absences – Policy Manual JBD

The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions and are defined in Policy Manual JBD.

1. Non-exempted excused – excused by school but not for extenuating circumstances.
2. Exempted excused – excused by school and for extenuating circumstances.
3. Unexcused absences – not excused by school or extenuating circumstances.
4. Suspensions – if In-School or Alternative Site suspension, student is not counted absent but if suspension is Out-of-School, absence is unexcused.

School Admission – Policy Manual JBC

All students upon entering Louisiana schools for the first time shall present an official birth certificate, a record of up-to-date immunization, their social security number, and residential verification. Policy Manual JBC provides detailed information concerning documents required for admission.

Age Requirements

Optional district Special Education Infant program currently not available for ages 0-2.

Special Education Preschool for ages 3-5

Pre-Kindergarten program if age 4 by September 30th.

Kindergarten if age 5 by September 30th.

First grade if age 6 by September 30th.

Parent Responsibility

The school system shall require that every parent/legal guardian, or other person having charge of an exceptional student enrolled in the school system shall enforce the attendance of these students at the special schools or classes which may be provided for them by the state or by the local educational governing authority, and to which they have been assigned, and which they are eligible to enter.

ACADEMIC REQUIREMENTS – Bulletin 741 Chapter 23

West Carroll Parish Schools adhere to graduation requirements as listed in Bulletin 741, Chapter 23, Section 2319. Listed in this handbook are the general requirements as outlined in Bulletin 741.

**For specific course requirements, contact the school principal, school counselor, or the West Carroll Parish School district office.

1. Incoming Freshmen (9th grade) prior to 2008-2009:

English	4 units	Math	3 units
Science	3 units	Social Studies	3 units
Health	½ unit	P.E.	1 ½ units
Electives	8 units	Total	23 units

2. Incoming Freshmen (9th grade) in 2008-2009 and beyond:

<u>Core Curriculum</u>				<u>Core 4 Curriculum</u>			
English	4 units	P.E.	1 ½ units	English	4 units	P.E.	1½units
Math	4 units	Electives	8 units	Math	4 units	For. Lang.	2 units
Science	3 units	Total	24 units	Science	4 units	Arts	1 unit
Soc.St.	3 units			Soc.St.	4 units	Electives	3 units
Health	½ unit			Health	½ unit	Total	24 units

POLICY FOR SELECTING VALEDICTORIAN AND SALUTATORIAN – Policy IHC

In order for principals to determine the graduating class honors of valedictorian and salutarian, the following criteria shall be followed:

- A. Grade point average and class rank shall be determined by using semester letter grades rounded to the nearest hundredth place. (Example 4.00, 3.06). In case of ties, the principal shall declare students with the same GPA as co-valedictorians/co-salutatorians.
- B. Letter grades will be used. Those letter grades will be assigned the following quality point value: **A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0.0.**

*****Beginning with the 2011-2012 Junior class, Advanced Placement (AP) courses and Dual Enrollment (DE) courses, with the exception of the Dual Enrollment Vocational courses, be included in the Valedictorian and Salutarian policy in calculating the grade point average (GPA) and those courses be weighted as follows: A=5.0, B=4.0, C=3.0, D=2.0. No quality points will be added for an F.

- C. Courses taken at the college/university level will be included in the process of selecting the Valedictorian and Salutarian.
- D. The following courses shall be excluded in the process:

- 1. Physical Education, Drivers' Education, correspondence courses, and;

2. All other courses in which repeat credit or additional credit is earned at below college level.
- E. To be eligible for either honor, a student must have attended the entire senior year in the designated school. Furthermore, a senior who transfers into that school must earn a minimum of five academic credits during that senior year within that school.
- F. To be eligible for valedictorian and/or salutatorian honors, a student must successfully complete the following courses:

