

.....
PLEASE REMOVE THIS PAGE AND RETURN IT TO YOUR CHILD'S SCHOOL.
.....

WEST BATON ROUGE PARISH SCHOOL SYSTEMS

Wesley Watts, Superintendent
3761 Rosedale Road
Port Allen, LA 70767
Phone (225) 343-8309, Facsimile (225) 387-2101

Dear Parent:

Please read and respond to each of the three sections below. Please ensure that signatures are provided in each of the three sections and return this page to your child's school.

.....
DATE _____

This is to certify that my child and I have received, read, discussed and understand this copy of the **“West Baton Rouge Parish Handbook on Attendance, Discipline, and Student Records.”** We agree to fully and faithfully comply with these rules and regulations.

NAME OF SCHOOL: _____

NAME OF STUDENT: _____

GRADE: _____ SOCIAL SECURITY NUMBER (Last 4 Digits): _____

Student's Signature

Parent's Signature

.....
WBR Acceptable Use of Technology Systems (AUP): I have read the AUP on Page 68 and,

- Yes**, my child has permission to use the WBR technology systems and networks, including the Internet.
 No, my child **DOES NOT** have permission to use the WBR technology systems and networks, including the Internet and have explained to my child that he/she should not attempt to do so.

(Note: If no box is checked and a parent's signature appears below, this indicates your child has permission to use the WBR technology systems and networks, including the Internet.)

Student's Signature

Parent's Signature

.....
My signature denotes that I am giving my permission for the West Baton Rouge School Board to release personally identifiable information of my child (such as name, address, grade, school, age, etc.) to valid agencies (such as State Department of Education, Title I, Social Security, etc.). I also give permission that my child's picture, still or video, taken at a school event may be made public, if the West Baton Rouge Parish School Board deems it useful for the school's mission of education.

Any disagreement with these stated permissions shall be communicated to the Principal in writing, by the end of the first week of school.

Parent's Signature

Date

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WEST BATON ROUGE PARISH SCHOOL BOARD

Wesley Watts, Superintendent
3761 Rosedale Road - Port Allen, LA 70767
Phone (225) 343-8309 Facsimile (225) 387-2101
www.wbrschools.net
Office Hours - 8:00 AM - 4:15 PM

Board Members

July 1, 2014

President: Jason P. Manola

Vice President: Dr. Atley D. Walker, Sr.

District	Member	Phone
I	Craig M. Sarradet 6904 Highway 1 South Addis, LA 70710	749-7744 (Home)
II	Toby Sarradet 4087 Emily Drive Port Allen, LA 70767	749-9920 (Home)
III	Dr. Atley D Walker, Sr. 3751 Lukeville Lane Brusly, LA 70719	749-3036 (Home) 771-4678 (Work)
IV	Ronald P. LeBlanc 740 Oaks Avenue Port Allen, LA 70767	353-8896 (Work) 346-8127 (Home)
V	Leon N. Goudeau, Sr. 515 Heliotrope Street Port Allen, LA 70767	383-6392 (Home)
VI	Thelma L. Pattan 3911 North River Road Port Allen, LA 70767	387-2154 (Home)
VII	G.A. Chustz, Jr. 10941 L.J. Lane Port Allen, LA 70767	627-9389 (Home) 769-5811 (Work)
VIII	Jason P. Manola 2644 Riverside Drive Port Allen, LA 70767	490-8503 (Work) 749-3432 (Home)
IX	Michael A Maranto 18515 North River Road Bueche, LA 70729	627-5689 (Home)
AT LARGE	Teri Bergeron P.O. Box 953 Port Allen, LA 70767	344-2239 (Home) 381-2927 (Work)

WEST BATON ROUGE PARISH SCHOOLS AND PRINCIPALS

Brusly Elementary School

Head Start – Grade 2

Catherine Hope Supple, Principal
Taya Loupe, Assistant Principal
Clementine Johnson, Assistant Principal
400 South LaBauve Avenue
Brusly, LA 70719
School Phone: 749-2125
Cafeteria: 749-2537
Fax: 749-0510

Brusly High School

Walter E. Lemoine, Principal
Faye Davis, Assistant Principal
Julie Mayeux, Assistant Principal
630 Frontage Road
Brusly, LA 70719
School Phone: 749-2815
Cafeteria: 749-2051
Fax: 749-8563
Athletic Dept.: 749-2401

Brusly Middle School

Grades 6 - 8

Callie Kershaw, Principal
Leslie Melvin, Assistant Principal
601 North Kirkland
Brusly, LA 70719
School Phone: 749-3123/749-3124
Cafeteria: 749-2219
Fax: 749-8570

Chamberlin Elementary School

Head Start – Grade 4

Elizabeth Sarradet, Principal
6024 Section Road
Port Allen, LA 70767
School Phone: 627-6691
Cafeteria: 627-4061
Fax: 627-9306

Cohn Elementary School

Grades 3 - 5

Cassy Brou, Principal
Michael Wright, Assistant Principal
805 North 14th Street
Port Allen, LA 70767
School Phone: 343-7164/344-8779
Cafeteria: 343-1228
Fax: 383-8587

Devall Middle School

Grades 5 – 8

Laree Taylor, Principal
11851 North River Road
Port Allen, LA 70767
School Phone: 627-4268
Cafeteria: 627-9252
Fax: 627-4278

Lukeville Upper Elementary

School Grades 3 - 5

Judith Brock, Principal
Susan Cryer, Assistant Principal
6123 Hwy 1 South
Brusly, LA 70719
School Phone: 749-8386
Cafeteria: 749-9240
Fax: 749-9965

Port Allen Elementary School

Head Start – Grade 2

Michelle Kauffman, Principal
Kendra Oubre, Assistant Principal
609 Rosedale Road
Port Allen, LA 70767
School Phone: 343-7586
Cafeteria: 343-4607
Fax: 387-2621

Port Allen High School

James Jackson, Principal
Shannon Mack, Assistant Principal
John Williams, Assistant Principal
3553 Rosedale Road
Port Allen, LA 70767
School Phone: 383-1107/383-1530
Cafeteria: 383-9825
Fax: 344-6312
Athletic Dept.: 344-5606/ 344-0008 (fax)

Port Allen Middle School

Grades 6 - 8

John Arrasmith, Principal
Kevin Moore, Assistant Principal
610 Rosedale Road
Port Allen, LA 70767
School Phone: 383-5777/383-5778
Cafeteria: 383-8811
Fax: 346-5030

WEST BATON ROUGE PARISH SCHOOL SYSTEM MISSION STATEMENT

It is the mission of the West Baton Rouge School System to assure that all students will have the opportunity to learn in all academic areas with consideration given to individual student needs.

We are dedicated to assisting students in developing attitudes of responsible citizenship and to challenge and motivate each student to attain his/her highest level of achievement.

We will assist with staff development to assure the utilization of current technology, innovative teaching methods and motivational activities to provide students with skills necessary to become productive, contributing adults and life-long learners.

We are dedicated to form partnerships at the school level with parents and community leaders to prepare our students to live and work in the changing future.

PARENTAL RIGHTS AND OBLIGATIONS

PARENTAL VISITS TO THE SCHOOL

Any parent or visitor wishing to visit a school must report to the Principal's Office upon his/her arrival. Nonconformance with school policy will be considered trespassing and trespassers shall be subject to arrest. All visitations shall be governed by time (fifteen minutes unless more time is requested and approved by the Principal of the school), manner, and place guidelines that are related to the school's educational purpose.

Parent volunteers must complete the volunteer program.

CLASSROOM OBSERVATIONS

In order to avoid disruption, parents are generally requested to limit visits in instructional settings to 15 minutes or less. When a parent or other approved person requests a time to observe in an instructional environment where Special Education children are present or with a related service provider during an instructional period, the observer must sign and date a statement of non-disclosure based on current confidentiality laws.

A GUIDE FOR THE PARENT WITH QUESTIONS & GRIEVANCES

If it is about your **child**, call the school and make an appointment with the teacher or person directly involved with the specific concern.

If it is about the **school**, call the school secretary who will either answer your questions or direct you to the principal for a direct answer or an appointment.

If it is about the **school system** in general, or, if you feel that one of the departments listed is closely related to your problem, call the school board office at the number listed below. Voice mail extensions are listed by each name.

West Baton Rouge Parish School Board Office	225-343-8309
	(FAX) 225-387-2101
Associate Superintendent for Instruction	Sharon Lair 208
Associate Superintendent for Human Resources and Staff Development	Annette Mire 220
Supervisor of Pre K/Head Start Programs	Crystal Leon 248
Supervisor of Elementary Education	Cynthia L. Ourso 218
Supervisor of Secondary Education	Dawn Henry 209
Supervisor of Instruction, Child Welfare & Attendance and Liaison to Transportation	Charlotte Blanchard 228
Supervisor of Special Education	David Strauss Ed. D 230
Supervisor of Information Systems and Educational Technology	Tammy Seneca Ph. D 229
Supervisor of Business Services	Jared Gibbs 210
Supervisor of Maintenance	Jeff "Petit" Kershaw 239
Principal of the Virtual School / District Security Liaison	Warren Lejeune 232
Child Nutrition Programs	Vivian Landry or 252 Mary Couty

First Student, Inc. (Bus Transportation)

Greg Gavins, Contract Manager
Phone (225)389-1345 or (225)389-1319
Fax (225)389-1092

Pupil Appraisal Office

670 Rosedale Road
 Port Allen, LA 70767

(225)343-8405
 Fax (225)343-8470

ADA/Section 504 Coordinator	Joni Nabors
Parish School Nurse	Leslie Boudreaux, R.N
Parish School Nurse	Sharon Dupont, R.N.
Parish School Nurse	Kimberly Sanchez ,R.N
School Psychologist	Mandi Bonvillain, SSP/NCSP
School Psychologist	Wendy LeBlanc, SSP/NCSP
Educational Diagnostician	Melissa Latino
Educational Diagnostician	Toni Bouvier
Pupil Appraisal Preschool Coordinator	Anna Wilkinson
Instructional Strategist Elementary School	Sylvia Trabona
Instructional Strategist Middle and High School	Nancy Stuart
Technology/Career and Technical Education and Instructional Strategist High School and Transitions	Mary Arrasmith
Social Worker	Haley Marcantel

If there is still an unanswered complaint, you may want to contact the Superintendent. In case of suspensions, the Superintendent or designee's decision is final.

WEST BATON ROUGE PARISH SCHOOL CALENDAR 2014-2015

August

August 7-8 Teacher Inservice
August 11 First day of School for Students

September

September 1 Labor Day Holiday
September 9 1st Nine Weeks Progress Report
September 17 Teacher In-service (Early Dismissal: All Schools)

October

October 10 End of 1st Nine Weeks
October 14 Report Cards
October 15 Teacher Inservice (All Day) - **No School for Students**
October 16 Parent Teacher Conferences (Early Dismissal: ELEMENTARY & MIDDLE SCHOOLS ONLY)

November

November 12 Progress Reports
November 24-28 Thanksgiving Holidays

December

December 18 Early Dismissal: HIGH SCHOOLS ONLY
December 19 Early Dismissal: All Schools; End of the 1st Semester
December 22 – January 2 Winter Break

January

January 5 1st day back in January; 2nd Semester Begins
January 6 Report Cards
January 19 Martin Luther King, Jr. Holiday
January 28 Teacher Inservice (Early Dismissal: All Schools)

February

February 5 3rd Nine Weeks Progress Reports
February 6 Parent Teacher Conferences (Early Dismissal: ELEMENTARY & MIDDLE SCHOOLS ONLY)
February 16-17 Mardi Gras Holiday
February 25 Teacher Inservice (Early Dismissal: All Schools)

March

March 13 End of 3rd Nine Weeks; Report Cards

April

April 3-10 Spring Break
April 21 Progress Reports

May

May 7-8 Senior Exams
May 14 BHS Graduation
May 15 PAHS Graduation
May 20-21 Early Dismissal: All Schools
May 21 LAST day for Students
May 22 Teacher Work Day: **NO STUDENTS - REPORT CARDS WILL BE MAILED!**

OFFICIAL OPERATING HOURS FOR WEST BATON ROUGE PARISH SCHOOLS

Standard take in and dismissal times for the six schools north of the Intracoastal Waterway are 7:40 am and 2:40 pm. Standard take in and dismissal times for four schools south of the Intracoastal Waterway are 8:30 am and 3:30 pm. Individual School Administrators parish wide are given permission to move up the take in time on their campus within a 20 minute range as determined by total early arrival of buses on a regular basis in an effort to add more time for instruction throughout the day. School Administrators on the south end may also adjust dismissal times within a 5 minute range. **Times for each school, including the time that the tardy bell will ring, are listed below:**

SCHOOL	CAR DROP-OFF TIME	CLASSROOM TAKE-IN TIME	MORNING TARDY BELL	DISMISSAL TIME
Brusly Elementary	7:45	8:15	8:30	3:35
Brusly High	7:50	8:20	8:25	3:30
Brusly Middle	7:45	8:23	8:30	3:35
Chamberlin Elementary	7:00	7:35	7:35	2:40
Cohn Elementary	7:00	7:25	7:40	2:40
Devall Middle	7:00	7:30	7:35	2:40
Lukeville Upper Elementary	7:30	8:25	8:30	3:35
Port Allen Elementary	7:00	7:30	7:35	2:40
Port Allen High	6:55	7:20	7:25	2:40
Port Allen Middle	7:00	7:35	7:40	2:40

Early Dismissal:

Chamberlin Elementary, Cohn Elementary, Devall Middle, Port Allen Elementary, Port Allen Middle, and Port Allen High school will dismiss at 11:45 on early dismissal days.

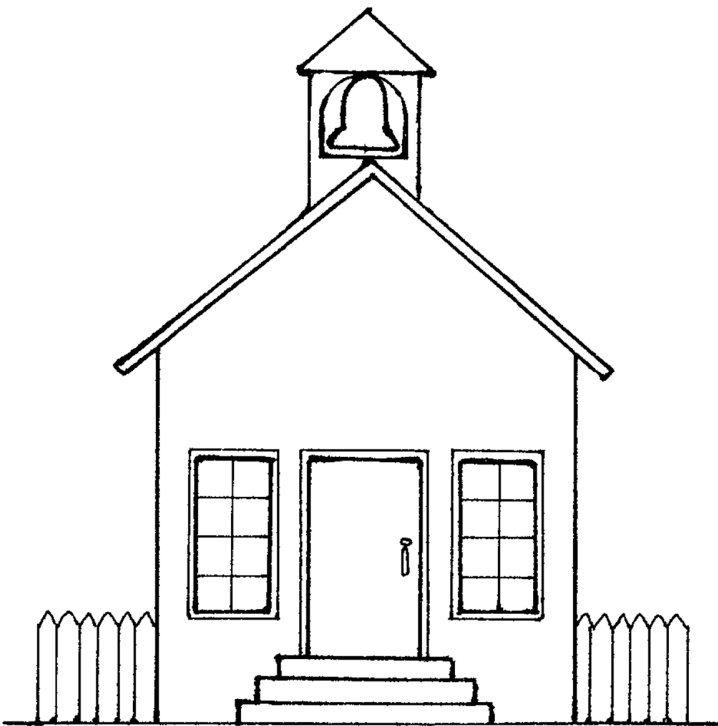
Brusly Elementary, Brusly Middle, Brusly High School, and Lukeville Upper Elementary will dismiss at 12:45 on early dismissal days.

No student shall enter upon a school board facility except during the official operating hours of said facility or except in conjunction with a duly authorized curricular, co-curricular, or extracurricular activity. School facilities include all property owned by the School Board including schools, playgrounds, central office, gymnasiums, etc. All schools shall post operating hours and will notify parents of the drop off time which will include time that school staff is on duty to supervise students. It shall be presumed that all facilities at a particular school (i.e., gymnasiums, playgrounds, practice fields, locker rooms, etc.) shall have the same operating hours as the school itself.

STATEMENT OF COMPLIANCE: STUDENTS AND PARENTS (REQUIRED BY R.S. 17:235.2/TITLE 1)

- A. Each city and parish school board shall require each student in grades one through twelve in each school under the control of the board annually to sign a statement of compliance committing to do at least all of the following:
 1. Attend school daily, except when absent for reasons due to illness or other excused absence.
 2. Arrive at school on time each day.
 3. Demonstrate significant effort toward completing all required homework assignments.
 4. Follow school and classroom rules.
- B. Each parent or guardian of each student in grades one through twelve in any public school in the state annually shall sign a statement of compliance to do at least all of the following:

1. Ensure that his or her child attends school daily except for reasons as specified in Paragraph A (1) of this Section.
 2. Ensure that his or her child arrives at school on time each day.
 3. Ensure that his or her child completes all required homework assignments.
 4. Attend all required parent and teacher or principal conferences.
- C. Prior to the signing by any student of the statement of compliance as required in this section, each homeroom teacher of students in grades one through twelve shall, on the first day of school each school year, provide information to and answer any questions from such students relative to the statement of compliance.
- D. Each city and parish school board shall adopt rules and regulations necessary for the implementation of this section. Such rules and regulations shall include the following:
1. Appropriate action to be taken against any student, parent, or guardian who fails to comply with the signed statement as required in this section.



□

SCHOOL REGISTRATION REQUIREMENTS

GENERAL REQUIREMENTS

In West Baton Rouge Parish, a child must be five (5) years old by September 30 of the current school year in order to register for kindergarten. The Board requires every **new** pupil entering the schools of the parish for the first time, regardless of grade level, to present the following:

- Birth certificate
- Social security card
- Verification of residency
- State of Louisiana Universal Certificate of Immunizations

In addition:

- The State requires every child, as a prerequisite to enrollment in any first grade of a public school, to have attended a full day public or private kindergarten for a full year or to have satisfactorily passed an academic readiness screening administered by the school system prior to the time of enrollment for the first grade.
- The parents or legal guardians must be bona fide residents of West Baton Rouge Parish.
- A student must have a completed withdrawal form from his/her previous school showing that all obligations have been satisfied (books turned in, lunches paid, etc.) before he/she will be enrolled in the new school.
- If parents are divorced or separated, custody papers must be presented to the enrolling school for documentation.