- English (4):** English I, English II, English III, and English IV
- Mathematics (3):** Algebra I, Algebra II, and one of the following: Geometry, Advanced Mathematics, Trigonometry, or Calculus
- Science (3):** Biology I, Chemistry I, and one of the following: Environmental Science, Earth Science, Physical Science, Biology II, Chemistry II, or Physics
- Social Studies (3):** Civics (½) Free Enterprise (½), American History, and one of the following: World Geography or World History

GRADING SCALE POLICY

The following grading scale must be used in all West Carroll Parish Schools:

93 - 100	=	A
85 - 92	=	B
75 - 84	=	C
67 - 74	=	D
0 - 66	=	F

**Averages must be rounded to the nearest whole number; for example, 93.5 must be rounded up to 94. However, 93.4 must be rounded to 93. Semester exams will be given in grades 6-12 at the end of each semester. The exam grade will count 20% of the third and sixth six weeks grade.*

PLACEMENT POLICY – Policy Manual JBCC

The West Carroll Parish School Board (WCPSB) has the authority and responsibility for the assignment, placement, transfer, and continued education of all students attending school within its district. Guidelines for placement are found in Policy Manual JBCC.

ELECTRONIC TELECOMMUNICATION DEVICES – Policy Manual JCDAE

No student, unless authorized by the school principal or his designee, shall possess, use, or operate any cellular telephone, or any other electronic telecommunication device (including any facsimile system, radio paging service, intercom, or electro-mechanical paging system), during the normal school hours of operation in any West Carroll Parish school building, on the grounds thereof, or in any school bus. These devices will be confiscated and kept in the school office. Violation of this policy will be grounds for disciplinary action by the school, including but not limited to suspension and/or expulsion from school.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS – Policy Manual GAMIA

The West Carroll Parish School Board is concerned about **inappropriate** use of communication devices between school employees and students. WCPSB Policy Manual GAMIA defines electronic devices, regulations, notification, inappropriate communications, training, and violations. The policy is **not intended** to limit the use of technology as an effective teaching tool.

ACTIVITIES – Policy Manual JH

All student social, educational, and athletic extracurricular activities shall be under the control of the local school principal or a designated representative. All such events shall have prior approval of the local school principal. **At no time shall any activity be planned without the principal's knowledge and approval.** Regulations concerning supervision, parental participation, refreshments, curfew, and visitor participation are to be developed by the local school authorities.

Student participation in extracurricular activities will be on a voluntary basis. **Students who participate in school-sponsored/related activities (even on the campuses of other schools) must comply with the West Carroll Parish Code for conduct and Dress and Appearance.**

Students participating in selling of products for fund raising will be responsible for items released to them. They shall either return all unsold merchandise in original condition or pay for the merchandise.

ALCOHOL, SMOKING, AND DRUGS – Policy Manual JCDA, JCDAB

Students shall not be permitted to use or have possession of drugs, tobacco, or alcoholic beverages on school property at any time. Students will be disciplined, possibly suspended or expelled, for violating policies on alcohol, smoking, and drugs. State legislature mandates certain penalties for some violations, especially those involving controlled substances (drugs).

Under “Search and Seizure” policy, school systems have the right, through R.S. 17:416.3, to search a student’s person, desk, locker, etc., when there is reasonable suspicion a student has possession of drugs, alcohol, tobacco, on school property.

CONDUCT ON AND OFF SCHOOL GROUNDS – Policy Manual JCD

The WCPSB holds every pupil accountable for their conduct both on campus and at off campus school sponsored activities. Each student is responsible for his or her actions at school and at extracurricular functions - whether at his or her own school, or at functions held at other schools. School officials have the same authority to maintain discipline at these functions that they would normally have on the school grounds during the day.

A student shall be held accountable for his actions to and from school and may be disciplined, even suspended, if his behavior necessitates such measures.