BIRTH CERTIFICATES

If a birth certificate is not immediately available, a parent or legal guardian of the student shall report to the School Board Office to swear out an affidavit. However, parents must obtain a birth certificate for the child within one month after enrollment. Upon failure to secure same, the child shall not be allowed to remain in school unless a birth certificate is obtained.

SOCIAL SECURITY CARDS

You may secure a social security card from the Social Security Office nearest you.

VERIFICATION OF RESIDENCE

The board shall require verification of residence of all students attending West Baton Rouge Parish Schools. The West Baton Rouge Parish School Board, under the aegis of *Louisiana Revised Statute 17:104*, exercises its full and final authority relative to school attendance residency by adopting the following governing rules and procedures:

- Beginning September 13, 1996, each student's domicile (principal residence), which shall be limited to that of his/her father, mother, or court-authorized tutor/tutrix, shall determine the school that he/she attends. No other court document shall be accepted nor shall any grant of provisional custody by mandate pursuant to *L.R.S. 9:951-954*.
- Parents/Legal Guardians are responsible for keeping custody papers updated. Failure to do so may result in the child not being allowed to remain in school.
- One's domicile (one's principal residence) must be satisfactorily proven to the Board of Education by having a Driver's License, gas, water, and electricity bills; bank checks and statements; phone bills and voter registration card **all** exhibiting the same domiciliary address or other appropriate documents deemed appropriate by the Supervisor of Child Welfare and Attendance.
- The West Baton Rouge Parish School Board will allow parents of tutor/tutrix to address hardship cases or cases that may merit an exception because of extenuating circumstances.

ATTENDANCE ELIGIBILITY

At the regular board meeting held April 16, 2008, the West Baton Rouge Parish School Board voted to approve the following policy, beginning the 2008-09 school year:

The West Baton Rouge Parish Public Schools are here to serve the children of the residents of West Baton Rouge Parish. If a resident of West Baton Rouge Parish has legal custody of a child, then that child can also attend school in West Baton Rouge under certain conditions.

In order for a child to attend the WBR Public Schools, that child shall be domiciled within West Baton Rouge Parish and in the zone within the parish of the school that he/she attends. If a child is the custodial child of a resident of WBR, then that child shall be domiciled with the legal guardian.

The West Baton Rouge Parish School System will receive complaints regarding people who are in violation of this policy. Upon receiving a complaint, a member of the WBR School System staff will investigate the complaint, which may include making unannounced home visits. If the system determines that the child does not actually reside in WBR, and/or in the zone within the parish of the school that he/she attends, then that child will be dropped from the school where he/she is enrolled. The decision by the school system will be final, and the burden of proof to re-enroll the child will be placed upon the parent and/or legal guardian.

When a school official attempts to make a home visit and is denied entry by the resident of that home, that will be evidence that the child does not reside there and the child will be dropped.

Definition of Domicile:

Each student shall have only one domicile, which is determined to be the place where he/she predominantly sleeps, takes meals, and maintains personal belongings.

Definition of Legal Custody:

Legal custody is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child. Custody for Educational Purposes Only and/or Provisional Custody by Mandate will not be accepted. Please refer questions regarding custody to the Supervisor of Child Welfare and Attendance.

IMMUNIZATION RECORDS

L.R.S. 17: 170 specifies that all children entering any school within the state for the first time, including Head Start, preschool and kindergarten, at the time of registration or entry shall present satisfactory evidence of immunity to or immunization against preventable communicable diseases according to a schedule approved by the Louisiana Office of Public Health, Department of Health and Hospitals.

Effective July 1, 2008, Act 152 and Act 342 requires that beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccine as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccine as a condition of entry into that grade.

A "State of Louisiana Universal Certificate of Immunizations" is required for student proof of immunization. Parents of students with shot records from private physicians, military, foreign countries, etc. must take the records to a Louisiana parish health unit and request a health unit record. Immunizations may be obtained from a private physician, clinic, or a parish health unit. The school nurse shall be responsible for reviewing student's records and ensuring compliance with Louisiana immunization laws.

Exceptions: A student may attend school without a shot record or with an incomplete immunization record if the parent provides the school with either a written dissent or a doctor's note stating that immunizations are not to be given due to medical reasons.

In the event of an outbreak of a vaccine-preventable disease at the location of an educational institution or facility, the administrators of that institutions or facility are empowered, upon the recommendation of the public health , to exclude from attendance non-immunized students and clients until the appropriate disease incubation period has expired or the non-immunized person presents evidence of immunization.

ASSIGNMENT OF STUDENTS

The School Board shall have authority for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall require a student to attend the appropriate school as determined by the residence (domicile) of the student, parent, or legal guardian or if he/she is eighteen years old or has been emancipated by a court order, by the student's own domicile.

HEAD START PROGRAM

GENERAL REQUIREMENTS - In West Baton Rouge Parish, a child must be three (3) – five (5) years old by September 30 of the current school year in order to register for Head Start.

REQUIRED DOCUMENTS

- Birth Certificate
- Social Security Card
- State of Louisiana Universal Certificate of Immunizations
- Five(5) proofs of residency all exhibiting the same domiciliary (physical) address:
 - Driver's License or Photo Id
 - Gas, Water, or Electricity Bills
 - Bank Checks and Statements
 - Phone bills
 - Voter Registration Card
- Income Documentation:
 - Last Two Paycheck Stubs
 - W-2 or 1099
 - SNAP

ATTENDANCE REQUIREMENTS - Children are required to attend Head Start 85% of each month. In the event of an absence, excuses are required upon returning to school.

ADDITIONAL REQUIREMENTS - The Head Start Performance Standards require Head Start children to obtain and submit a recent physical and dental examination.

PRE-KINDERGARTEN PROGRAM

GENERAL REQUIREMENTS - In West Baton Rouge Parish, a child must be four (4) years old by September 30 of the current school year in order to register for Head Start.

REQUIRED DOCUMENTS

- Birth Certificate
- Social Security Card
- State of Louisiana Universal Certificate of Immunizations
- Five(5) proofs of residency all exhibiting the same domiciliary (physical) address:
 - Driver's License or Photo Id
 - Gas, Water, or Electricity Bills
 - Bank Checks and Statements

- Phone bills
 - Voter Registration Card
- Income Documentation:
 - Last Two Paycheck Stubs
 - W-2 or 1099
 - SNAP

ATTENDANCE REQUIREMENTS - Children are required to attend Pre K 90% of each month. In the event of an absence, excuses are required upon returning to school.

ADMISSION OF INTERNATIONAL EXCHANGE STUDENTS

This policy applies to international exchange program students from other countries that are sponsored by approved foreign exchange agencies.

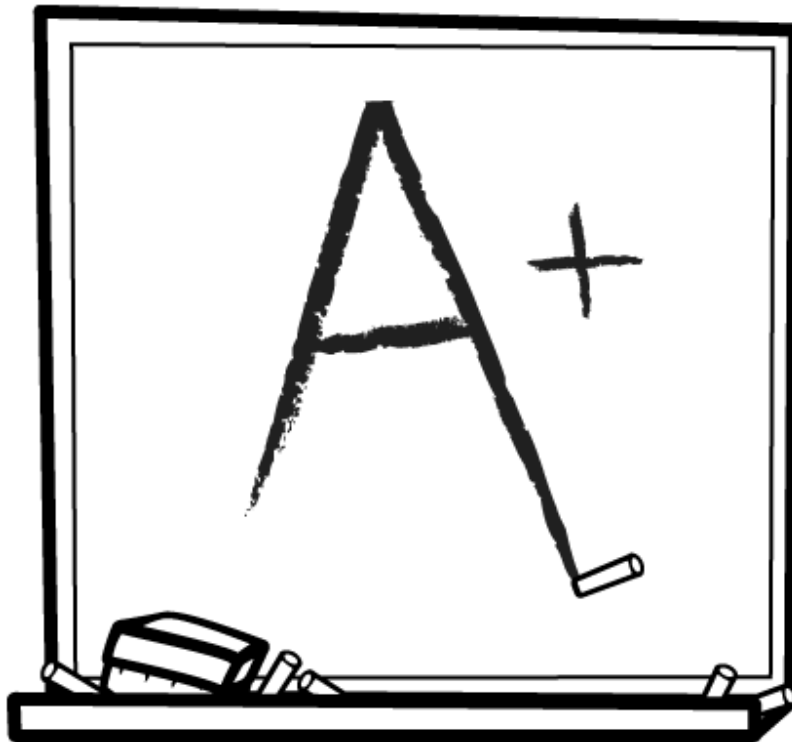
A. Agency Requirements.

1. Foreign exchange agencies must be registered with the Associate Superintendent of Instruction, must be listed by the Council for Standards on International Education Travel, and must be approved by the U.S. Information Agency to qualify for J-1 visa.
2. The contract used by the sponsoring agency between sponsor and student must be on file and approved by the Associate Superintendent for Instruction.
3. The sponsoring agency must have a local representative who resides within 50 miles of West Baton Rouge Parish and who is available to meet with school personnel, the student, and the host family.

B. Student requirements.

1. The exchange student must reside with a legal resident of West Baton Rouge Parish.
2. The student must possess a J-1 visa.
3. As of September 1 of the program year, the student must meet junior or senior placement status.
4. The student must not have received a high school diploma or its equivalent from his/her home school.
5. The student must have a cumulative grade point average of 2.0 or above for the previous two years of study.
6. As required by the International Exchange Agencies, the student must have sufficient knowledge of the English language to produce effective oral and written communication, to use instructional materials and textbooks printed in English, and to function in the regular education program without special services such as Special Education or English as a Second Language (ESL). A letter of recommendation from an English language teacher endorsing the student's proficiency in English must be included in the application materials.
7. An official transcript from the student's home school must be sent to and received by the assigned West Baton Rouge Parish High School by August 1 of the student's attendance year in order to determine placement.
 - a. Students will be placed in grades according to Carnegie unit totals as indicated in West Baton Rouge Parish Pupil Progression Plan.
 - b. No student will be classified as a 12th grader for the purpose of receiving a diploma unless all Carnegie unit requirements for Louisiana high school graduation can be met by spring graduation date.
 - c. Students must meet all state and local requirements for graduation.
8. All exchange students must schedule English III, which includes the study of American Literature, as well as American History, Civics, and Free Enterprise.
9. By August 1 of the attending year, the student must present the following documents to the attending school with a request to attend school in West Baton Rouge Parish:
 - a. J-1 visa

- b. Health and immunization records.
 - c. Evidence of health and accident insurance for the duration of the student's stay.
 - d. The name, address, and phone numbers of the student's own parents/guardians, the host family, and the local exchange program representative.
 - e. Two character references from the home school
 - f. A notarized temporary custody agreement between the exchange student's parent/guardian and the host family.
- C. Suspension, Revocation, or dismissal
- Exchange organizations, host families, and/or exchange students found in non-compliance with the above policy of the West Baton Rouge Parish School Board are subject to having their relationship with the district terminated. Exchange students are subject to the same policies to which regular students must adhere.



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ATTENDANCE POLICIES AND PROCEDURES

Note: For policy information regarding eligibility to attend West Baton Rouge schools, please see the section entitled “Attendance Eligibility” on page 14.

COMPULSORY ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh(7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a residence of this parish when school opened and enters school late without having attended another public, private school, or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an alternative education program or a vocational-technical education program. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Program in Louisiana.

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services* (FINS) which is a state mandated program or to the District Court with jurisdiction.

STUDENT ATTENDANCE REQUIREMENTS

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school-approved activities.

- *Half-day attendance* - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- *Whole-day attendance* - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

Elementary students shall be in attendance a minimum 60,120 minutes (equivalent to 167 six-hour school days) a school year in order to be eligible to receive credit for courses taken. Middle and High schools will count attendance by periods; a student shall be present for more than 50% of a period to be counted as being in attendance for that period.

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.

JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. Therefore, principals shall notify parents or legal guardians of the exact time that school personnel will be on supervisory duty, before the start of school and after the school day officially ends.

Moderators of any school sponsored activity shall notify parents or legal guardians of the time that adult supervision begins and ends for their respective activities. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the Board's authority may extend beyond the limits set forth above, in accordance with state law.

STUDENT ABSENCES AND EXCUSES

The West Baton Rouge Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority. The principal or designee shall

make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

TYPES OF ABSENCES

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

- A. ***Non-exempted excused absences*** are 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.
- B. ***Exempted excused absences*** are 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. An example of an exempted excused absence would be illness verified by a doctor or other health professional.
- C. ***Unexcused absences*** are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
- D. ***Suspensions*** are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be 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 below 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;
- 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 the 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 immediate family* (not to exceed one week); or,
- c. Natural catastrophe and/or disaster.

***Immediate Family" shall be defined as including parent, grandparent, great grandparent, sister, and brother (including those in the group who are step, half-blood, or foster relations.)*

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 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.

WRITTEN EXCUSES

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 shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents.** 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 the student not allowed to make up work missed. Upon returning from an excused absence, the student will arrange with the teacher (s) to make-up all work and test missed. All work and test must be made-up within a three (3) day period or the student will receive an "F". Work assigned before the absence must be turned in the day the student returns. Students with prolonged absences may be given special consideration by the teacher/principal.

REPORTING ABSENCES

The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed 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.

High school 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.

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. Habitual tardiness on the part of students shall not be tolerated.

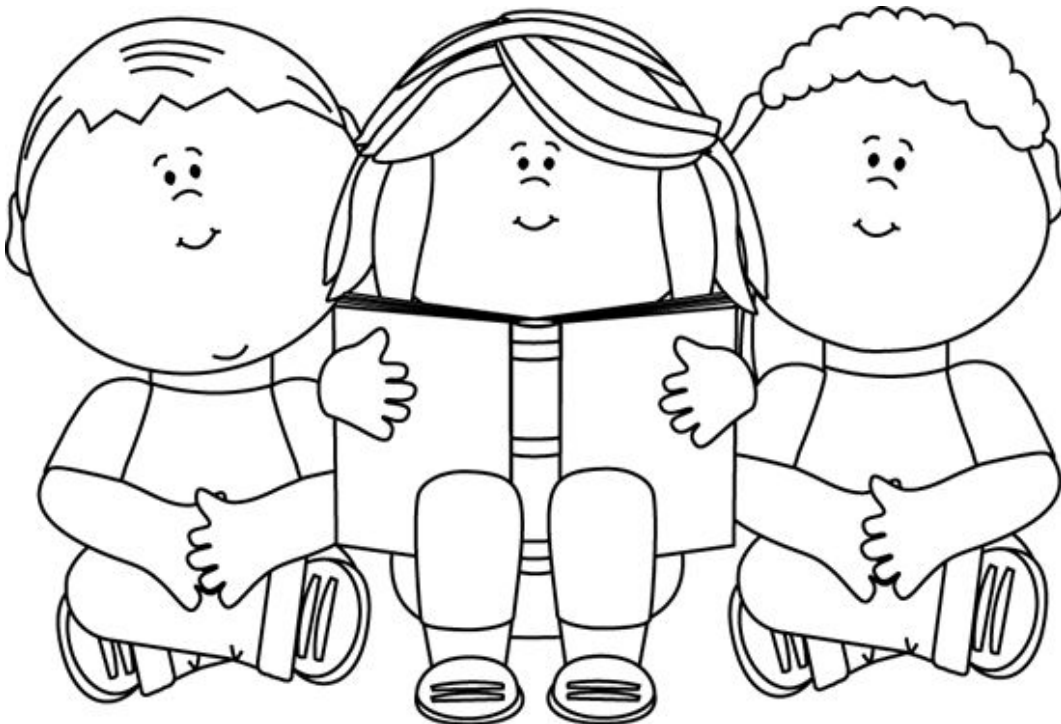
Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

PROHIBITED ATTENDANCE (MAXIMUM AGE)

Student attaining the following birthdays shall be prohibited from attending school of the school district:

1. Seniors 21st Birthday
2. Juniors 20th Birthday
3. Sophomores 19th Birthday
4. Freshmen 18th Birthday

Students who are not allowed to continue in the regular day school program because of the above age limitations may be permitted to enroll in Adult Education classes. The principal, at the beginning of the school year, shall notify students affected by the above qualifications.



STUDENT DRESS CODE AND GROOMING REGULATIONS

West Baton Rouge Parish School Board Mandatory School Uniform Policy

PHILOSOPHY

The West Baton Rouge Parish School Board holds the opinion that mandatory school uniforms will make all school campuses safe and will provide students a learning environment free from distraction and pressures that are created by different styles and types of clothing or accessories.

GRADE LEVELS

Students in grades Pre K – 12 will be required to wear uniforms. Uniforms are optional for Head Start students.

UNIFORM COLORS

Grades Pre K – 12 will wear tan uniform khaki bottoms with navy blue tops.

NEW AND TRANSFER STUDENTS

Parents of students, who transfer from out of parish or out of state, will be given two (2) weeks from the date of enrollment to obtain the required uniform.

BOY'S UNIFORMS

Long pants – **Tan Uniform Khaki** – Cargo Pants, Overalls, Bell Bottoms, Carpenter Pants, Jean Khakis, Low Rise Pants, or Hip Hugger Pants are not allowed. **Pants must fit on the waist properly. No undergarments are to be seen.**

Shorts – **Tan Uniform Khaki** – (3" above the knee) – No Cargo Shorts. **Shorts must fit on the waist properly. No undergarments are to be seen.**

Navy blue oxford shirts – long or short sleeve (must be long enough to be tucked in at all times) **No Logos**

Navy blue polo style shirts with a collar – long or short sleeve (must be long enough to be tucked in at all times) **No Logos**

Navy blue turtlenecks – long or short sleeve (must be long enough to be tucked in at all times) **No Logos**

Navy blue sweatshirts – (**hoods are allowed but not to be worn inside**) must be worn as an outer garment over the uniform shirt

Navy blue sweaters – must be worn as an outer garment over the uniform shirt

Hats – stocking cap only – navy blue – **worn outside only**

Socks – must be worn

Belts – If shorts or pants have belt loops, a belt must be worn and buckled snugly in grades 1-12. Belt buckles may not exceed 1" in width and/or length. Shirrtails must be tucked in at all times

Shoes or sneakers – Backless and open toe shoes are not allowed (no sandals or flip flops) and shoes with laces/Velcro, must be laced and tied/Velcroed at all times

Coats – jackets/coats must zip or button down all the way to be considered a jacket – no color restrictions (no hoods are allowed to be worn indoors) Note: Coats must be worn as an outer garment over the uniform shirt.