SENATE BILL 1098/HOUSE BILL 2217

Beginning with the 1999-2000 school year and thereafter, students, when speaking to any public school system employee while on school property or at a school sponsored event, are required to address and respond to such employee by using certain respectful terms as specified in SB 1098 - “**Yes Ma’am**,” “**No, Ma’am**,” “**Yes, Sir**,” “**No, Sir**,” etc. The law also provides that city and parish school boards shall take appropriate actions necessary to discipline students who fail to comply with this requirement.

DISCIPLINE – Policy Manual JD – JDF

School Board Policy JD on student discipline is based on regulations authorized by Louisiana Revised Statute 17:416 and Legislative Bulletin 741 – Louisiana Handbook for School Administrators. Each document provides detailed information concerning the use of disciplinary actions used to modify any student’s behavior that interferes with teaching and learning and has a negative impact on a school’s learning environment. Student discipline is to ensure that schools provide a positive learning environment for all students. When an individual student’s behavior interferes with the educational process of others, disciplinary actions must be taken. Accordingly, disciplinary actions vary in degree. The following sections – Corporal Punishment, Suspension, Expulsion, and Due Process – provide basic information with more detailed guidelines in **Policy Manual JD through JDF, Revised Statute 17:416, and Legislative Bulletin 741.**

CORPORAL PUNISHMENT –Policy Manual JDA

Louisiana’s Revised Statute 17:426 specifically allow the use of reasonable corporal punishment (paddling) against any student for good cause in order to maintain discipline and order within the public schools.

The West Carroll Parish School Board has approved reasonable corporal punishment as a disciplinary method. Alternatives may be used at the discretion of the school principal, as due process will be given each student.

SUSPENSION – Policy Manual JDD, RS 17:416

The following information is a summary of part of the detailed information found in R.S.17:416 related to suspensions.

Every teacher is authorized to hold every child to strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. The following list was taken from R.S.17:416 as reasons a student can be suspended:

A school principal may suspend from school or suspend from riding a school bus any pupil who:

1. Is guilty of willful disobedience;
2. Treats with intentional disrespect a teacher, principal, superintendent, member or employee of the local school board;
3. Makes against any one of them an unfounded charge;
4. Using unchaste or profane language;
5. Is guilty of immoral or vicious practices, or of conduct of habits injurious to his associates;
6. Uses tobacco or who possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Substance Law any form in school buildings or on school grounds or on school buses owned by, contracted to, or jointly owned by any city or parish school board;
7. Disturbs the school and habitually violates any rule including unauthorized use of electronic telecommunication devices;
8. Cuts, defaces, or injures any part of public school buildings, or any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city or parish school board;
9. Writes profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or buildings on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by any city or parish board;
10. Is found carrying firearms, knives, or other implements which can be used as weapons the careless use of which might inflict harm or injury;
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
12. Instigates or participates in fights while under school supervision;
13. Violates traffic and safety regulations;
14. Leaves the school premises without permission;
15. Leaves his classroom during class hours or detention without permission;

16. Is habitually tardy or absent;
17. Is guilty of stealing; or
18. Commits any other serious offence including bullying, harassment, intimidation, hazing.

Additional information in R.S.17:416 provides for student's due process – from the time the behavior occurs until the suspension process is completed. It includes the rights and responsibilities of the school, pupil, and parent/guardian. Parents have the right to appeal a suspension once they have received written notice of the suspension and should contact the district office for information.

It is the student's responsibility to pay for any damage to property belonging to the school system.

Students will not receive credit for school work missed when absent due to a suspension. With some exceptions, those students who are suspended may choose to attend the West Carroll Parish alternative education site, located on the Oak Grove School campus, for their suspension period. Students who attend the alternative site will not be counted absent and will be allowed to complete assigned work. Transportation to this site is the responsibility of the parent/legal guardian and will not be provided by the district.

EXPULSION – Policy Manual JDE

R.S. 17:416 is a document specific to discipline and is used as the guide for an expulsion. It is not the intent of the Student Handbook to address every incident that might result in an expulsion. If an incident occurs that may lead to an expulsion, Board Policy, Bulletin 741, and R.S. 17:416 will be used to make that decision. The following information is a summary of part of the detailed information found in R.S.17:416 related to expulsions.