Undershirts – solid navy blue or white (short sleeve only)

GIRL'S UNIFORMS

Long pants – **Tan Uniform Khaki** – Cargo Pants, Overalls, Bell Bottoms, Carpenter Pants, Jean Khakis, Low Rise Pants, or Hip Hugger Pants are not allowed. Pants must fit on the waist properly. No undergarments are to be seen. **Capri pants are allowed.**

Shorts – **Tan Uniform Khaki** – (3" above the knee) – No Cargo Shorts. Shorts must fit on the waist properly. No undergarments are to be seen.

Navy blue oxford shirts—long or short sleeve (must be long enough to be tucked in at all times) **No Logos**

Navy blue polo style shirts with a collar-long or short sleeve (must be long enough to be tucked in at all times) **No Logos**

Navy blue turtlenecks-long or short sleeve (must be long enough to be tucked in at all times) **No Logos**

Jumpers - **Tan Uniform Khaki**

Skorts – **Tan Uniform Khaki** – (no more than 3" above the knee)

Skirts - **Tan Uniform Khaki** – (no more than 3" above the knee)

Navy blue sweatshirts-(**hoods are allowed but not to be worn inside**) must be worn as an outer garment over the uniform shirt

Navy blue sweaters-must be worn as an outer garment over the uniform shirt

Hats-stocking cap only – navy blue – **worn outside only**

Socks - must be worn

Tights – white or navy blue

Belts - If shorts or pants have belt loops, a belt must be worn and buckled snugly in grades 1-12.

Belt buckles may not exceed 1" in width and/or length. Shirrtails must be tucked in at all times

Shoes or sneakers – Backless and open toe shoes are not allowed (no sandals or flip flops) and shoes with laces/Velcro, must be laced and tied/Velcroed at all times

Coats – jackets/coats must zip or button down all the way to be considered a jacket – no color restrictions (no hoods are allowed to be worn indoors) Note: Coats must be worn as an outer garment over the uniform shirt.

Undershirts – solid navy blue or white (short sleeve only)

REGULATIONS APPLICABLE TO ALL STUDENTS

Extremely Tight Fitting Or Oversized, Sagging Uniforms - The wearing of uniforms that are extremely tight fitting or oversized, sagging uniforms are prohibited. The principal of each school will determine if this provision has been violated.

Patches, symbols, writing, etc., which border on vulgarity or which advertise alcohol, cigarettes and drugs are prohibited. Any apparel or other accessories, which in the opinion of the administrator, negatively impacts the school's educational environment, will be prohibited. (Including gang symbols)

No ornate or cumbersome jewelry will be allowed.

Dark glasses will not be worn in the school building.

No headdress (such as hats, caps, scarves, visors, or headbands) will be allowed.

Hair should be clean and well groomed. Hair on rollers is not permitted at school.

No sweatbands are allowed.

Visible body piercing shall be limited to ears only.

Students are not allowed to wear teeth grills.

Hand Made Uniforms - Parents may obtain patterns for approved uniform style items and hand make such items. Patterns are generally available at most fabric stores.

CONSEQUENCES OF VIOLATIONS - Offenses will result in disciplinary options 1 or 2.

SPIRIT DAYS - Students are not required to wear uniforms, if permitted by the principal.

VENDORS LIST – SUGGESTED LIST FOR UNIFORMS

In Parish: Addis Athletics

Wal-Mart

Out of Parish: Don's Sportsman
School Time

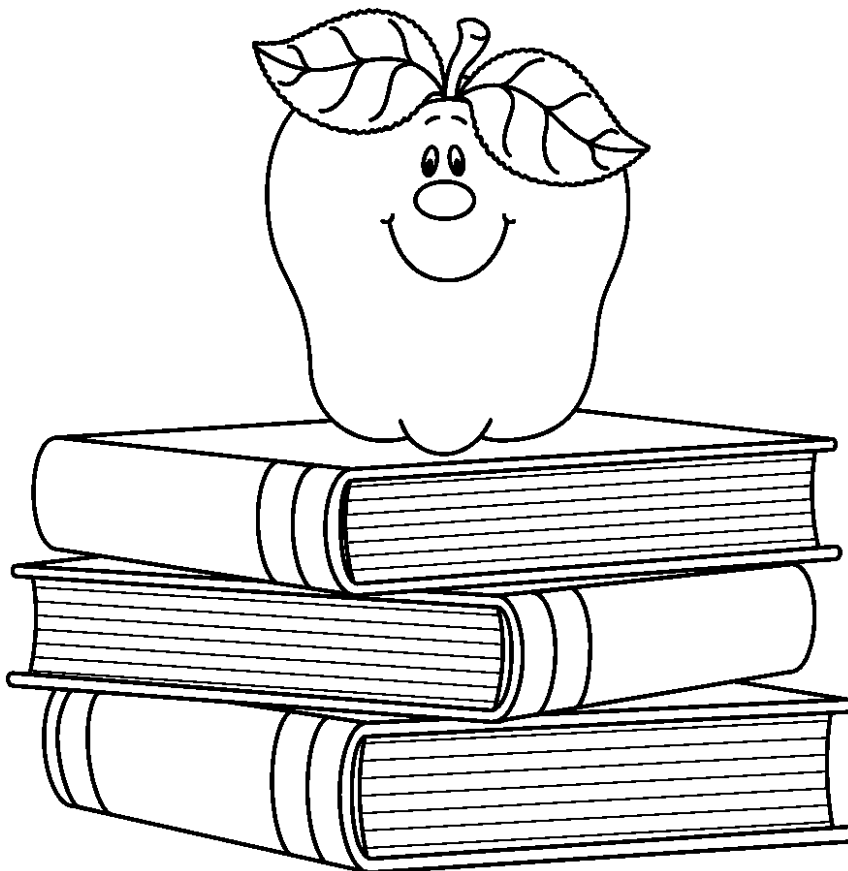
Young Fashions
J.C. Penney

The principal or designee will exercise discretionary authority in the interpretation of the aforementioned rules. Anything else, which necessitates judgment as to proper dress, is the principal's responsibility, based upon the above-named criteria, and his/her judgment shall be based on the impact of the school's learning environment or the situation.

BOOK BAG REGULATIONS

The West Baton Rouge Parish School Board has adopted the following policy for book bags or facsimile thereof in grades Pre K – 12. Because of the recurring incidents of contraband brought on school campuses, the West Baton Rouge Parish School Board is mandating that all book bags or facsimile thereof must be of a see through nature or mesh material. The principal or assistant principal shall make a determination of whether the book bag conforms to this regulation. A student who breaches this regulation will be sent to the office where the book bag will be confiscated until that afternoon.

NOTE: NO ROLLING BOOK BAGS ARE ALLOWED AT SCHOOL OR ON THE BUS.



DISCIPLINE POLICIES AND PROCEDURES

SCHOOL BOARD STAFF DISCIPLINE COMMITTEE MEMBERS

Charlotte K. Blanchard – Chairman
Cynthia L. Ourso – Co-Chair
David Strauss – Co-Chair

SCHOOL DISCIPLINE COMMITTEE

Membership:

1. The School Principal
2. One member of the Student Assistance Team (S.A.T)
3. One faculty member chosen by the faculty
4. One member of the School's Parent Advisory Committee
5. At the high school level, the Student Council President will serve. In grades 6-8, the Principal will invite a student to serve as may be deemed helpful.

LAWS GOVERNING DISCIPLINE IN LOUISIANA

CIVIL CODE ARTICLE 220. DELEGATION OF PARENTAL AUTHORITY

This code article states in pertinent part:

"Fathers and Mothers may, during their life, delegate a part of their authority to teachers, schoolmasters, and others to whom they entrust their children for their education, such as the power of restraint and correction, so far as may be necessary to answer the purposes for which they employ them."

Application/Benefit to the School System:

Unless the parents specifically request and are granted particularized exceptions, the Student Handbook serves as the formal instrument whereby *"fathers and mothers delegate part of their authority to teachers, schoolmasters, and others to whom they entrust their children for their education..."*

L.R.S. 17:416. DISCIPLINE OF PUPILS; SUSPENSIONS; EXPULSIONS;

This statute gives public school systems the authority *"to hold every pupil to a 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."* This statute also gives public school systems the authority to suspend or expel students from school who violate the rules or regulations of the system or school and/or who commit minor-serious offenses.

GENERAL OVERVIEW

It is the goal of the School Board to maintain a proper learning environment, and the disciplinary procedures for the West Baton Rouge School Board have been formulated with this mandate in mind. It is the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. The West Baton Rouge Parish School Board is committed to maintaining a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse.

As prescribed by law, every teacher is authorized to hold every pupil accountable for any disorderly conduct on school property, at the bus stop, on any school bus going to or returning from school. It is the final responsibility of the Principal to maintain discipline at each school or at any school function.

The *teacher* may take disciplinary action including:

1. Oral or written reprimands.
2. Referral to counseling.
3. Written notification of parents (copy to Principal- *FILE*) (USE C – 13).
4. Other measures approved by the Principal and Faculty (see instruction for Faculty concurrence).
5. Remove the student from the classroom and send to the Principal's Office if the student prevents orderly instruction, poses a threat or is disrespectful to fellow students or faculty.
6. The teacher may require a conference with the student, parents, and Principal.
7. Any other option that the school faculty and administrators approve. (These options must be in writing) The Principal shall meet with the Faculty to establish all discipline alternatives available for the teachers use in the classroom.

NOTE: Once a child has been removed from the classroom, he/she shall not be returned to that classroom that period.

The Principal or his/her designee shall provide appropriate due process to the student but must implement one of the following:

1. Detention
2. Clinic
3. Suspension
4. Expulsion
5. Any measure authorized by the Principal with the concurrence or the teacher, faculty, or Building Level Discipline Committee. ***When the Principal and the teacher cannot concur, the Building Level Discipline Committee will resolve the matter.***

CORPORAL PUNISHMENT POLICY

The West Baton Rouge Parish School board does not authorize the use of corporal punishment in its schools.

VANDALISM - PAYMENT OF DAMAGES

In addition to disciplinary action, a student is responsible for cost of repair to school property resulting from any acts of vandalism. The West Baton Rouge Parish School Board shall not be responsible for theft of or damage to personal property of students or others while on any school campus or property, while on any school bus, or while attending any school-related activity. The Board will take appropriate disciplinary and/or criminal action against any person involved in theft of or damage to personal property under such circumstances.

DISCIPLINE FOR CHILDREN WITH DISABILITIES

The provisions of this handbook shall be applicable to children with disabilities who are provided special education and related services pursuant to federal and state laws (Individuals with Disabilities Education Act, Section 504 of the Rehabilitation act of 1973, and Louisiana's Exceptional Children's Act) and attendant regulations and guidelines only to the extent that the discipline provisions are not in conflict with such federal and state laws, regulations, and guidelines or with the Individualized Education Plan or Section 504 Plan for a particular student, or a Behavior Intervention Plan contained within an IEP or Section 504 Plan. A free appropriate public education is made available to all eligible children with disabilities ages 3-21 residing within the jurisdiction of West Baton Rouge Parish, in accordance with applicable provisions of law.

SOCIAL SKILLS MANAGEMENT CLINIC

Guidelines and Procedures -

1. Clinics shall be used by the Principal or his/her designee to remove a pupil from his/her normal classroom setting while maintaining the student under supervision within the school. The assignment of a student to the Clinic will be made by the Principal or his/her designee. Student's assigned Option 2 may be assigned to the Clinic for 1 to 3 days.
2. The time, place, supervision, appropriate student behavior, and specific task of the student assigned to a clinic will be the responsibility of the principal or his/her designee.
3. Should a student fail to participate or comply fully with the rules for a Clinic, he/she will be judged as insubordinate and will be subject to more severe disciplinary procedures.
4. When a student is assigned to the Clinic, teachers shall place in the school's mailbox the required class work and homework no later than the morning of the scheduled Clinic.
5. Test taking in the Clinic is at the discretion of the classroom teacher.
6. Homework is not permitted to be worked on while attending the Clinic. Upon arriving on the school campus, the student shall immediately report to the Clinic.
7. The student assigned to Clinic for one hour may return to his/her next period.
8. Clinic students are to eat meals after all other students have finished and left the cafeteria or shall eat in the Clinic.
9. Clinic students are not permitted recess, but restroom breaks will be available before and after recess.
10. Each Clinic shall have a daily schedule of activities posted for all to see in addition to the rules that shall be followed while attending the Clinic. Violation of the above rules may result in further disciplinary action.
11. Students attending the Clinic are counted on school rolls as being present.
12. Ordinarily the student will receive credit for any work assigned to the student during clinic if successfully completed.

DETENTION – ALL SCHOOLS

Guidelines and Procedures -

1. Detention shall be activities and assignments, after or before the normal school day, assigned by the Principal or his/her designee.
2. The time, place, supervision, appropriate student behavior, and the specific tasks of the student assigned to detention will be the responsibility of the Principal and his/her designee.
3. Ordinarily, the student will receive credit for any work assigned to the student during detention and successfully completed.
4. Should a student fail to participate in or comply fully with the rules for detention, he/she will be judged as insubordinate and will be subject to more severe disciplinary procedures.
5. Detention should be considered only for short-term suspendable offenses.
6. The amount of time a student is assigned to detention shall be determined by the Principal, his/her designee, or building level committee.
7. Detention will be held one day a week for one hour either after school or before school.
8. All students must provide their own transportation to detention.

WEST BATON ROUGE ALTERNATIVE PROGRAM FOR EXPELLED STUDENTS

Pre-K – Grade 5

Those students Pre-K through 5, assigned by the hearing officer following a due process hearing, will be sent to the Clinic Room on campus with students who have been assigned a short-term suspension. Transportation to and from school for regular education students will not be provided. The parents will be responsible for transporting their child. Transportation for special education students will be provided.

Exit Criteria: Students return to their regular classroom setting upon the completion of the long-term suspension or expulsion.

Grade 6 – Grade 12

Those students in grades 6 through 12 that the hearing officer has assigned after a due process hearing will be sent to the Alternative Room at either Port Allen High School or Brusly High School campus. Transportation to and from school for regular education students will not be provided. The parents will be responsible for transporting their child. Students are not eligible to participate in any extra-curricular activities when in attendance at the Alternative Program. Students will be initially placed at their current grade level status of their home-based school. Special education students are eligible for the program and bus transportation will be provided for them.

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

- (1) Seventeen years of age or older with less than (5) five units of credit towards graduation
 - (2) Eighteen years of age or older with less than (10) ten units of credit toward graduation
 - (3) Nineteen years of age or older with less than (15) fifteen units of credit toward graduation.
- (R.S. 17:224)

Exit Criteria: Students return to their regular classroom setting upon the completion of the long-term suspension or expulsion. Their grade level will be determined by the SBLC team using available attendance information and assessment data.

Attendance And Discipline At All Sites: If the student does not attend the Alternative Program, the parent will be referred to court for Compulsory Attendance violation and the student will be expelled from the program for the time warranted. If the student causes disruptions and is suspended while in the Alternative Program, he/she will be expelled from the program for the time warranted. This would result in the student not being eligible for possible promotion to the next grade level or receive Carnegie credit for the semester in which the student was enrolled in the Alternative Program.

SUSPENSION – DISCIPLINARY OPTIONS

When a pupil exhibits disruptive or inappropriate behavior, the pupil shall not be readmitted until the principal or designee has implemented one or more of the following **disciplinary options** after the student receives his/her **due process**:

- Option 1** Administrative conference. The pupil's parent(s)/legal guardians shall be notified of the results of the conference.
- Option 2** One or more of the following interventions:
- a. Recess detention
 - b. Clinic – 1 to 3 day(s), student will be denied the opportunity to participate in or attend any extra-curricular activities sponsored by the school for the duration of his/her clinic.
 - c. Detention
 - d. Require completion of assigned school and homework.
 - e. Referral to counseling.
 - f. Require an administrative conference with the parent or guardian.
 - g. Referral to the School Building Level Committee.
 - h. Refer to Office of Child Welfare and Attendance (FINS).
 - i. Referral to Pupil Appraisal.

- j. Any other disciplinary measure authorized by the Principal with the concurrence of the teacher or the Building Level Committee in accordance with law and board policy.
- Option 3** Assign two (2) consecutive school days in the social skills management clinic-1st suspension. **See below**
- Option 4** Assign three (3) consecutive school days in the social skills management clinic-2nd suspension. **See below**
- Option 4** Assign five (5) consecutive school days in the social skills management clinic-3rd suspension. **See below**
- Option 6** Recommendation for expulsion (assigned to the social skills clinic until a hearing is held). **See below**

For Options 3-6, the Principal, with collaboration and permission from the superintendent, shall have the authority to extend the suspension not to exceed nine (9) consecutive school days.

SUSPENSION PROCEDURES FOR DISCIPLINARY OPTIONS 3, 4, 5, or 6

Prior to any suspension, the school Principal or a designee shall advise the student in question of the particular misconduct of which he or she is accused, as well as, the specific reasons for such accusation. The student shall be asked at that time to explain his or her version of the facts to the school principal or designee. The student may be requested to reduce to writing his or her version. When the principal or designee determines that a suspension from school is appropriate, the student will be given notice in writing of the specific charge for which he or she is being suspended. A copy of the notice will be mailed to the parent or guardian of the student and to the Supervisor of Child Welfare and Attendance.

If the presence of a student poses a danger to persons or property or is considered likely to disrupt the orderly processes of school, or commits an assault on any school employee or makes statements threatening physical harm to any school employee, the student may be immediately removed from the premises. In such a case, the student will be provided with the requisite level of due process as soon thereafter as reasonably possible.

Principals shall not suspend a student more than nine (9) days without a hearing before the Superintendent or designee.