Any student, after being suspended, may be expelled, upon recommendation by the principal of the public school in which the student is enrolled.

The principal shall immediately suspend a student who is found carrying or possessing a firearm or other dangerous instrumentalities other than a knife, or who distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form. The provisions of this Section shall not apply to a student carrying or possessing a firearm or knife for purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity.

No student shall be permitted to carry or possess a knife of any blade length.

A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in in-school suspension.

The principal shall immediately suspend a student who is found carrying or possessing a knife with a

blade equal to or over two inches in length. He will immediately recommend the student's expulsion except in the case of a student less than eleven years of age in pre-kindergarten through grade five, who is found carrying or possessing a knife as described in this Section, the principal may, but shall not be required to, recommend the student's expulsion.

The provisions for expulsion shall not apply to a student carrying or possessing a firearm or knife for purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity.

The provisions for expulsion shall not apply to a student possessing any controlled dangerous substance governed by the Uniformed Controlled Dangerous Substance Law that has been obtained directly by a valid prescription or order from a licensed physician. Prescription or order must be for the student the student must carry evidence on his person at all times.

Any student after having been suspended on three occasions during the same school year, shall on committing the fourth such offense, be expelled from all the public schools of the parish or city school system wherein he resided until the beginning of the next regular school year (see note), subject to the review and approval of the local school board.

***** NOTE: The state mandates the length of time for drug and weapon expulsions depending on the age and grade level of the student. The expulsion can be from twelve (12) to twenty-four (24) calendar months.

No student who has been expelled shall be admitted to any public school 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 he seeks admittance.

No student who has been expelled from any public or nonpublic school outside the state of Louisiana or any nonpublic school within Louisiana shall be admitted to any public school in the state except upon review and approval of the local school board.

No student who has been expelled shall be readmitted to a public school in the school system in which he was expelled without the expressed approval of the school board of such school system.

Upon the recommendation by a principal for the expulsion of any student, a hearing shall be conducted by the superintendent or by any other person designated so to do by the superintendent. Upon the conclusion of the hearing, the superintendent, or his designate, shall determine whether such student shall be expelled from the school system or if other corrective or disciplinary action shall be taken. At said hearing the principal and/or teacher concerned may be represented by any person appointed by the superintendent. Until such hearing takes place the student shall remain suspended from school. At such hearing the student may be represented by any person of his choice.

Any student, sixteen years of age or older, found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, pursuant to a hearing,

shall be expelled from school for a minimum period of twelve calendar months and shall be referred to the district attorney for appropriate action. However, the provisions of this Subsection shall not apply if the district attorney determines that no prosecution shall commence, that a dismissal shall be entered after prosecution has begun, or that the student is found not guilty of such offense.

Any student, sixteen years of age or older found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four calendar months, unless such student has agreed to participate and participates full-time in a juvenile drug court program operated by a court in Louisiana as required by the Board. Such student may be placed by the School Board in an alternative education program for suspended and expelled students approved by the Louisiana Board of Elementary and Secondary Education (BESE).

Any student who is under sixteen years of age and in grades six through twelve and who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of twelve calendar months and shall be referred to the district attorney for appropriate action. However, the provisions of the Subsection shall not apply if the district attorney determines that no prosecution shall commence, that a dismissal shall be entered after prosecution has begun, or that the student is found not guilty of such offense.

Any student who is under sixteen years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum period of twelve calendar months, unless such student has agreed to participate and participates full-time in a juvenile drug court program operated by a court in Louisiana as required by the Board. Such student may be placed by the School Board in an alternative education program for suspended and expelled students approved by the Louisiana Board of Elementary and Secondary Education (BESE).