A student suspended for damages to any property belonging to or contracted by the school system, including school buses, textbooks, library books, etc., shall remain in the clinic until payment in full for the damage has been made or until directed by the Superintendent.

A suspended student will be denied the opportunity to participate in or attend any extra-curricular activities sponsored by the school for the duration of his/her suspension.

A student suspended for a third time must have a conference with the Superintendent of Schools, or designee, with the Principal, the student, and the parents.

When a student refuses to follow the instructions of the school administrator, the parent may be called to remove the student from campus immediately. When the parent or emergency adult cannot be reached, the student may be placed into police custody until the parent can assume charge of the student.

A suspended student and his/her parent(s) must have a conference with the principal/assistant principal in order to return to school.

STUDENT OFFENSES AND DISCIPLINE REGULATIONS

The following offenses will result in disciplinary options 1 or 2:

1. Minor disturbance classroom/campus
2. Profanity – Minor
3. Disobedience
4. Eating in class/chewing gum
5. Possession and/or use of radios, tape recorders, and/or electronic games (Not being used as instructional aides under the supervision of a teacher)
6. Running in building
7. Failure to return required forms/report cards
8. Not participating in class
9. Playing hooky
10. Dishonesty – forging signatures or grades, cheating, plagiarism, etc.
11. Aiding and abetting another student in committing offenses under options 1 or 2
12. Horseplay (pushing, tripping, etc.)
13. Possession and/or use of telephone, or any other communicative instrument product
14. Not wearing mandatory school I.D. cards (required by certain schools, while on the school campus)
15. Vandalism – Minor
16. Throwing objects
17. Refusing to sit in assigned seat
18. Gambling on a school bus or on school property
19. Students threatening students(Assault) – Minor
20. Stealing and/or possession of stolen property – restitution required – minor (\$1.00 or less)
21. Other offenses considered by the principal or his /her designee to be minor

Note: Separate school policies will address excessive tardiness, dress code infractions, and dressing out policy for PE.

22. Excessive tardiness
23. Dress code infraction
24. Not having the proper materials, supplies, equipment (shorts for PE, etc.) needed for participation

The following offenses will result in disciplinary options 3, 4, 5, or 6.

25. Major disturbances classroom/campus
26. Fighting
27. Vandalism – Major
28. Disrespect for authority
29. Willful disobedience
30. Profanity – Major
31. Arson
32. Students threatening students (Assault) – Major
33. Battery and/or conduct or habits injurious to others
34. Cursing faculty or school personnel
35. Cutting class/leaving class, campus or other location without permission
36. Inciting/participating in a riot or major disturbance
37. Extortion
38. Tampering with or setting off a false alarm.
39. Assault of any school employee or making statements threatening physical harm to a school employee
40. Possession, smoking, or other use of tobacco/lighter on school grounds or school activity. The possession and/or use of electronic cigarettes and/or hookah pens is also strictly forbidden.
Note: Students shall not be permitted to have tobacco in their possession or to smoke, chew, or dip on school grounds, or at school activities, on or off campus held after school hours, or when riding school buses to and from school or school activities.

First Offense: Option 3 - Confiscation of tobacco and/or tobacco aids (such as cigarette lighter, etc.) and session with the Drug Free School and Communities (DFSC) Coordinator of his/her designee. **Second Offense:** Option 4, 5, or 6

41. Sexual Harassment

42. Coming to school under the influence of alcohol, drugs or any other substance.

Note: Students are forbidden to use, possess, or be under the influence of alcohol, drugs or any other substance before school, during school hours, or when riding buses or automobiles to and from school or school activities. A student must meet the following requirements before being accepted back in school. Option 3, 4, 5, or 6, parent conference with Principal, Supervisor of Child Welfare and Attendance, and Drug Free School and Communities (DFSC) Coordinator, referral to the Student Assistance Team (SAT), referral to a substance abuse clinic for an assessment and participation in an Insight Group.

43. Possession of prescription or non-prescription (over the counter) medicines

Note: Students shall not be permitted to use possess or distribute to other students any prescription or over the counter medications, such as aspirin, cough medicine, vitamins, etc., or to ingest any kind of prescription or non- prescription, over the counter medicine on the school campus before school, during school hours, or when riding school buses, or automobiles to and from school. Students are not allowed to possess prescription or nonprescription medication on school property. The only exception to this rule occurs when a physician or dentist and the school nurse concur, in writing that is a medical necessity for a specific student to be in possession of a medication (As documented on the State of Louisiana Medication Order Form).

44. Stealing and/or possession of stolen property – restitution required – major (more than \$1.00)

45. Aiding and abetting another student in committing offenses under options 3, 4, 5, or 6

46. Gang fighting

47. Possession and/or use of super glue

48. Bullying

Note: Bullying may be reported anonymously via a link on the home page of the West Baton Rouge Parish website at www.wbrschools.net.

49. Improper access or use of the internet

50. Other offenses considered by the Principal or his/her designee to be serious.

Verbal/nonverbal threats (to kill or cause harm) and for weapons and bombs:

(Grades Pre-K - 3) will receive an option 1, 2, or 5 and if an option 5 is given, a hearing will be held to determine if an expulsion will be recommended.

(Grades 4-12) will receive an option 5 and a hearing will be held to determine if an expulsion will be recommended.

Violations of the Acceptable Use of Technology Policy: The School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

MANDATORY EXPULSIONS

The Principal shall recommend expulsion for the following offenses:

50. Use or possession of a dangerous weapon

51. Use of an object as a weapon

52. Possession/use of live ammunition, fireworks, or other explosive or other incendiary devices that have potential to do bodily harm or great physical damage

53. Possession of a starter gun, fake, or toy gun appearing real

54. Transfer and/or distribution of prescription medication. A student found guilty of distribution of prescription medication, which is not controlled by *LSA R.S. 40:964* shall be recommended for expulsion for a period of one year.

- 55. Possession of an imitation dangerous controlled substance
- 56. Possession of alcohol with intent to distribute
- 57. Making bomb threats
- 58. Possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event.
 - A. 16 Years of Age or Older - Any student sixteen years of age or older found guilty pursuant to a hearing as provided for by *RS. 17:416C (2a) (i & ii)* shall be expelled from school for a minimum period of four complete semesters. The Superintendent may modify the length of such minimum expulsion requirement on a case-by-case basis, provided such modification is in writing.
 - B. Under 16 Years of Age and in Grades 6-12 - Any student under 16 years of age and in grades 6-12, found guilty of possession of a firearm pursuant to a hearing as provided for by *RS. 17:416 C (2b) (i & ii)* shall be expelled for a minimum period of four complete semesters. The Superintendent may modify the length of such minimum expulsion requirement on a case-by-case basis, provided such modification is in writing.
 - C. Grades K – 5 - Any student in grades K - 5, found guilty of possession of a firearm pursuant to a hearing as provided for by *RS. 17:416 C (2c) (i & ii)* shall be expelled for a minimum period of two complete semesters. The Superintendent may modify the length of such minimum expulsion requirements on a case-by-case basis, provided such modification is in writing.
- 59. Possessions of knives -
 - A. Grades PreK - 5 and less than eleven (11) years old - 5 days suspension with hearing to determine if an expulsion will be recommended.
 - B. Grades 6-12 - Recommended Expulsion.
- 60. Use or possessions of chemical sprays or other harmful dangerous substances.
- 61. Dangerous instrumentalities.
- 62. Committing an immoral or vicious act, molesting students, and/or indecent behavior.
- 63. Possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event.
 - A. 16 Years of Age or Older - Any student sixteen years of age or older found guilty pursuant to a hearing as provided for by *RS. 17:416C (2a) (i & ii)* shall be expelled from school for a minimum period of four complete semesters.
 - B. Under 16 Years of age and in Grades 6-12 - Any student under 16 years of age and in grades 6-12, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotics, drugs, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing as provided for by *RS. 17:416 C (2b) (i & ii)* shall be expelled for a minimum period of two complete semesters.
 - C. Grades K – 5 - Any student in grades K - 5, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotics, drugs, or other controlled substance on school property, on a school bus, or at a school sponsored event, the student shall be referred to the School Board with a recommendation of appropriate action from the Superintendent.

EXPULSION POLICIES AND PROCEDURES

Expulsion shall be defined as a removal from all regular school settings for a period of not less than one school semester unless otherwise defined as a permanent expulsion and except as otherwise provided by *R.S.17:416(b) & (c)*.

EXPULSION HEARING PROCEDURES -

1. By action of the Principal, any student may be recommended for expulsion for any enumerated offense that merits serious disciplinary action.
2. The Superintendent or designee shall conduct expulsion hearings.
3. At the expulsion hearing, the student may be accompanied by the parent or guardian. Failure to appear at the expulsion hearing will be considered as a waiver of the student's rights and does not interrupt the process.
4. Expulsion means removal from the parish school system for the prescribed period of time as determined by the Superintendent and may carry over to the next school year depending on the time of the violation and starting date of the expulsion. The term of any expulsion, except mandatory expulsion for firearms and drug offenses, shall run on consecutive school days and weekends, exclusive of semester breaks and summer holidays.
5. The student and/or his/her parents have the right to request a review of the findings of the Superintendent or designee by the School Board within five (5) days of receipt (the first day of receipt shall not be counted nor will holidays or weekends be counted) of the same. Otherwise, the Superintendent's decision is final.

OTHER EXPULSION POLICIES -

- No pupil who has been expelled from any public school within or outside the state of Louisiana for possessing on school property or on a school bus a firearm, knife, or other dangerous weapon or instrumentality, or for possessing, possessing with the intent to distribute, or distributing, selling, giving, or loaning while on school property or on a school bus any controlled dangerous substance as governed by the Uniform Controlled Dangerous Substance Law shall be admitted to any public elementary or secondary school in the state, or readmitted to any such school on a probationary basis prior to the completion of the minimum period of expulsion, until the pupil produces written documentation that he/she has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason for the pupil's expulsion.
- The Board declines to exercise the option granted by *RS. 17:416 (C) (2) (d) (i)* of readmitting an expelled student.
- Criminal Activity Which Occurs Outside of School Jurisdiction: If a student is charged with a felony, whereby the charge would impact the health and safety of students, that is, a charge of aggravated battery, dangerous controlled substance, firearms or other weapons, the Superintendent or designee shall make a determination as to recommended expulsion or the student's placement.

DEFINITIONS RELATIVE TO DISCIPLINE POLICIES

Possession (Generally)

Possession of a thing prohibited in this handbook or by statute, (e.g., firearms, controlled substances, etc.) is defined as being on the person of the student accused of a violation or within his/her dominion or control (e.g., the student's automobile, locker, book bag, etc.).

Dangerous Weapon/Instrumentality

A dangerous weapon/instrumentality is defined as any object, which a student possesses, uses, attempts or threatens to use, which could cause great bodily injury or death. Objects designed or constructed (including altered) to be used to inflict harm or death shall also be included. By way of illustration only, the term "dangerous weapon" includes firearms, knives, brass knuckles, blackjacks, and razor blades.

Expulsion shall be defined as a removal from all regular school settings for a period of not less than one school semester unless otherwise defined as a permanent expulsion and except as otherwise provided by *R.S. 17:416(b) & (c)*.

SUSPENSION OF A DRIVER'S LICENSE AS ALLOWED BY R.S. 17:416.1 (D)

"Any student between the ages of 14 and 18 who is expelled or suspended from school for ten (10) or more consecutive school days, or assigned to an alternative education setting for ten (10) or more consecutive school days for infractions involving the sale or possession of drugs, alcohol, or any illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of a school faculty or staff may have his or her driver's license for the operation of a motor vehicle suspended for a period on one (1) year, in accordance with the provisions of R.S. 32:431. The term "license" or "driver's license" shall include Class "E" learner's License and intermediate license as provided for in R.S.32:407. The Principal of the school that the student attended at the time of the offense shall notify the Department of Public Safety and Correction of any student expelled or suspended for ten (10) consecutive school days for the infractions or offenses stated above after the period for an appeal of a suspension or the period for requesting a review of an expulsion has expired. The Notice shall include a copy of the student's disciplinary determination and the student's full name, address, state of birth, social security number, and if available, driver's license number and the name, address, and telephone number of the student's parent, guardian, or custodial parent. A form is available from the Department of Motor Vehicles identified as Student Disciplinary Action (SDA) Form."

SEARCH/SEIZURE GENERAL POLICY AND PROCEDURE

Prior to conducting a search of a student, the student shall be first requested to produce the suspected contraband item.

Refusal to comply with this request may give rise to a "pat down" search conducted by a staff member of the same sex as the student and a search of the contents of the student's carry-all receptacles, locker, or automobile. If in the judgment of the administrator, an involuntary search of the student may result in a physical confrontation, the refusal of the student to cooperate peacefully may be viewed as an act of willful disobedience on the part of the student.

Searches shall only be implemented with the permission and under the supervision of the principal or designee of the same sex of the student, except in cases of extreme emergency when the delay in obtaining such permission and/or supervision would impose an unreasonable risk for the student or others.

The parish school system is the exclusive owner of all public school buildings in West Baton Rouge Parish and all desks and lockers within the buildings 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, principal, school security guard, or administrator in the school system 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 the School Board's policy, either by conducting a random search with a metal detector or when he/she 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 a metal detector or when he/she has reasonable belief that the student has in his/her 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.

DRUG DETECTION PROGRAM

Drug Detection Team

There shall be a Drug Detection Team at each school. Such teams shall be composed of the following members: Supervisor of Child Welfare and Attendance, School Principal, and Law Enforcement.

Searches

Unannounced periodic checks of the schools by the Drug Detection Team shall be conducted. Searches of school campuses shall be scheduled by the School Board Central Office to insure minimum interruption of scheduled activities at the school.

The times and locations of the searches shall not be announced to any person to insure effectiveness of the program.

Searches may be requested by any member of the Drug Detection Team with the exception of the commissioned law enforcement officer.

Searches utilizing drug detection dogs shall be limited to the unoccupied halls, unoccupied restrooms, lockers, other unoccupied areas, and unoccupied vehicles parked on the campus.

Under no circumstances shall a drug detection dog be allowed to search any room or vehicle that is occupied by students.

Searches of students by a drug detection dog shall be specifically prohibited. Searches of student's persons shall be conducted in accordance with provisions provided elsewhere within this policy.

If a drug detection dog "alerts" to a desk, locker, area, or vehicle, then the Principal or designee shall have reasonable belief that illegal drugs are contained therein. On the basis of such belief, the Principal or designee shall conduct a physical search of the locker, area, or vehicle. Any suspected illegal drugs discovered during the search shall be confiscated and turned over to the commissioned law enforcement officer for custody. A receipt for the suspected drugs, signed by the law enforcement officer, shall be given to the student and a copy of the receipt shall be given to the Principal. The report shall contain at least the following information:

- The name of the student(s).
- The name of all members of the Drug Detection Team
- The identification and quantities of the items confiscated.
- The location from which confiscated.
- The time and date of the search.

Parental Notification

Whenever suspected illegal drugs are confiscated, school officials shall immediately notify the parent(s) or guardian(s) of the student from whose desk, locker, area, or vehicle the suspected illegal drugs were seized.

Recommended Expulsion

Any student found to be in possession of illegal drugs on school property, or on a school bus, or at a school sponsored event shall be recommended for expulsion in accordance with the procedures described above.

STUDENT SEXUAL HARASSMENT POLICY

In view of the West Baton Rouge Parish School Board's mission to provide a valuable learning environment for the students of the parish and of the mandates required under Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972, all students and their parents are hereby provided formal notice that sexual harassment involving student versus student will not be tolerated in any school or school-sponsored program or activity. Sexual harassment includes, but is not limited to the following:

- concrete sexual statements to fellow students;
- sexual jokes that embarrass and/or harass fellow students;
- sexual pranks that would demean a person's image of himself or herself;
- any overt sexual remarks made to another student;
- seeking sexual favors by intimidation, duress or fraud;
- sexual advances, touching or a sexual nature, and sexual gestures
- bringing pornographic literature to school and distributing to students;

Furthermore, it is strictly forbidden for any student to use any form of retaliation against a fellow student who has complained of sexual harassment. Retaliation includes fighting, remarks, vandalism, or any

breach of conduct enumerated in this handbook that would have a strong suspicion of having a retaliatory purpose. Students found guilty of retaliation, after a hearing, shall be subject to suspension and/or expulsion.

Any person having inquires relative to the regulations implementing Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972 is directed to contact Charlotte Blanchard, Gender Equity Coordinator during regular school hours at the West Baton Rouge Parish School Board 3761 Rosedale Road, Port Allen, LA 70767, or phone (225)343-8309.

**“YES, MA’AM” AND “NO MA’AM” OR: “YES, SIR” AND “NO, SIR”
– R.S. 17:416.12**

Each city and parish school board shall require each student in each public school in kindergarten through twelfth grade under the jurisdiction of the board to exhibit appropriate conduct as required in subsection B of this section.

When any public school student is speaking with any public school system employee while on school property or at a school sponsored event, such student shall address and respond to such public school system employee by using respectful terms (“Yes, Ma’am” and “No, Ma’am” or “Yes, Sir” and “No, Sir”), as appropriate, or “Yes, Miss, Mrs., or Ms. (Surname)” and “No, Miss, Mrs., or Ms. (Surname)” or “Yes, Mr.(Surname)” and “No, Mr. (Surname)”, as appropriate, each such title to be followed by the appropriate surname.



STUDENT TRANSPORTATION

Middle School students are prohibited from driving their personal and/or family vehicles to and from school. High School students may drive their own vehicles to school in a safe and prudent manner as long as they comply with the regulations of the school they attend and comply with the laws of the state.

BUS TRANSPORTATION POLICIES AND PROCEDURES

School bus transportation service for students attending West Baton Rouge Parish Schools is available for all students residing within the West Baton Rouge School District. Transportation services will be provided within the limitations of available resources for transporting students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the schools. First Student will comply with all West Baton Rouge School Board policies and procedures, state and federal laws and regulations pertaining to school bus transportation.