Any case involving a student in kindergarten through grade five found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of twelve calendar months and shall be referred to the district attorney for appropriate action. However, the provisions of this Subsection shall not apply if the district attorney determines that no prosecution shall commence, that a dismissal shall be entered after the prosecution has begun, or that the student is found not guilty of such offense.

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

Any student expelled from school may be readmitted on a probationary basis to school at any time during the specified period of expulsion on such terms and conditions as may be stipulated by the city or parish school board and agreed to in writing by the student and by the student's parent or other person responsible for the student's school attendance. However, any such written agreement shall include a provision that upon the school principal or superintendent of schools making a determination that the student has violated any term or condition agree to, the student shall be immediately removed from the school premises without the benefit of any hearing or other procedure applicable to student suspensions and expulsions. The principal will immediately notify the superintendent and parent verbally and then provide written notification.

Note: With some exceptions, students who are expelled may choose to attend the West Carroll Parish alternative education site, located on the Oak Grove School campus, for their expulsion period. Students who attend at this location will not be counted absent and will be allowed to complete assigned work. Transportation to this site is the responsibility of the parent/legal guardian and will not be provided by the district.

There are instances such as a student being arrested for drug related charges or convicted of crime in this state or outside this state that would be considered a felony that may be cause for expulsion or reason for denying admission. These incidents have to be considered on a case by case basis and could result in disciplinary action.

DUE PROCESS – Policy Manual JCAA

Due process is afforded to students in disciplinary cases such as (1) suspension, (2) expulsion, (3) statements removed from student's records, and (4) clearing one's reputation. The principals of due process are flexible and the degree of rigidity depends on the gravity of the penalty which may be imposed.

The "due process" rights of students and parents as set forth in Louisiana Revised Statute 17:416 are as follows:

Prior to any suspension, the school principal or his 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/her version of the facts to the school principal or his designee...

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

In regard to a suspension and "due process," the decision of the superintendent of schools is final.

However, for expulsions, the due process may continue to a court decision. The student faced with expulsion has the right to appeal the decision of the principal to the parish or city superintendent who shall conduct a hearing. The parent or tutor of a pupil has the right to appeal the decision of the superintendent of schools to the city or parish school board for a review of the findings of the superintendent. The parent or tutor of a pupil has the right to appeal the decision of the city or parish board to the district court for the parish in which the student's school is located. The court may reverse the ruling of the school board.

STUDENT POLICY AND PROCEDURES – Policy Manual IDBB

The West Carroll Parish School System will implement for all students in grades K - 12 an age-appropriate, developmentally-based drug and alcohol education and prevention program which addresses the legal, social, and health consequences of drug and alcohol use which provides information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. This program will convey to students that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

Students' use, unlawful possession, distribution of illicit drugs or alcohol on school property, or as a part of any school activities is prohibited. By law all employees are required to report any suspected incidents of drug/alcohol possession or use by a student.

A student suspected of having a drug/alcohol use problem will be reported to the principal. A student suspected of possession of drugs or alcohol or of being under the influence of drugs/alcohol on the school premises will be reported to the principal. Confirmed or substantial evidence that a student has knowledge of or is involved in the unlawful manufacture, distribution, sale, or possession with intent to sell a controlled dangerous substance and/or alcohol on the school premises or at any school activity will result in appropriate law enforcement authorities being notified and evidence turned over to them. Appropriate school disciplinary action will be taken.

READMISSION POLICY FOR STUDENTS SUSPENDED FOR DRUGS – Policy Manual JDE

Should any student be suspended or expelled from a public school operated by the West Carroll Parish School Board arising from the student's possession, use, or distribution of a controlled dangerous substance or other drug, the students suspended shall not be readmitted to any public school operated by the West Carroll Parish School Board until such time as the student has either undergone counseling as approved by the West Carroll Parish Substance Abuse Prevention Education Coordinator or has made such appropriate arrangements to undergo such counseling as approved by the West Carroll Parish Substance Prevention Education Coordinator. The student who has been suspended from school for the use of and/or possession of drugs/alcohol must attend an approved Substance Abuse Clinic a minimum of five (5) sessions. The initial session requires the present of at least one parent or guardian.