Requests for Transportation: A Request for Transportation form is filled out by the parent or guardian at the time of registration and updated in the spring of each school year thereafter. Parents may request bus stops for students based upon their home address or the address of a day care provider, childcare center, or relative's home; however, students will not be transported to and from multiple addresses. Each student is allowed one designated AM and one designated PM bus stop. Students will not be dropped off at businesses locations, swimming/tennis/golf lessons, music appointment, etc.

All requests for new transportation or requests for changes to a student's current transportation must be received by the school before a designated deadline each year. This deadline is generally set 2 weeks prior to the beginning of school and is announced to the public by multiple measures.

- **PARENTS WHO SUBMIT TRANSPORTATION REQUESTS AFTER THE DEADLINE WILL BE RESPONSIBLE FOR TRANSPORTING THEIR CHILD TO AND FROM SCHOOL FOR UP TO TWO WEEKS.**
- **THERE WILL BE NO CHANGES MADE TO ANY STUDENT'S BUS STOP DURING THE FIRST TWO WEEKS OF SCHOOL.****

During the school year parents who wish to make changes to their child's transportation must submit an amended Request for Transportation. All approved bus stop changes will be completed in 3 business days.

Only in cases of emergencies are students allowed to ride another bus to or from a location other than his or her appointed stop. In such cases, parents must submit a request in writing to the school administration for approval. The administrator will in turn provide notice of the approved change to the bus driver.

Pickup and Drop-off: The safety of our students is a shared responsibility. Information will be provided to parents relative to the approximate time that the bus will arrive to pick up their children. This is only an approximate time, and parents should be prepared for a 10 minute window of time before and after the stated time. Students must be at the bus stop 10 minutes BEFORE the designated pickup time. Bus stop times may change throughout the school year due to additions and/or deletion of students to the bus route. It is the responsibility of the parent to get their child safely on the bus and receive them from the bus at the end of the school day.

Parents must consider the prevailing climate and location of the neighborhood in which they live. If parents believe that certain aspects of the student's bus stop are "unsafe", they must take the necessary precautions to ensure the safety of their children while walking to and from bus stops and while waiting for the bus to arrive.

Whenever practical, bus routes are planned so that elementary grade students have a walk of no more than two-tenths (.2) of a mile to board the school bus at a safe bus stop. Middle and High School students can have a walk zone up to four-tenths (.4) of a mile to board the bus at a safe bus stop. During Rainy days students will be dropped off as close to the home as reasonably possible. School buses are not allowed to enter apartment complexes, cul-de-sacs, dead ends, mobile home courts, or private streets or driveways.

Students in pre-k, kindergarten and 1st grade must be accompanied to the bus stop by a parent or a sibling over the age of 12. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives. There are additional requirements for the transportation of Head Start students. Please see the section below entitled "Transportation of Early Childhood Students" for these specific policies and procedures.

TRANSPORTATION OF HEAD START STUDENTS

The following policies and procedures are applicable to all Head Start students:

- **Termination of Transportation Privileges:** Head Start children are expected to comply with the West Baton Rouge Parish Schools **Student Transportation Policies and Procedures** and the **Transportation of Early Childhood Children**. **Failure to comply with these bus regulations may result in a termination of transportation privileges.**
- **Bus Safety:** Training is provided to parent/guardians and children regarding pedestrian and vehicle safety with 30 days of entry. Children will ride in assigned seats; however, they may be moved, at any time, at the discretion of the bus driver or monitor in efforts to solve discipline problems or for passenger safety. All passengers must stay seated and buckled into seat belts or safety seats. If a passenger is not seated and/or a seat belt not fastened, the driver will pull the bus to a safe spot and stop until the passenger is again seated and the belt is fastened. Parents/guardians or an authorized individual must be at the designated pick-up/drop-off stop to deliver and receive their child **10 minutes before** the scheduled time and remain **10 minutes after** the scheduled time. The bus cannot wait if your child is not ready.
- **Boarding and Departing the Bus:** Parents/guardians or authorized individuals are responsible for escorting their child to/from the school bus.
- **Authorized Individuals:** Children will only be released to a parent/guardian or an authorized individual identified in writing by the parent/guardian. Authorized individuals must be **18 years of age or older**. Anyone not recognized by staff must present photo identification before the child can be released in their care.
- **Bus Unable to Pick-Up or Drop-Off Child Due to Parent/Guardian Not Home:** In such cases where an adult is not making their presence known and the child cannot be picked-up/dropped-off, the bus will wait **2 minutes** before continuing the route. The bus staff will notify First Student that no one was home so the child could not be picked-up/dropped-off. The incident will be documented as a "failure to pick-up or drop-off".
 - **Bus Unable to Pick-Up Child** - In "failure to pick-up cases", the bus will leave and the parent/guardian will be responsible for transporting their child to the center.
 - **Bus Unable to Drop-Off Child** - In "failure to drop-off cases", children will be returned to First Student after the bus driver completes the route and the First Student dispatcher will contact an authorized individual to pick up the child.
 - **1st Offense** - If an authorized individual is unavailable to pick-up the child from First Student within 5 minutes after the completion of the route, First Student will notify the police and the Office of Child Protective Services. Parents/guardians will receive notice from the office of the "failure to drop-off" incident.

- **2nd Offense -** (Same as 1st Offense) After a second offense, the Family Advocate will meet with the parent/guardian to discuss that transportation privileges are in jeopardy and create a family goal to establish an alternate drop-off arrangement for the child.
- **3rd Offense -** (Same as 1st Offense) After a third offense, **the child will lose transportation privileges.**

SCHOOL BUS DISCIPLINE

Discipline on School Buses: Buses transporting school children are considered extensions of the school operation. School bus transportation is a privilege, and parents are encouraged to review proper conduct with their children. Students shall be held accountable for their behavior on the bus and at the bus stop and must abide by the code of conduct posted in each bus and published in the West Baton Rouge Parish Student Handbook. Conduct that is improper or jeopardizes the safety of other students will not be tolerated. Violations will be reported to the school administration, and violators may be denied use of school transportation. Please be advised that buses may be equipped with video/audio recording devices that may be used to monitor activities of students, drivers, aides, and anyone who may board the bus.

GENERAL RULES FOR STUDENT CONDUCT ON BUSES

1. Students shall be at their assigned bus stop 5 - 10 minutes early. The bus will not wait. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
2. Students shall enter and leave the bus in an orderly fashion and in accordance with instructions from the bus driver, bus driver aide or their designees.
3. Students shall sit in their assigned seats and remain seated while the bus is in motion.
4. Students shall remain quiet enough not to distract the driver.
5. Students shall cross the road in accordance with instructions and the provisions of state law. (State of Louisiana - Department of Education School Transportation Handbook - Bulletin 1191 - Revised 1998)
6. Students shall not destroy property.
7. Students shall not extend arms or other body parts out through windows.
8. Students shall not throw objects about in the bus nor out through windows.
9. Students shall not be permitted to board the bus if they have any of the following items in their possession: tobacco, matches, cigarette lighters, weapons, alcohol, obscene or vulgar literature, drugs, or animals (with the exception of those required to assist the blind).
10. Students, while aboard a school bus, shall not be permitted to eat, drink, or use tobacco products.
11. Students will be required to have written permission from a parent or guardian to get on/off at a different stop. This will be permitted only in case of an emergency or extenuating circumstances approved by the Principal.
12. Students shall bring no glass objects or other objects on the bus if prohibited by state, federal law, or local school board policies.
13. Students shall bring no band instruments, projects, or other objects too large or too hazardous to be held by the passenger or stored safely under the seat.
14. Fighting on the school bus will result in suspension from the school bus and from school.

Student Misconduct Notice: Bus drivers are encouraged to contact parents concerning minor student misbehaviors. If a student's commits a major infraction or continues to be disruptive, the bus driver will document the misbehavior on a School Bus Behavior Report.

Drivers will submit referral forms to the Principal or his/her designee to investigate the incident and make a decision regarding student consequences. Parents will be notified in writing of the infraction and penalty. As a general rule, student misconduct on a school bus is punishable by suspension from the bus. Bus suspensions and expulsions shall follow the guidelines explained in the WBR Student Handbook section entitled "Suspension/Expulsion Regulations".

Should a student receive 3 bus suspensions, his/her parent or guardian will be called to an administrative hearing. The student will not be allowed to resume riding the bus until such hearing is held. Students who receive 4 bus suspensions may be recommended for expulsion from the bus for the remainder of the school year or a minimum of one complete semester.

During any period in which the transportation privilege of a student is lost due to the misconduct of a student, transportation to and from school or any school sponsored event becomes the sole responsibility of the parent.

Vandalism - Damage to Buses: Remuneration to bus operators for damages to buses caused by students shall be made in the following manner:

1. It shall be the responsibility of First Student, Inc. to obtain three (3) written estimates on the cost of repair for bus damages.
2. First Student, Inc. shall submit three (3) estimates to the principal responsible for the student/students involved.
3. First Student, Inc. shall use the lowest estimate.
4. If the lowest estimate is not chosen, First Student, Inc. shall explain to the Principal the reasons for selecting the higher estimate.
5. If the Principal disagrees with First Student, Inc.'s choice of the estimate to be used, the Liaison to Transportation shall determine which estimate is to be used.
6. The student/students shall bring payment to the Principal. The principal shall deliver the payment to First Student, Inc. Copies of the estimate and final payment shall be documented by the Principal.
7. First Student, Inc. shall inform the Principal when work is completed and present a receipt for said repairs.
8. Students will reimburse First Student, Inc. for the total amount of repairs for damage done.
9. The above procedures shall not go into effect until all appeals have been heard.

Once efforts to recover any damage to a bus have been exhausted by the Principal or First Student, Inc., the Liaison of Transportation shall attempt to resolve the matter within five (5) days of notification. If unsuccessful, a formal written complaint shall be filed with the Sheriff's Department.

The West Baton Rouge Parish School Board shall not be responsible for theft of or damage to personal property of students or others while on any school campus or property, while on any school bus, or while attending any school-related activity. The Board will take appropriate disciplinary and/or criminal action against any person involved in theft of or damage to personal property under such circumstances.

FIELD TRIPS

West Baton Rouge Parish has a required field trip permission form that must be completely filled out, signed, and returned to the school by a student's parent or legal guardian before the student can participate in a field trip. This is the only permission form that can be accepted by the schools.

Transportation of Students - School Board policy states that the transportation of school children, except in emergency situations, shall at all times be in a vehicle that meets school bus requirements. This regulation not only applies to the transportation of students to and from school, but also includes field trips, athletic trips, cheerleader camps, etc... Students will not be allowed to be transported in anything other than a school bus except for transportation by the parents of the child in their personal vehicle. Parents may not transport children other than their own in a personal vehicle.

CURRICULUM AND INSTRUCTIONAL POLICIES AND PROCEDURES

PROMOTION, ACHIEVEMENT AND GRADUATION REQUIREMENTS

GRADING

The West Baton Rouge Parish School Board directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background, and other characteristics of the student. Grading shall be based on (1) achievement, as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill in quantity and quality the requirements of the course; (2) the ability of the pupil as it relates to the pupil's demonstrated effort; and (3) other criteria as may be developed. **As mandated by the Louisiana Department of Education, the Uniform Grading Scale for all students in grades K – 12 is as follows:**

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

Grading and reporting shall serve to show those concerned how a pupil is doing in his/her work. Grades shall not be used with the intent of rewarding or punishing a pupil.

No school employee, including administrative and supervisory personnel, shall attempt, directly or indirectly to influence, alter or otherwise affect the grade received by a student from his/her teacher without just cause. Grades shall be determined and reported as set forth in the West Baton Rouge Parish Pupil Progression Plan as stated below.

Grades shall be determined and reported in accordance with the following established procedures:

A. In the Primary Schools

1. In Grades 1-5, the letter grades A, B, C, D, and F shall be used in all subjects except the first 48 "Roots" lessons of the 'Success for All' reading program. Students in lessons 1-48 of 'Success for All' will receive an S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory) based upon quarterly assessment and class performance. A final average will not be computed for lessons 1-48.
2. Grading and reporting periods shall be governed by the following:
 - a. Head Start – 5th shall be on a nine week reporting period.
 - b. The one half point will be given provided the average must equal 1.0 = (D) Examples 1.5 = C, 2.5 = B, and 3.5 = A
3. Grade averages for the year shall be determined by averaging the following four (4) grades: 1st, 2nd, 3rd, and 4th nine weeks period grades.
4. Failure for the last semester constitutes failure for the year. The average of the 3rd and 4th nine weeks grade will constitute the second semester average.

B. In the Middle Schools: Nine Weeks and Final Averages

1. Grade averages for the year shall be determined by averaging the following six (6) grading periods: 1st nine weeks, 2nd nine weeks, Mid-Term Exam, 3rd nine weeks, 4th nine weeks, and Final Exam.
2. Failure of the second semester shall constitute failure for the entire year because of the student's inability to grasp the required subject knowledge in its entirety. To determine the second semester grade, the 3rd nine weeks, 4th nine weeks, and final exam shall be averaged

together. The three grades must equal three (3) full quality points to constitute a passing grade for the semester.

- Two points must be acquired in the second semester for reading at Port Allen Middle.
 - Failure for the 4th nine weeks and the final exam test shall also constitute failure for the second semester.
3. Students must acquire at least six (6) full quality points to pass for year. Three of these points must be acquired in the second semester.
 - Four points for the year in reading at Port Allen Middle only due to the Reading Edge Program.
 - Two points must be acquired in the second semester.
 4. Grading and reporting periods shall be governed by the following:
 - a. In grades 6-8, the letter grades of A, B, C, D, and F shall be used.
 - b. In grades 6-8, final exams shall be mandatory in all subject areas.
 - c. The one-half point shall be given provided the average must equal 1.0 (D)
Examples: 1.5 = C 2.5 = B 3.5 = A

C. In the High Schools

1. The first term grade shall be the average of the first two (2) grading periods and the first term exam. The average must equal one full point (D) to pass for the term. Failures of the second grading period and the term exam shall constitute failure for the first term.
2. The second term grade shall be the average of the 3rd and 4th grading periods and the final exam. The average must equal one full point (D) in order to pass for the term. Failure of the 4th grading period and the final exam shall constitute failure for the second term.
3. The final grade for the course shall be determined by averaging the 1st and 2nd term grades.
 - a. The average must equal at least 1.0 (D) for the student to receive a passing grade for the course.
 - b. The one-half point shall be given provided the second term grade is higher than the first term grade.
 - c. If a student fails the first term, he/she must make at least a "C" the second term to receive a passing grade for the course.
 - d. A student who fails the second term shall receive a failing grade for the course.
4. Students who fail the second term of a required subject must repeat the whole unit (both terms) the following semester.
5. When a student passes the first term and fails the second term of an elective subject, he/she shall be awarded ½ unit should he/she elect not to repeat the subject. If the student wishes to receive full credit, he/she must repeat both terms.
 - a. A student must average at least one full point (D) to pass the course.
6. Grading and reporting periods shall be governed by the following:
 - a. Grades 9-12 shall be on a nine-week reporting system (seven period schedules).
 - b. First term test at the end of the first term shall be mandatory in high school (9-12) on material covered during the first term. Second term test at the end of the second term shall be mandatory in grades 9-12 on material covered during the second term. Any other grading policies shall be determined by the Principal and faculty.
7. Official grade point averages shall be based on final grades.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students in Louisiana can pursue two types of high school diploma, a College and Career Diploma or a Career Diploma. With a College and Career Diploma, students can opt for one of two courses of study – the more rigorous LA Core 4 or the Basic Core. Students can also earn an Academic Endorsement or a Career/Technical Endorsement. Students with disabilities can also earn a Certificate of Achievement.

DIPLOMA REQUIREMENTS

Subject	Credits For LA Core 4	Credits For Basic Core	Credits For Career Diploma
English		4	
Math		4	
Physical Education		1.5	
Health		.5	
Science	4	3	3
Social Studies	4	3	3
Foreign Language	2	-	-
Arts	1	-	-
Electives	3	8*	7**
Total	24	24	23

*Students who pursue a Basic Core course of study must complete six credits in career area of concentration.

**Students who pursue a Career Diploma must complete seven credits in career area of concentration.

ACADEMIC ENDORSEMENT REQUIREMENTS:

- LA Core 4
- Grade Point Average (GPA): 2.5
- ACT: 23
- One of the following:
 - Senior Project
 - AP course
 - IB course
 - 3 college hours of non-remedial credit in a core area

CAREER / TECHNICAL ENDORSEMENT REQUIREMENTS:

- LA Core 4
 - 4 credits in an area of concentration, plus 2 related credits
- Grade Point Average (GPA): 2.5
- ACT: 20 or WorkKeys: Silver
- The following:
 - Industry Based Certification approved by the Board of Elementary and Secondary Education or 3 college hours in a career technical area, and
 - Senior Project related to the students area of concentration with 20 hours of work-based learning or 90 hours of work-based learning.

HIGH SCHOOL AREA OF CONCENTRATION

High school students are provided the opportunity to complete an area of concentration with an academic focus and/or a career focus. Incoming freshmen prior to 2008-2009 may complete an Academic Area of Concentration by completing the current course requirements for the Tuition Opportunity Program for Students (TOPS) Opportunity Award. Incoming freshmen in 2008-2009 and beyond can complete an Academic Area of Concentration by completing the course

requirements for the LA Core 4 curriculum. To complete a career Area of Concentration, students shall meet the minimum requirements for graduation including four elective primary credits in the Area of Concentration and two related elective credits, including one computer/technology course.

CREDIT FOR REMEDIAL COURSES

Students may apply a maximum of two Carnegie units of elective credit toward high school graduation by successfully completing specially designed courses for remediation. A maximum of one Carnegie unit of elective credit may be applied toward meeting high school graduation requirements by a Transitional 9th grader (see section below) who has scored at the *Unsatisfactory* achievement level on either the English language arts and/or the mathematics component(s) of the eighth grade LEAP provided the student:

- successfully completed specially designed elective(s) for LEAP remediation;
- scored at or above the *Basic* achievement level on those component(s) of the eighth grade LEAP for which the student previously scored at the *Unsatisfactory* achievement level.