SEARCH AND SEIZURE – Policy Manual JCAB

The parish or city school systems of the state are the exclusive owners of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school building or grounds set aside specifically for the personal use of the students. Any teacher, school security guard, principal, or administrator in any parish or city school system of the state may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of such parish or city school board's policy, either by conducting a random search with a metal detector or when he has a reasonable belief that the items sought will be found.

The teacher, principal, school security guard, or administrator may search the person of a student either by conducting a random search with metal detector or when he has reasonable belief that the student has in his possession any of the items mentioned above. Nothing herein shall be construed to afford a student an expectation of privacy which would not otherwise exist.

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

STUDENT HEALTH – Policy Manual JGC

Health Records

All children entering any school for the first time, including kindergarten, at the time of entering school shall present satisfactory evidence of having been immunized against communicable diseases according to a schedule approved by the State Division of Health [LA:17:170].

Health records must be maintained at each school; therefore, it is imperative that parents and students cooperate with school officials in complying with these regulations. Parents must complete state-mandated health forms annually.

Communicable Disease Control Policy

Any student determined to have a communicable disease shall be excluded from school. This determination shall be made by the principal and/or school health nurse.

A doctor's statement must be presented before the student can be readmitted to school. This statement must confirm that the child has been treated and is no longer considered contagious.

Lice Control Policy for Schools – Policy manual JGCC

Any student found to have of head lice or nits (eggs) shall be excluded from school. The student will be excluded from school until he/she has been effectively treated and **all nits (eggs) are removed from the hair.**

Adequate treatment and removal of all nits (eggs) can be achieved in one to two days. After three days, your child will be considered unexcused from school. Any unexcused absence may be referred to the supervisor of welfare and attendance. The school health nurse shall be responsible for checking students to be sure that the hair is free of **all nits** before readmitting them back to school.

ADMINISTRATION OF MEDICATION TO STUDENTS – Policy Manual JGCD

The West Carroll Parish School Board shall not require any other employee other than a register nurse or licensed physician to administer medication until all the following conditions are met:

- (1) No medication shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian.
- (2) No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
- (3) Both the letter from the parent or guardian and the medication itself shall contain clear instructions identifying the student's name, RX number if any, date, frequency, name of medication, dosage, route, and physician's or dentist's name.
- (4) All medication and records must be kept in a locked designated place as specified by the school principal. The parish school nurse shall have access to these records and will examine them periodically to determine if policy is maintained.
- (5) Each school principal is responsible to determine that at least two employees have received the proper training in the administration of medication to students.

STUDENT RECORDS – Policy Manual JR

Student records are defined to be all official records, files, and data directly related to school children. This includes all material that is incorporated into each student's cumulative record folder, such as attendance data, academic work completed, level achievement, scores on standardized testing, health data, disciplinary action received, and any pertinent information relative to school work.

Privacy and confidentiality of student records is protected under Public Law 93-380 of the U.S. Congress. Access to student records is made only to (1) Parents upon request, (2) Other school officials who have legitimate educational interest, (3) Officials of other schools in which the student intends to enroll, and (4) Authorized state and federal representatives as defined in Section 409 of this Act.

STUDENT TRANSPORTATION – Policy Manual JCDAD

An undisciplined school bus is a hazardous bus. Student misbehavior can lead to accidents. The driver must concentrate on driving and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules as a minimum.

Rules to Follow While Waiting for and Boarding a School Bus

- (1) Have written permission authorized by the principal to get off at a stop other than your own.
- (2) Arrive at bus stop **PRIOR** to the designated time for bus to arrive.
- (3) Avoid scuffling, pushing, and shoving while waiting for bus.
- (4) Stand far enough from the road in case the bus skids while stopping.
- (5) Wait until the bus come to a **COMPLETE** stop before boarding the bus.
- (6) Be careful when stepping on slick steps in rainy weather.
- (7) Locate your seat and sit down as soon as possible.