TRANSITIONAL 9TH GRADE

Students failing to achieve the standard required for promotion to the 9th grade shall participate in 50 hours of summer remediation and take the applicable retest to be placed in transitional 9th grade. If students pass the retest, they shall be promoted to 9th grade. : Placement in transitional 9th grade shall be at the discretion of the school where the student was enrolled in 8th grade. Students are selected for this program by the School Building Level Committee.

Students placed in transitional 9th grade shall not be included in the high school graduation cohort during their first year on the high school campus. These students can enroll in high school-level classes, including career education courses, that parents and schools deem appropriate, i.e. the student is capable of successfully passing the course. Because students in transitional 9th grade enter the 9th grade cohort the year after they are enrolled as a transitional 9th grader, EOC test scores earned by students in transitional 9th grade will be transferred or banked the same as students who take EOC exams in middle school. Following one year in transitional 9th grade, students shall enter the high school cohort, the same year in which they would enter the cohort had they been held back in eighth grade, and they are still eligible to graduate in four years.

Students who have been outside a traditional public school setting for one calendar year may be placed in transitional 9th grade as long as they have never been enrolled previously in 9th grade. This includes students who were considered to have been dropouts as well as students who were enrolled in non-public schools or approved home school programs. In accordance with BESE policy, students enrolling in public schools following enrollment in approved non-public schools and home study programs shall take a standard placement test.

Note: Special Education - The provisions stated in the Promotion, Achievement, and Graduation Requirements are applicable to exceptional children only to the extent that the provisions are not in conflict with federal and state laws.

GRADUATION PROCEDURES

Full participation in the graduation ceremony in West Baton Rouge Schools is a privilege and not a right for the individual student and his/her parents.

The privilege of graduating with one's class from the stage on Graduation Day is governed by the following principles:

1. **Only students who have satisfactorily completed all state high school requirements for graduation, as stipulated by the Board of Elementary and Secondary Education (BESE) requirements shall be allowed to participate in graduation exercises.**
2. Successful completion of the course of studies as required by the West Baton Rouge Parish School Board.
3. Certification by the West Baton Rouge Parish School's administrators that the student has followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony. "Any graduating senior who receives an option 3, 4, 5, or 6 suspension after April 30th will not be allowed to participate in the graduation ceremonies." Principals will send a reminder to parents of graduating seniors the week of April 1st and shall meet with the seniors the week of April 1st.
4. Exceptional students who have met federal and state mandates for receiving a Certificate of Achievement may (as long as no local rules or laws have been violated) participate in graduation ceremonies with their class.

The student must meet all four requirements before he/she is allowed to participate in the graduation ceremony. A graduating student is held accountable for violation of any of the disciplinary policies of the School Board until the completion of the graduation ceremony. A violation of Board disciplinary policies before, during, or immediately after the graduation ceremony will be noted on your permanent transcript records and disciplinary actions or sanctions including, but not limited to, fines and delays in processing transcripts, which may affect your timely entrance into the workforce, military service, or institutions of higher education may result.

SENIOR CLASS RANKING

Senior class ranking in the high schools of West Baton Rouge Parish will be based upon the following:

Valedictorian, salutatorian, and class rank will be determined by the grade point average of standard core courses and Advanced Placement courses. Core courses will be those defined by the Louisiana Office of Student Financial Assistance for the Tuition Opportunity Program for Students (TOPS).

Senior class ranking will be determined by standard core courses and Advanced Placement courses, including summer school and correspondence grades (including co-curricular courses, e.g. driver's education), by the appropriate number terms. Every core course taken for Carnegie unit credit will be used, including those failed. Advanced Placement courses will be weighted as follows: A=5, B=4, C=3, D=2, and F=0. Grade point average (GPA) will be calculated to three (3) decimal places. In the case of a tie for the first or second place in the class, co – valedictorians or co – salutatorian will be named. In order to be considered for valedictorian or salutatorian, a student must have resided in West Baton Rouge Parish and attended the public schools for at least 160 days of the student's junior year and 160 days of the student's senior year. Foreign exchange students will not be eligible for the valedictorian and salutatorian positions.

High School Honor Roll.

Honor Roll for all high school students will be based on standard core courses and Advanced Placement courses. Core courses will be those defined by the Louisiana Office of Student Financial Assistance for the Tuition Opportunity Program for Students (TOPS).

PARISH TESTING PROGRAMS

Primary Screening

Students entering kindergarten for the first time shall be screened using the locally adopted developmental readiness-screening instrument as per R.S. 17:391.11. Screening shall occur upon entry into kindergarten.

The results of this screening shall be used in placing children within a regular kindergarten classroom setting and in planning their instructional programs to meet their identified needs.

State Standardized Assessments – Grades 3-8

State standardized assessments will be administered to students in grades 3-8.

End-Of-Course Tests

High school students take End-of-Course tests in six subjects: Algebra I, Geometry, English II and III, Biology and U.S. History.

In preparation for these assessments, Louisiana is including more common core aligned content in the End of Course assessments.

Students can earn the following scores on End-of-Course tests:

- Excellent: A student demonstrates superior performance of the course content.
- Good: A student demonstrates mastery of course content and is well prepared for the next level of coursework in the subject.
- Fair: A student demonstrates only the fundamental knowledge and skills needed for the next level of coursework in the subject.
- Needs Improvement: A student does not demonstrate the fundamental knowledge and skills needed for the next level of coursework in the subject.

End-of-Course tests comprise 15% of the student’s final grade in the subject, and in addition, the End of Course test grade will be used as the student’s final exam grade for that course.

To earn a standard high school diploma, students must earn a score of Fair or above on three End-of-Course tests, including one in each category – Algebra I or Geometry, English II or English III, and Biology or U.S. History. Students who earn a score of Needs Improvement must receive 30 hours of remediation in the course and are eligible to retake the test at the next administration.

Students with disabilities who have passed two End-of-Course tests may be eligible for a waiver of the third exam required for graduation. The grades assigned for the EOC achievement levels shall be as follows:

EOC Tests Scale-Score Ranges

Course	Achievement Level			
	Excellent	Good	Fair	Needs Improvement
Algebra I	739 – 800	700 – 738	668 – 699	600 - 667
English II	739 – 800	700 – 738	668 – 699	600 - 667
Geometry	731 – 800	700 – 730	665 – 699	600 - 664
Biology	740 – 800	700 – 739	661 – 699	600 - 660
English III	741 – 800	700 - 740	661 – 699	600 - 660
US History	748 – 800	700 – 747	665 – 699	647 - 664

Exceptional Students - Exceptional students will participate in testing as noted on their IEP.

EXPLORE, PLAN, ACT

Students in 8th through 11th grade will take a series of assessments, including EXPLORE, PLAN and ACT, to ensure students are on track to graduate from high school on time and with the knowledge and skills to succeed in college and challenging 21st century careers. These tests

assess student achievement of English, reading, math and science. Students earn a score in each subject and a composite score which reflects all subjects. These rigorous and nationally comparable assessments are a key tool to prepare for Common Core assessments, specifically as they allow for consistency in the measurement of college and career readiness from year to year.

- EXPLORE - Students in 8th and 9th grades will take EXPLORE. This test is scored on a scale of 0 to 25.
- PLAN - Students in 10th grade will take PLAN. This test is scored on a scale of 0 to 32.
- ACT - Students in 11th grade will take the ACT, or American College Test. This test is scored on a scale of 0 to 36. The state average is 20.1 points.

Benchmarks:

SUBJECT	EXPLORE 8	EXPLORE 9	PLAN 10	ACT 11
ELA	13	14	15	18
MATH	17	18	19	22
READING	16	17	18	22
SCIENCE	18	19	20	23
COMPOSITE	16	17	18	21

CREDIT RECOVERY SUMMER SCHOOL

The Parish Pupil Progression Plan outlines the complete policy for promotion and retention in the school system. The plan also sets policy for summer school credit. All summer school credit requires the written permission of the Principal before summer school is attended. Credit for grades below the fourth grade cannot be earned in summer school.

THE STUDENT OF THE YEAR AWARDS PROGRAM

General Information

Each year West Baton Rouge Parish participates in The Students of the Year Program sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education. This program is designed to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship in the following categories:

- | | |
|--------------------------------------|---|
| 1. Elementary Student of the Year | Only 5 th grade students are eligible |
| 2. Middle School Student of the Year | Only 8 th grade students are eligible |
| 3. High School Student of the Year | Only 12 th grade students are eligible |

Selection Process

Candidates for Students of the Year must have a minimum cumulative grade point average of 3.5 on a four-point scale.

The grade point average is calculated on semester grades in the core subjects including English/Language Arts, Math, Science, and Social Studies in the following manner:

1. Grade 5 candidates: GPA from grades 3, 4, and 5
2. Grade 8 candidates: GPA from grades 6, 7, and 8

3. Grade 12 candidates: GPA from grades 9, 10, 11, and 12

A school level committee composed of a minimum of three (3) faculty members chosen by the Principal will select the school's candidate(s). The selection committee will consider all students who meet the academic requirements. Using the rating scale provided by the state department, the committee will also evaluate the student's leadership ability, citizenship, writing and verbal skills. Once selected the school candidates for Student of the Year will be required to prepare an application portfolio and participate in the interview process at the parish level. The school selection committee will assist the students in this preparation.

A committee chosen by the Superintendent or his/her designee will review the candidate's academic records, application portfolio and conduct interviews to determine the parish Student of the Year. Those selected will then participate in the regional and if chosen, the state competition.

Grievance Process

Anyone who is dissatisfied with the selection of the school candidates should first seek an appointment with the principal of the school. The Principal will invite the selection committee to the meeting if he/she feels that this is necessary. The Principal will send a written report of the complaint and meeting to the Superintendent and the parish coordinator of the program. If the issues are not resolved at the school level, the Principal and person filing the complaint will meet with the Superintendent and the parish coordinator to address the expressed concerns further.

TEXTBOOK AND LIBRARY BOOK POLICY

1. All students will be issued a set of textbooks per school year.
2. Within three (3) days following the loss or destruction of a textbook or library book, the student or his/her parent(s) or guardian(s) must make arrangements with the Principal for paying the replacement cost of the book.
3. Replacement cost is prorated by the Principal or his/her designee based on the age and condition of said textbook or library book.
The following is the scale:
 - a. 0-1 years 100%
 - b. 2 years 90%
 - c. 3 years 70%
 - d. 4 years 50%
 - e. 5 years 40%
 - f. 6+ years 20%
4. After the Principal and parent have determined a time limit for the debt to be paid and it has not been paid, the student may be suspended according to statement #5 under "Suspension Procedures."
5. If the lost library or textbook is found, refunds will be made at the end of the month with the copy of the receipt.

SERVICES PROVIDED BY COUNSELORS EMPLOYED IN A SCHOOL

The counseling program at each West Baton Rouge Parish school is designed to assist your child in developing positive relationships in order to enhance his or her successful educational experience. The West Baton Rouge Parish School System employs professional school counselors who are certified by the Louisiana Department of Education.

The following specific activities are some which may be offered by the school counselor:

1. Teaching periodic classroom lessons related to positive personal growth and development, i.e. character education, social skills, life skills, goal setting, substance abuse prevention education, bullying prevention, test anxiety, etc.
2. Conducting short-term individual or group sessions to address academic, personal, and social development, i.e. conflict resolution, self-esteem, hygiene, social skills, anger management, grief counseling, truancy, peer pressure, etc.
3. Providing information to parents or guardians regarding community resources which may be either in or out of parish.
4. Facilitating career assessments and counseling middle and high school students on career options and career pathways, i.e. ACT and PLAN testing, five year plans, utilization of Louisiana Connect, etc.

The school counselor is not able to provide intensive long-term counseling services to students or parents or testify in court cases involving child custody matters.

The school counselor may contact parents regarding their child if assistance is needed in specific areas to help their children achieve success in school. School personnel are in-serviced on the procedures for bringing concerns regarding students to the attention of the school counselor. **If you do not wish for your child to participate in any of the school's counseling services, please provide the school principal with a signed and dated letter indicating refusal of services.**

COMPLIANCE WITH FEDERAL AND STATE LEGISLATION

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 C.F.R. part 99) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal or appropriate School System official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school system officials, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.

3. The right to privacy of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception to the requirement for consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the West Baton Rouge Parish School System as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, nurse, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The School System discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. In addition, the law allows release of educational records without the consent of the parent or student to an authorized representative of the Comptroller General or Attorney General of the United States; to an authorized official of the financial institution to which the student applied to receive financial aid; to an authorized official of an accrediting organization; to an authorized representative of the Secretary of the U. S. Department of Education; to an authorized representative of the Louisiana Department of Education; to comply with a judicial order or lawfully issued subpoena; in connection with a health or safety emergency or as authorized by law or regulation.

4. Further, two federal laws require local educational agencies such as the West Baton Rouge Parish School Board to provide military recruiters, upon request, with three information categories – name, address, and telephone listings – unless parents have advised the School and School System that they do not want their student's information disclosed without their prior written consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the West Baton Rouge Parish School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Committee
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Other federal laws may require release of certain educational records or student information, such as *The National School Lunch Act* and *The Patriot Act*.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENTS (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the School System's administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
 1. Political affiliations or beliefs of the student or student's parents
 2. Mental or psychological problems of the student or student's family
 3. Sex behavior or attitudes
 4. Illegal, anti-social, self-incriminating , or demeaning behavior
 5. Critical appraisals of others with whom respondents have close family relationships
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious practices, affiliations, or beliefs of the student or parents
 8. Income, other than as required by law to determine program eligibility

B. Receive notice and an opportunity to opt a student out of the following:

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, or not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

C. Inspect, upon request and before administration or use of the following

1. Protected information surveys of student
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to the student who is 18 years old or an emancipated minor under Louisiana law.

The West Baton Rouge Parish School Board System has developed and adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The West Baton Rouge Parish School System will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The West Baton Rouge Parish School Board System will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The West Baton Rouge Parish School System will make this notification to parents at the beginning of the school year if the School System has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

GALLUP Student Poll (Grades 5-12) – during the month of October

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by the U.S. or Louisiana Departments of Education
- Any non-emergency, invasive physical examination or screening as described above.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) requires that West Baton Rouge Parish School System, with certain exceptions (See Notification III), obtain your written consent prior to the disclosure of

personally identifiable information from your child's education records. However, the West Baton Rouge Parish School Board may disclose appropriately designated "directory information" without written consent, unless you have advised the school principal to the contrary in accordance with the School Board's procedure. The primary purpose of directory information is to allow the West Baton Rouge Parish School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, wrestling, etc., showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. As indicated herein, the West Baton Rouge Parish School System will release such directory information to military recruiters unless you have provided the School Principal with a written request to withhold your child's name, address, and telephone listings without first obtaining your written consent

If you do not want West Baton Rouge Parish School Board to disclose directory information from your child's education records without your prior written consent or you wish to "opt out" of providing directory information to military recruiters, you must notify the School System in writing by September 1st of the current school year. The West Baton Rouge Parish School System has designed the following information as directory information:

- **Student's name – Participation in officially recognized activities and sports**
- **Address – Weight and height of members of athletic teams**
- **Telephone listing – Degrees, honors, and awards received**
- **Photograph – The most recent educational agency or institution attended**
- **Dates of attendance – Date and place of birth**
- **Grade level**

POLICY OF NON-DISCRIMINATION UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), AND THE AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008 (ADAAA)

The West Baton Rouge Parish School Board does not discriminate on the basis race, color, national origin, sex, age, or disability in admission or access to its programs and activities. The school district pledges to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment based on disability. The school district will also provide qualified applications and employees with disabilities with reasonable accommodations that do not impose undue hardship. Any person having inquiries concerning the West Baton Rouge Parish School District's compliance with the regulations implementing Title VI, Title IX, Gender Equity, The Americans with Disabilities Act of 1990, or Section 504 may contact, during regular school hours, the Coordinators designated by the West Baton Rouge Parish School Board:

**Charlotte Blanchard, Gender Equity
Coordinator
School Board Office
3761 Rosedale Road
Port Allen, LA 70767
(225) 343-0809 or (225)343-8309**

**Joni Nabors, ADA/Section 504
Pupil Appraisal Office
670 Rosedale Road
Port Allen, LA 70767
(225) 343-8405**

DISABILITY HARASSMENT POLICY

Disability harassment is a form of discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA). In keeping with the policy of the West Baton Rouge Parish School Board which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability, all students and their parents are hereby provided formal notice that disability harassment will not be tolerated in educational programs and activities conducted by the West Baton Rouge Parish School Board. Disability harassment is defined as intimidation, demeaning remarks, or abusive behavior toward students, faculty, staff, or other individuals with disabilities. Disability harassment includes, but is not limited to, verbal acts and name-calling, non-verbal acts such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating to individuals with disabilities. Any person having inquiries relative to implementation of the disability harassment policy of the West Baton Rouge Parish School Board should direct inquiries to William R Wright, ADA/Section 504 Coordinator during regular school hours at the Pupil Appraisal Office 670 Rosedale Road, Port Allen, LA 70767 or phone (225) 343-8405.

EQUAL OPPORTUNITY ACT

The West Baton Rouge Parish School System adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), or disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Dr. David Strauss, Supervisor of Special Education at the West Baton Rouge School Board Office, 3761 Rosedale Road, Port Allen, LA. 70767, or phone (225)343-8309.

SERVICES TO IDENTIFY STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

Federal and state laws and regulations provide that a free appropriate public education be made available to all identified children with disabilities, ages 3-21, including children who have been suspended or expelled from school.

West Baton Rouge Parish Pupil Appraisal personnel, through techniques such as observation and testing, will identify students who are eligible for special education programs and related services. Parents are an integral part of each child's education and have the opportunity to participate in educational decisions including the identification, evaluation, and educational placement of the child with disabilities. The West Baton Rouge Parish School Board assures that policies and procedures are in effect to address the unique educational needs of each child with an identified disability and to ensure the child's access to the general curriculum and other appropriate programs and services.