Rules to Follow While Riding a School Bus

- (1) Do not abuse your privilege to ride a bus.
- (2) Cooperate with the bus driver when he/she asks you to do something.
- (3) Remain seated while riding the school bus.
- (4) Always keep hands, arms, and all objects inside the bus.
- (5) Report any emergency to the driver.
- (6) Keep the aisle clear of feet, books, and any objects that may obstruct the pathway.
- (7) Avoid unnecessary, disturbing noises.
- (8) Do not fight, play, or participate in any activity that would involve excessive movement.
- (9) Help keep your bus clean.
- (10) Do not mark on, take apart, cut, tear, or abuse interior or seats.
- (11) Report anything which is unsafe, harmful, obscene, offensive, or needs repair to the driver.
- (12) Be courteous, mannerly, and understanding of the driver and other passengers.
- (13) Eating and drinking are not allowed on the bus.
- (14) Smoking is prohibited.
- (15) Do not bring animals onto the bus.
- (16) The school bus is a classroom on wheels; act in a school bus as you should in the classroom.
- (17) Students who do not cooperate are subject to disciplinary action, suspension, and expulsion from riding the bus and/or school.

Rules to Follow When Exiting a School Bus

- (1) Remain in you seat until the bus comes to a **COMPLETE** stop.
- (2) Leave the bus only at your designated stop.
- (3) Get off the bus promptly and orderly after it comes to a complete stop.

- (4) Use the path in front of the bus when crossing the street or roadway, making sure the driver sees you.
- (5) Look in all directions before you cross the street.
- (6) Obey all crossing guards and traffic lights.
- (7) Walk across the street or roadway only if the traffic is stopped.

Emergency Evacuation Procedures

- (1) Identify emergency exits that could be used.
- (2) Be sure you know how to open emergency exits (windows and doors).
- (3) Passengers closest to the door should leave first.
- (4) Kick windows out if doors are stuck.
- (5) Keep your hands free; leave everything behind. Your life is worth more than you lunch or books.
- (6) Clear the exit area so that others can follow.
- (7) Get off the roadway or street after exiting.
- (8) If driver or riders are injured, seek help.

Role of the Parents

Parents should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers transporting their children. Responsibilities of parents are as follow:

- (1) Have children ready and at their designated pickup points along the route.
- (2) Cooperate with the school and the bus driver in teaching children safety precautions and good manners and habits.
- (3) Assist when there are disciplinary problems.
- (4) Sign all documents required by the local system to acquire transportation for their children.
- (5) If you want your child dropped off at a different stop than his/her own, notify the school prior to 2:00 P.M. Earlier notification is preferred.

Proper Reporting

Students who have difficulties with other students while riding on the bus should report the problem to the driver. If the problem cannot be resolved by the driver, then it should be reported to the principal of the school which the student attends.

Seating

The driver is responsible for seating arrangements. Factors such as safety, fairness, physical difficulty, age, and conduct are major considerations.

RESIDENTIAL VERIFICATION – 2003 Federal Court Order

To attend a West Carroll Parish school, a child must reside in West Carroll Parish. Each student must attend the school located in his/her school zone as prescribed by Federal Court Order. Only the school board, complying with the standing court order, has the authority to assign or transfer or determine continuance in the West Carroll Parish Schools.

Each school principal is responsible to verify each student's residence as being in the proper school zone. Verification shall include a determination that (a) the student actually resides at the address given on the registration form and (b) the student's address is in the appropriate zone.