POLICY GOVERNING CHILD ABUSE IN ACCORDANCE WITH TITLE 6 OF THE CHILDREN'S CODE

The Louisiana laws governing child abuse found in Title 6 of the Children's Code mandate that all cases of suspected child abuse and neglect be reported by certain persons having reasonable cause to believe that a child's physical or mental health or welfare is endangered. It specifically designates principals, teachers, counselors, nurses, psychologists, social workers, educational consultants, speech and hearing consultants, teacher aides, instructional aides, foster home parent and any other professional school employees as professionals who must report (failure to do so may result in a fine or imprisonment).

WBR SECLUSION/RESTRAINT PROCEDURES

In compliance with Louisiana Revised Statutes 17:416.21 (Act 328 of 2011) & Louisiana Bulletin 1706, Revised 2012

These procedures provide guidance for the use, reporting, documentation and oversight of seclusion and restraint in West Baton Rouge Parish Schools following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE).

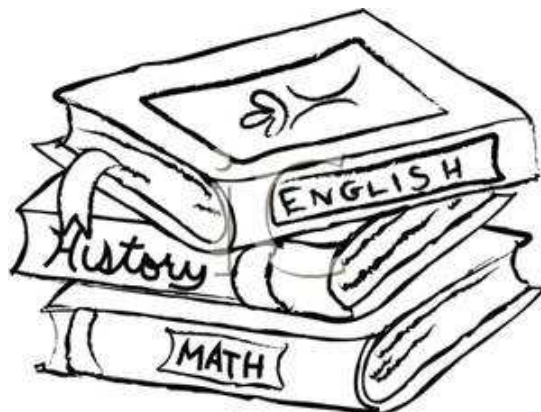
These procedures specifically address the statutory requirements of La.R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies that may be used by the West Baton Rouge Parish School Board and its personnel in addressing the educational needs of students with exceptionalities.

For the purposes of this document, West Baton Rouge Parish School Board may encompass policies adopted by the West Baton Rouge Parish School Board; administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under La.R.S. 17:416.21 (Act 328 of 2011) and applicable sections of Louisiana Bulletin 1706. You may ask your school administrator for a full copy of these procedures.

COLLECTION OF FEES AND OTHER DEBTS OWED SCHOOLS OF WEST BATON ROUGE PARISH

The following procedures, based on Attorney General Opinion Nos. 80-302 and 79-962, is to be used by the schools of West Baton Rouge Parish to collect delinquent fees for items such as school lunch, shop, art, locker, and instrument fees AS WELL AS RESTITUTION FOR VANDALISM OF SCHOOL PROPERTY, etc. The procedure will also be used to collect unpaid bills for lost items such as textbooks, library books, band instruments, and uniforms.

If restitution is not made by the date stated in the notice, the Principal shall notify the parent or guardian that the school will hold the student's report card, and that he/she will not be allowed to participate in co-curricular, extra-curricular, or graduation activities until payment is made. In addition, transcripts will not be forwarded in the event that the student transfers to another school. Extenuating circumstances will be handled on a case-by-case basis, initiated by obtaining a form from the principal's office.



STUDENT HEALTH POLICIES

GUIDELINES FOR ADMINISTRATION OF MEDICATION TO STUDENTS

GENERAL OVERVIEW

The administration of medication to students must be in compliance with the requirements of La. Rev. Stat. Ann. ' 17:436.1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the West Baton Rouge Parish School Board that no school employee, other than a registered nurse or licensed medical physician, shall be required to administer medication until all the following conditions have been met. As used in this policy, the term *medication* includes all prescription and non-prescription drugs.

The parent or guardian who requests that a prescription or non-prescription medication be taken by or given to their child at school must meet with a school nurse (R.N.) to review the medication, forms, and policies before the medication will be given at school by a trained unlicensed school employee. A school nurse will be available by phone each school day to meet with parents or guardians to review medications. To arrange a medication review with a school nurse, call the pupil appraisal office at (225) 344-8017.

Parents and guardians are allowed to come to school and give medication(s) to their child, or with written signed consent, designate another responsible adult to administer medication to their child.

Parents and guardians only have to meet with a school nurse at the beginning of the school year with renewals of medication(s) from the previous school year and when a new medication is begun at school.

Whenever parents are refilling their child's supply of medication at school, they (or a designated responsible adult) will take the medication directly to their child's school. If ever there is a change in dosage or times given, parents and guardians can take the new medication forms directly to their child's school. **Parents should call the school nurse office at (225) 344-8017 to schedule a time for medication review or if they have any questions about the medication policy.**

*Note to Head Start Parents: Medication or medical procedures to be provided on an as needed basis or maintenance prescription shall be updated as changes occur or at least every three months by the parent.

Written Orders, Appropriate Containers, Labels, And Information

Medication shall not be administered to any student without a completed *Medication Order* from a physician, dentist, or other authorized prescriber, authorized in the State of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

1. The student's name
2. The name and signature of the physician/dentist/other authorized prescriber
3. Physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
4. Student's diagnosis
5. Name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
6. A written statement of the desired effects and the child specific potential adverse effects

Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

1. Name of pharmacy
2. Address and telephone number of pharmacy
3. Prescription number
4. Date dispensed. The most recently filled prescription should be brought to school.
5. Name of student
6. Clear directions for use, including the route, frequency, and other as indicated
7. Drug name and strength
8. Last name and initial of pharmacist

9. Cautionary auxiliary labels, if applicable
10. Physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

1. Drug name
2. Dosage form
3. Strength
4. Quantity
5. Name of manufacturer and/or distributor
6. Manufacturer's lot or batch number

ADMINISTRATION OF MEDICATION

General Provisions

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered, the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in II.-F.
- C. Except in life-threatening situations, unlicensed but trained, school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized school personnel. Medication location will be unlocked only when receiving or returning medication to a responsible adult or when administering medications. Personnel authorized to have access to the locked medication are the school principal, school nurse, and the trained unlicensed school employees.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications can be administered at school by unlicensed, but trained, school personnel.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time. All faculty and staff will receive a list of common side effects of the medications given to students and will report the presence of any signs or symptoms of side effects to the school nurse and parent/guardian as soon as possible after they have been observed.
- G. School medication orders must be limited to medications which cannot be administered before or after school hours. The school nurse will collaborate with the physician, dentist, or other authorized prescriber to implement this policy.

Principal - The principal must designate at least two (2) employees to receive training and administer medications in each school.

Teacher - The classroom teacher, who is not otherwise previously contractually required, shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

School Nurse - The school nurse, in collaboration with the principal, shall supervise the implementation of school policies for the administration of medications in schools to ensure the safety, health and welfare of

students. The unlicensed trained school employees will be evaluated bi-annually in the performance of their duties related to medication administration to students.

The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include, but not be limited, to the following provisions:

1. Proper procedures for administration of medications, including controlled substances
2. Storage and disposal of medications
3. Appropriate and correct record keeping
4. Appropriate actions when unusual circumstances or medication reactions occur
5. Appropriate use of resources

Parent/Legal Guardian - The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

1. A letter of request and authorization that contains the following information:
 - a. The student's name
 - b. Clear instructions for school administration
 - c. RX number, if any
 - d. Current date. The most recently filled prescription should be brought to school.
 - e. Student's diagnosis
 - f. Name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
 - g. Physician's/dentist's/other authorized prescriber's name
 - h. The parent's/legal guardian's printed name and signature
 - i. Parent's/legal guardian's emergency phone number
 - j. Statement granting or withholding release of medical information
2. A written order for each medication to be given at school, including annual renewals at the beginning of the school year. New orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
6. Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

All aerosol medications must be delivered to the school in pre-measured dosage.

Provide no more than a 35 school day supply of medication in a properly labeled container to be kept at school.

The initial dose of a medication must be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

The parent/legal guardian must work with those personnel designated to administer medication as follows:

1. Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
3. Assist in the development of the emergency plan for each student.
4. Comply with written and verbal communication regarding school policies.
5. Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

Student Self-Medication - Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. The most common medical conditions to meet this criterion are asthma and migraine headaches. Compliance with the school policy for a drug free zone shall also be met if possible.

Self-administration of medication by a student may be permitted provided that:

1. *Medication Order* from the physician or authorized prescriber **and** authorization from the student's parent or legal guardian shall be on file and communication with the prescriber has been established.
2. The school nurse has evaluated the situation and deemed it to be safe and appropriate; documented this on the student's cumulative health record; and has developed a plan for general supervision. The plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
3. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
4. The medication is handled in a safe, appropriate manner.
5. The medication is kept in its original packaging container which is clearly labeled with drug name and strength.
6. The school principal and the school employed registered nurse determine a safe place for storing the medication. The medication must be accessible if the student's health needs require it. This information is included in the medication administration plan.
7. Some medication should have a backup supply readily available (such as an asthma inhaler).
8. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information, unless otherwise noted on the student's *Individual Administration Plan*).
9. The school employed registered nurse, and/or the designated employee monitors the student.
10. The medication is for the student *only*. It shall not to be given to any other student.

Acceptable School Medications - School medication orders shall be limited to medications which must be administered during the school day. The most recently filled prescription should be brought to school. Parents may come to school and administer medication to their children at any time during the school day following submission of proper physician's authorization for medications and arrangements with the school principal.

Medications which may be considered as acceptable under this policy:

- a. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- b. Severe allergic reactions - must have specific written instructions from a physician.
- c. Anticonvulsive medication.
- d. Medication for asthma. An asthma action plan, which has been completed by the student's physician, should also be included with the Asthma Medication Order Form.
- e. Medication given in extenuating circumstances.
- f. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- g. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- h. Other specific illnesses that require medication.

Field Trips - If the parent/legal guardian of a student normally on medication does not request in writing that medication be administered on a pending field trip, then no School Board employee shall be responsible for administering medication to the student on the field trip. If the parent/legal guardian does not provide the required paperwork and medication (whether taken at school/home or both) to the school prior to the field trip, then the student cannot attend the field trip. If the parent/legal guardian of a student requests in writing that medication be administered on a pending field trip then:

1. A person certified to administer medication must go on the field trip; and
2. A nurse must be on call while the field trip is being taken.

In the event that a certified School Board employee is not available, the parent/ legal guardian or a non-School Board employee designee (designated in writing by the parent/legal guardian) should attend the field trip to administer medication. In the event that a certified School Board employee is not available, and neither the parent/legal guardian nor their designee can attend the field trip to administer medication, then the child may not attend the field trip.

Extended Day Care - In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), must be obtained from the physician/dentist/other authorized prescriber.

Student Confidentiality - All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

West Baton Rouge Parish School Board Provisions - No employee other than unlicensed trained school employees, a school nurse, or a licensed medical physician shall be required to administer medications. If the WBRPSB is ever unable to employ a full-time registered nurse, a registered nurse shall be employed part-time as necessary to provide the services required by these guidelines. In such a case, the nurse shall be compensated on an hourly basis in an amount which is equal to the average amount paid hourly for a nurse with similar experience in hospitals located within the region of the school district.

MEDICAL PROCEDURES AT SCHOOL

Parents who request a medical procedure be performed by their child or be done to their child at school must schedule an appointment with the school nurse (R.N.). Doctor's orders, parent consent forms, and an individualized health care plan must be reviewed and completed by the school nurse before health care procedures will be performed by school board employees. Examples of medical procedures covered under this policy include blood glucose testing, insulin administration, insulin pumps, intravenous care or treatments, breathing treatments (except inhalers), tube feedings, catheterizations, suction, etc. If parents of students with health conditions are unsure if their child's medical condition(s) or procedures apply to this policy, call either the Supervisor of Special Education at (225) 343-8309 or the school nurse office at (225) 344-8017. Parents, who have difficulty arranging transportation, please call (225) 344-8017.

REGULATIONS GOVERNING THE TEACHING OF HOMEBOUND/HOSPITALIZED CHILDREN

Children whose physicians recommend that they remain out of school for reasons of health may be deemed eligible to receive home instruction if they meet the following criteria:

1. The child must be of school age.
2. The child must be a bona fide student in the public schools of West Baton Rouge Parish.
3. Eligibility of the child must be determined by a licensed medical examiner.
4. A physician must certify that the child is expected to be homebound for at least a three-week period from the time of the application.
5. Complete the application for Homebound-Teacher Instruction.

The application for homebound teacher instruction must be completed by the parent and physician and approved by the Supervisor of Special Education Services. The application for homebound instruction can be obtained from the student's school or the School Board Office. Pregnant girls are eligible for three weeks of homebound instruction unless the doctor specifies extenuating circumstances. Request for information concerning homebound or hospital services shall be directed to Dr. David Strauss, Supervisor of Special Education at (225) 343-8309. All pregnant students shall be referred to the School Nurse for counseling and prenatal education.

Regardless of whether or not the student is eligible to receive homebound instruction, the West Baton Rouge Parish School System encourages parents to call the school for classroom assignments. All parents have to do is contact the child's school to work out the arrangements.

COMMUNICABLE DISEASE CONTROL POLICY

The West Baton Rouge Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. The following policy statements, patterned after those approved by the Board of Elementary and Secondary Education on September 27, 1988, will be reviewed and revised regularly to reflect current medical research and legal opinion.

The School Board will work cooperatively with the Louisiana Department of Health and Hospitals and the Center for Disease Control for the prevention, control, and containment of communicable diseases in schools.

In the event of an outbreak of a communicable disease at an educational institution or facility, the administrators of that institution or facility are empowered, upon the recommendation of the Office of Public Health, to exclude from attendance un-immunized students and clients until the appropriate disease incubation period has expired or the un-immunized person presents evidence of immunization.

Student Louisiana Revised Statute 17:170 to exclude children from school attendance who have not obtained the immunizations required by law. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers, and exclusions, including the necessary Communicable Disease Section's School Immunization Report forms to provide for preventable communicable disease control.

The Superintendent may exclude a student or employee from school or work when a reliable evidence or information from a public health officer or physician confirms him/her of having a vaccine-preventable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded until sufficient medical evidence is presented that his/her condition is no longer contagious.

When reliable medical evidence or information from a public health officer or physician confirms that a student or employee is known to have a communicable disease or infection that is not to be spread by

casual contact, (i.e. Human Immunodeficiency Virus and other like diseases), the decision as to whether the affected person will remain in the school or employment setting will be made on a short-term basis by the Superintendent following a recommendation from the treating physician. A review panel formed pursuant to policy approved by BESE shall ultimately decide the placement status of the student/employee.

For more information on the Communicable Disease Policy on the West Baton Rouge Parish School Board, contact Dr. David Strauss (225) 343-8309.

UNIVERSAL PRECAUTIONS

“Universal Precautions” is an approach to infection control. All body fluids such as blood, saliva, urine, etc. are known to contain disease-causing germs. All students and staff shall routinely observe the following Universal Precautions to prevent and reduce the spread of infectious disease.

1. Wash your hands and any other contacted skin surfaces with * running water and soap for 20 seconds. Thoroughly dry with disposable paper towels. Some examples of times when hands should be washed include the following:
 - Before and after giving first aid
 - Immediately after any accidental contact with blood or body fluids
 - Immediately after removing gloves or other protective equipment or clothing
 - Before eating/drinking or assisting others with eating or drinking
 - Before handling food, cleaning utensils or kitchen equipment
 - Before and after diapering and assisting with toileting
 - After using the restroom
 - Before and after giving medication
 - After touching nose, eyes, or mouth
 - After playing outside or playing with animals
 - Whenever hands are visibly soiled
- * If running water and soap is not readily available, you may use hand sanitizers. You should use proper hand washing as soon as possible afterwards. Hand sanitizers do not take the place of proper hand washing. Hand sanitizers should be kept out of reach of children. Their use should be closely supervised to avoid ingestion.
2. Wear gloves whenever there is a possibility of coming in contact with blood and body fluids.
3. Cough or sneeze into your upper sleeve, not your hands. If a tissue is used, throw it into the trash immediately. Do not reuse.
4. Try to avoid close contact with sick people. Use proper hand washing if you do.
5. Do not touch your eyes or mouth before washing your hands.
6. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly.
7. Disinfect surfaces that are frequently touched daily or whenever visibly soiled. Properly dispose of contaminated materials.

CONTROL OF NON-VACCINE PREVENTABLE PROBLEMS

Head Lice

Policy: Students with head lice or nits (eggs) are excluded from school. Students with head lice or nits may not return to school until they are seen by a school nurse and receive a letter stating they are free of head lice or nits.

Procedure: When a student is found to have head lice or nits at school, school personnel will notify a parent as soon as possible. The student will need to be picked up from school. An information letter will be given to the parent that outlines the procedure parents should follow to treat head lice and how to contact a school nurse. School personnel will contact the school nurse as soon as possible and request that the parent talk to the school nurse by telephone when picking up their child. To ensure that a nurse

will be available, parents must schedule an appointment with the nurse for head lice checks. A **school nurse is not always available at Pupil Appraisal at 8:00 AM to check heads for lice.**

Parent Responsibilities: **Parents of children under the age of two or who have asthma or allergies should consult with their physician before starting any treatments.** Parents are expected to complete the written instructions for treating head lice as quickly as possible. Parents are responsible for learning how to identify head lice and quickly treating their child's hair and household items. Parents are responsible for continuing to check their child's head for lice every day for the rest of the school year. Students can receive up to three medically excused days for the first case of head lice, two medically excused days for a second occurrence of head lice, and one medically excused day for a third case. No additional medically excused days will be given for any additional cases of head lice.

Impetigo (Indian Fire), Scabies, Ringworm

Students with the contagious conditions of **impetigo (Indian Fire), scabies, and ringworm of the scalp, or multiple areas of ringworm of the body will be sent home from school.** To return to school, students must have a note from a health care provider that states the diagnosis, treatment that was prescribed, and when the child can return to school.

Students with symptoms of **ringworm of the body and just a few lesions**, which can be covered with a Band-Aid, will be sent home at the end of the school day with instructions not to return until under treatment. **Band-Aids should only be used to cover the ringworm at school, when it is first seen. Do not cover the ringworm with a Band-Aid after treatment is started.** Students with just a few lesions can return to school with a note from a parent that says the parent has begun treating the child with an antifungal cream. Parents should always consult a health care provider if they are unsure what is causing their child to have a rash or feel ill.