Upon request, parent/guardian must have **TWO (2)** of the following documents to verify residence:

1. Property tax records that indicate the location of the homestead;
2. Mortgage documents or a property deed;
3. Apartment or home lease, or rent receipt indicating the current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment. If a rent receipt is submitted, the next month's rent receipt, including the required information, must be submitted within thirty (30) days;
4. Current utility bill showing the residence address, and if a utility application is provided, a current bill must be provided within thirty (30) days;
5. Voter precinct identification must indicate current 911 address.

Actual residence means that the student's family cooks, eats, and sleeps in a specific residence (during school days). Any student who does not meet these criteria shall not be permitted to continue in this school and shall be directed to the appropriate attendance zone. Each principal shall keep a file detailing each instance where this occurs. Principals are required to investigate complaints concerning attendance zone violations, suspend those who are not in compliance with Board policy, and file a written report to the Supervisor of Child Welfare and Attendance.

TRANSFER REQUEST FORM – 2003 Federal Court Order

Students in the West Carroll Parish School District ("WCSPD") must attend the school in the attendance zone where they live unless they qualify for a transfer under the terms of the 2003 federal court order. Parents/guardians may request a transfer for their child/children only if one of the circumstances listed below applies to their child/children or family. To request a transfer, parents/guardians must (1) complete this request form, (2) attach a signed, dated, sworn affidavit fully explaining the reason for the request, and (3) provide any other required documentation noted below. All documents must be returned to the West Carroll Parish School Board Office at 314 East Main Street, Oak Grove, LA 71263, and must be completed properly before the request will be considered. Request forms will be available beginning May 15th and must be completed and returned by June 15th. If approved, the request will be valid for one school year.

Circumstances for out-of-zone transfer request:

1. Specialized academic, vocational, or special education curriculum is not offered in the student's district of residence. Documentation is a letter from the Superintendent verifying the unavailability of the specific curriculum in the district of residence;
2. The health of the student is in jeopardy. Documentation must include a signed, dated, sworn affidavit from the parent/guardian and signed dated letters from two (2) non-associated medical doctors (M.D.S.), certifying the student's health condition and fully explaining why attendance at the requested is better for the student's condition than attendance at the assigned school. One doctor must specialize in treatment of the condition used as the reason for the transfer request;
3. The safety of the student is in jeopardy. Documentation must include a letter from the Superintendent, and a letter from the sending principal outlining the potential harm to the student.
4. The child/children of full-time faculty and administrators of the School District, who are verified as actually living with said employee as required by the residency provisions above, may attend the school where the parent works, or, if that grade level is not offered at the parent's school, the school closest to the parent's place of employment. Documentation must include a letter from West Carroll Parish School District stating the school assignment. The name and race of all such children and teachers, as well as the grades and schools for such children, will be reported in each request;
5. The student of his/her parent/guardian has suffered an exceptional hardship that absolutely necessitates transferring the student to a new school (e.g., incarceration or terminal illness of a parent). Documentation must include: (I) a signed, dated, sworn, detailed affidavit from the parent/guardian explaining (a) the exceptional hardship of the student or his/her parent/guardian. (b) why the hardship requires a transfer from the assigned school, and © why the desired school can best accommodate the hardship; and (ii) supporting documentation, such as signed letter(s) of support from doctors, authorities, or others, that confirms that the hardship exists and that the desired school can best accommodate the hardship.
6. Child care needs may qualify for a transfer in limited circumstances but only if the parent/guardian and the care provider completes and signs Child care request forms, and the WCPSD Committee agrees that the request complies with the 2003 federal order. Child care request forms must be obtained from the School Board Office.
7. Majority-to-minority transfers ("M-to-M transfers"). A student may request a transfer from a school where his/her race is in the majority to a school where his/her race is in the minority. Student racial percentages at each school will be calculated based on student enrollment on the last day of the previous school year.

OUT-OF-ZONE ATTENDANCE

For additional information concerning out-of-zone transfer request, contact the West Carroll Parish School Board Office at (318)428-2378 ext 225.

Adopted: April 2003