Conjunctivitis (Pink Eye)

Students with symptoms of infectious conjunctivitis (pink eye) will be sent home from school. Students will be allowed to return to school when: (1) they have a note from a health care provider (doctor) that says when they can return to school, and (2) if medication has been prescribed, it has been taken for at least 24 hours, and (3) the signs and symptoms of pink eye are improving.

Chicken Pox

Students with chicken pox will be excluded from school for five school days from the time symptoms (rash) are first seen. Anyone with chicken pox should be isolated at home for seven days from the time symptoms (rash) are first seen. Students can return to school after being home for five school days, even if they still have a few lesions or scabs. Even though your child can return to school after being out five days, your child may still feel sick or have some lesions which have become infected and need medical care. Make sure your child is feeling well and has no infected lesions before sending your child back to school. Consult your health care provider (doctor or nurse) if you are unsure.

Methicillin Resistant Staphylococcus Aureus (MRSA)

The emergence of antibiotic resistant bacteria has become a significant public health concern. Due to the extensive use of antibiotics, the sharing of antibiotics, and/or the failure to complete a course of antibiotics, our current arsenal of antibiotics is becoming ineffective against common bacterial infections. Staphylococcus aureus (commonly referred to as "staph") is a bacteria that can live on human skin of even the cleanest individuals. It can cause boils, wound infections, abscesses, cellulitis, impetigo, pneumonia and even bloodstream infections.

Symptoms: MRSA is a type of staph, so the symptoms of a MRSA infection and the symptoms of an infection due to other staph are often the same. Pimples, rashes, pus-filled boils, especially when warm, painful, red or swollen, can indicate a staph skin infection. These skin infections commonly occur at sites of visible skin trauma, such as cuts and abrasions and areas of the body covered by hair (e.g., back of neck, groin, buttock, armpit, beard area of men). Impetigo is one example of a skin infection that can be caused

by staph, including MRSA. Almost all MRSA skin infections can be effectively treated by drainage of pus with or without antibiotics.

MRSA can ONLY be diagnosed by a physician after culture and laboratory testing.

Prevention Of Spread: Universal precautions and regular hand washing is the best way to prevent getting and spreading staph, including MRSA.

- When MRSA skin infections occur, cleaning and disinfection should be performed on surfaces that are likely to contact uncovered or poorly covered infections.
- Cleaning surfaces, such as mats and exercise equipment, with detergent-based cleaners, freshly prepared 1:10 bleach and water solution, or Environmental Protection Agency (EPA)-registered disinfectants is effective at removing MRSA from the environment.
- It is important to read the instruction labels on all cleaners to make sure they are used safely and appropriately.
- Environmental cleaners and disinfectants should not be used to treat infections.
- The EPA provides a list of EPA-registered products effective against MRSA:

<http://epa.gov/oppad001/chemregindex.htm>

School Attendance: Students and staff with a MRSA infection can attend school regularly as long as the wound is covered and they are receiving proper treatment. If a staph or MRSA infection is suspected, the student or staff does not need to be isolated or sent home in the middle of the day. The wound should be kept lightly covered until it has dried completely. If the wound does not heal or show signs of improvement in a few days, consult school nurse and parent to notify the physician.

FIRST AID & EMERGENCY PROCEDURES

1. When minor abrasions and cuts occur, school personnel shall clean the wound with soap and water or antiseptic towelette, and may cover with a bandage.
2. In the event of a more serious injury or illness to a student at the school site during school hours, the Principal or other educational person in charge of the school at the time will be responsible for deciding if and when to access the 911 community telephone emergency system.
3. Each year every student enrolled in school must have an Emergency Information Form completed and signed by the parent/guardian. These forms state that the designated school has permission from the parent or guardian to seek emergency medical treatment for that student in the event the parent or guardian cannot be reached. The child may be taken to the nearest medical facility in case of an emergency and the parent or guardian will be responsible for any expenses incurred in seeking treatment.

NOTE: Parents are responsible for keeping all of their telephone numbers, addresses, and the student's medical information updated with the school. Custody issues should be discussed in person with the school administrator.

NOTIFICATION OF A CHANGE IN HEALTH STATUS OF STUDENTS

It is the parent's responsibility to notify the school administrator of medical conditions that may affect a student's performance in all aspects of the school day and extracurricular activities. Examples of medical conditions covered under this policy include pregnancy, broken bones, seizure disorders, etc. A written doctor's statement must be provided identifying what physical activities the student can and cannot participate in during the course of a school day.

ILLNESS/EXCLUSION POLICY

School attendance is important for students; therefore, unnecessary barriers to attending school should be minimized. Exclusion of ill students from school settings is to be considered when such exclusion can reduce spread of disease and the likelihood of secondary cases. Students should

be allowed to return to school once the exclusion period is met, or a health care provider clears the student.

Parent/Guardian will be required to pick up their student from school if he/she is not feeling well. General conditions for exclusion of children from the school setting are as follows:

- The student has an oral temperature above 100°F or 99° axillary, unusual or noticeable change in behavior, lack of energy, lethargy, persistent crying, difficulty breathing, 2 or more episodes of diarrhea that cannot be contained in the toilet or diaper, vomiting more than 2 times within 24 hours that is not related to coughing or feeding problems, uncontrolled coughing or other signs or symptoms that may indicate a severe illness.
- The student is not able to participate comfortably in regular activities due to his/her illness.
- The student requires more care than staff of the school are able to provide without compromising health and safety of other students.
- The student is ill with a potentially contagious illness and exclusion is recommended by the state or local public health agency or a health care provider.
- The student has a green or yellow nasal discharge for more than 3 days with fever accompanied by behavior change.
- The student has pink eye with redness of lower eyelid or white of eyes with pus or yellow-green discharge. Redness of the lower eyelids or white of eyes with clear or no discharge and itching is usually due to allergy.
- The student has an unknown rash, bumps or blisters with fever or behavior changes.
- The student has oozing wounds or sores that are red or swollen with increased warmth to touch, draining pus that cannot be covered and contained with a clean, dry bandage, and for those students who cannot maintain good personal hygiene.

SCHOOL FOOD SERVICE PROGRAM GUIDELINES

APPLICATION FOR FREE AND REDUCED PRICE MEALS

Free and Reduced Applications are given to students the first day of school and/or at school registration. Applications are to be completed ONE PER HOUSEHOLD and returned to school by the oldest school age child in the household. In order to insure that each student in the household receives the correct meal benefits, each student must be listed on the household application. The application must be correctly completed and signed by the adult household member. Benefit notification letters will be mailed to each household; therefore, you must correctly print your address on the application. Failure to return a correctly completed application can result in the denial of free or reduced price meals to the student. Students are only allowed to eat on the previous year's approval status for the first thirty (30) days of the new school year. If a new application is not submitted and approved, the student will pay full price for school meals. As a reminder, Free and Reduced Applications may be submitted anytime during the year when the household experiences a change in size and/or income.

SCHOOL MEAL PAYMENT POLICIES

ALL SCHOOL MEALS MUST BE PAID IN ADVANCE – NO CHARGING IS ALLOWED. This policy is for everyone – students, teachers, staff, and visitors. No charging will be allowed. Prepayment for meals by the day, week, month, or year is required. It is the parent's responsibility to provide money for meals at school or a bag lunch or to seek free or reduced price benefits. Parent's seeking free or reduced price meals are responsible for all meal payments until the application is approved. If a student has no money in their meal account, a reimbursable meal will not be served to the student. The cafeteria manager may be contacted regarding the student's account balance.

NSF CHECKS

If one (1) non-sufficient fund check is received for one household, only cash or money order will be accepted for payment of meals thereafter. To insure that all checks for meal payments clear the bank prior to the end of school, no checks will be accepted after Friday of the first week in May.

REFUNDS

The computer software used by school food service at each school tracks meal payments and meal purchases. Cash payments, check amounts, and check numbers are recorded. At the end of the school year, account balances will automatically carry forward to the next school year. If a student is moving out of the school system or a refund check is desired at the end of the school year, a written request including name and correct mailing address must be given to the manager. A refund check will be mailed within 30 days.

SPECIAL DIET REQUEST

The school secretary, the cafeteria manager, or the nurse may be contacted to receive a DIET PRESCRIPTION REQUEST for MEALS at SCHOOL form. When the form is returned correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. A determination will be made as to whether or not substitutions will be made. Until such determination is made, parents may be required to send their child's meals to schools. Diet prescription request must be made each school year.

GLOSSARY

1. **Aiding and Abetting** - suggesting, encouraging, directing, or participating with another student in committing an offense
2. **Arson** - deliberately setting a fire in a school building/campus/property or on a school bus
3. **Assault** - an attempt to commit on a school employee a battery or the intentional placing of the school employee in reasonable apprehension of receiving a battery or making statements threatening physical harm to a school employee.
4. **Battery** - the use of force or violence upon a person if actual contact is made

5. **Bullying** - an intentional gesture by a student that is a written, verbal, or physical act that intimidates or harasses another student
6. **Disrespect for Authority** - any act that demonstrates a disregard or interference with authority or supervising personnel
7. **Disturbance**
 - a. Minor - an act of misconduct that disrupts the orderly process of educational activities in that area that is confined to a limited area, and/or which jeopardizes safety of children.
 - b. Major - a serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety if children
8. **Emergency** - an unexpected situation that requires prompt action
9. **Extortion** - the taking of goods or services by threats or intimidation
10. **Fighting** - two or more students involved in an exchange of blows
11. **Gambling** - to play a game of chance where a reward is expected
12. **Gang Fighting** - three or more people involved in an exchange of blows
13. **Habitual Offender** - one who has committed several offenses, not necessarily of the same type
14. **Indecent Behavior** - socially unacceptable behavior that is morally offensive
15. **Molestation** - to make indecent advances in which physical contact is made
16. **NSF Checks** - non-sufficient funds in a checking account to cover the amount of the check
17. **Plagiarism** - the act of claiming to be the author of material that someone else actually wrote (i.e. research papers, book reports, essays, projects, etc.)
18. **Pornography** - material (such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement
19. **Profanity**
 - A. Minor - vulgar or irreverent speech or action that is relatively mild
 - B. Major - vulgar or irreverent speech or action that is relatively severe (i.e. "f" or "mf" words and/or similar meanings)
20. **Stealing**
 - A. Minor - taking other's property without permission that is valued for less than \$1.00
 - B. Major - taking other's property without permission that is valued for more than \$1.00
21. **Threat** - communication in person, in writing, or through the use of the Internet to injure a person or to kill a person, who is a teacher, employee of the school system, or a student of the school.
22. **Trespassing** - unauthorized entry on a school campus other than the one a student normally attends
23. **Truant/Hooky** - one who is absent from school without permission
24. **Vandalism** - the defacing, damaging, and/or breaking of school property through willful misconduct
25. **Willful Disobedience** - refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus.

Acceptable Use of Technology Systems Policy (AUP)

Students:

The West Baton Rouge Parish School Board is pleased to offer students access to the School Board's technology systems and networks, including but not limited to the Internet. Should a parent/guardian desire to prohibit their child's access to the internet, the responsibility rests on the parent/guardian to properly execute the Denial of Permission form located in the front of the Student Handbook. If the school does not receive the Denial of Permission form, parental permission to use the technology systems of the School Board will be assumed, and this permission shall include access to the internet and email systems, permission to publish student work to classroom websites, and permission to have unidentified photos of the student published to classroom websites.

Use of the School Board's technology systems and networks, including but not limited to the Internet, will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, inappropriate or potentially offensive to some people. While the intent is to make the School Board's technology systems and networks, including but not limited to the Internet, available to further technology educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or pornographic. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

The School Board and its staff believe that the benefits to students from use of the School Board's technology systems and networks, including but not limited to the Internet, in the form of information resources and opportunities for sharing, exceed any disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the School Board supports and respects each family's right to decide whether or not to give permission for the use of the School Board's technology systems and networks, including but not limited to the Internet.

I have read the rules of the School Board's technology systems and networks, including but not limited to the Internet, which are stated below and I will ask my parent/guardian or an adult at my school if I do not understand what any of them mean.

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language are required.
2. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
3. Illegal activities, including copyright or contract violations, shall not be permitted. The Internet may not be used for financial or commercial gain. Do not make copies of any copyrighted materials, programs or software.
4. Threatening, profane, or abusive messages are forbidden.
5. No activities are allowed which may damage or interrupt equipment usage or any networking system.
6. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet is forbidden.
7. No user is permitted to upload, or create a computer virus on the Internet or any networking system.
8. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
9. The network is provided for students to conduct research, complete assignments, and communicate with others. Access is a privilege, not a right and entails responsibility.
10. Invading the privacy of another user, or using their account, is forbidden.
11. Posting personal messages without the author's consent is forbidden.
12. Sending or posting anonymous messages is forbidden.
13. Perusing, or otherwise accessing, or viewing, obscene or pornographic material, or using profanity in messages is expressly forbidden.
14. Product advertising, political lobbying, or sending messages involving illegal activities are not permitted. Any such use shall be reported to the teacher when evidence of such is encountered on the Internet.
15. Any subscriptions to list servers, bulletin boards, or online services must be approved by the Superintendent or his/her designee and the teacher prior to any such usage.
16. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
17. Suspension shall automatically result for a user who accesses, sends, receives or configures electronically any profane or obscene language or pictures.
18. Use or posting of information related to the school, school staff, students, use images of the school, the school logo, initials or seal, in any form on the Internet or in any form of electronic communication without specific written permission of the Superintendent and/or his/her designee shall be prohibited. The posting of any such information on any website, bulletin board, chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
19. Students who violate this policy will face disciplinary action to include suspension and expulsion per the policies of the WBRPSB.

TEACHER BILL OF RIGHTS

(LSA – R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1©, 416.5 and 416.11, for actions taken in the performance of duties of teacher’s employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student’s behavior presents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers of hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

**No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public school board policy enacted or adopted relative to the discipline of students.*

Medical Forms

STATE OF LOUISIANA MEDICATION ORDER

TO BE COMPLETED BY LA, TX, AR, OR MS LICENSED PRESCRIBER
(In most instances, medications will be administered by unlicensed personnel.)

PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.

Student's Name _____ Birthdate _____

School _____ Grade _____

Parent or Legal Guardian Name (print): _____

Parent or Legal Guardian Signature: _____ Date: _____

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

PART 2: LICENSED PRESCRIBER TO COMPLETE.

1. Relevant Diagnosis(es): _____

2. Student's General Health Status: _____

3. Medication: _____

4. Strength of medication: _____ Dosage (amount to be given): _____

Check Route: By mouth By inhalation Other _____

Frequency _____ Time of each dose _____

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

5. Duration of medication order: Until end of school term Other _____

6. Desired Effect: _____

7. Possible side-effects of medication: _____

8. Any contraindications for administering medication: _____

9. Other medications being taken by student when not at school:

10. Next visit is: _____

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

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

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

PART 3: LICENSED PRESCRIBER TO COMPLETE AS APPROPRIATE.

Inhalants / Emergency Drugs

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

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

1. Is the student a candidate for self-administration training? Yes No

2. Has this student been adequately instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer his/her medication at school, provided that the school nurse has determined it is safe and appropriate for this student in his/her particular school setting? Yes No

3. If training has not occurred, may the school nurse conduct a training program? Yes No

Licensed Provider's Signature Date

**WEST BATON ROUGE PARISH SCHOOL BOARD
CHILD NUTRITION DEPARTMENT
DIET PRESCRIPTION FORM**

DIET PRESCRIPTION for MEALS at SCHOOL

Student's Name _____ Age _____

School _____ Grade/Classroom _____

Parent's Name _____

Address _____ Telephone _____
Street or P.O. Box City State

Does the student have a disability that requires a special diet? Yes _____ No _____
 If yes, describe the major life activities impacted by the disabling condition (ex: walking, learning breathing, etc.)

If the student is not disabled, list the medical condition that requires special nutritional or feeding needs.

Diet Prescription (Check all that apply):

- Diabetic _____ #kcal
- Food Allergy
- Hypoglycemic
- PKU
- Other _____
- Increased Calorie _____ #kcal
- Reduced Calorie _____ #kcal
- Texture Modification
 Chopped _____ Ground _____
 Pureed _____ Liquefied _____
- Tube Feeding
 Liquefied Meal _____ Formula _____

Food Omitted and Substitutions

(Please check food groups to be omitted and list allowable food substitutes. If no items are checked, a list of omitted foods and a list of allowable foods is required. If necessary, attach additional information or instructions regarding the diet or feeding. For diabetic diets, a food exchange menu plan is required).

- Food Groups to Omit Meat and Meat Alternatives Milk and Milk Products
 Bread and Cereal Products Fruits and Vegetables

Specific Foods to Omit

Specific Foods to Substitute

I certify that the above named student needs special school meals prepared as described above and with the attachments provided because of the student's disability or chronic medical condition. **This diet prescription will expire at the end of this school year.**

Office Address _____ Office Telephone _____

 Licensed Physician/Recognized Medical Authority Signature Print Name of Licensed Physician/Recognized Medical Date

Date Diet Received: _____ By: _____

Asthma Action Plan

Patient _____ DOB _____ Date _____
 Emergency Contact _____ Phone _____
 Healthcare Provider _____ Signature _____
 Provider's Phone (Day/Night) _____ / _____
 Patient / Student Signature _____ Parent _____

The colors of a traffic light will help You use your asthma medicine.



Green means Go Zone!
Use controller medicine.
Yellow means Caution Zone!
Add quick-relief medicine.
Red means Danger Zone!
Get help from a doctor.

For Exercise: 20 minutes before take: 2 puffs Albuterol (ProAir, Proventil, Ventolin)
 4 puffs Levalbuterol (Xopenex)

Green = Go Zone Use CONTROLLER Medications EVERY DAY and Avoid Asthma Triggers

You have ALL of these:

- Breathing is good
- No cough or wheeze
- Can work and play
- Sleep through the night

If peak flow meter used:
 Peak flow greater than _____
 above 80% of personal best
 Personal best peak flow = _____

Controller Medication	How Much to Take	How Often

Rinse mouth or brush teeth after using Controller Medication

Yellow = Caution Zone Getting Worse! Add QUICK RELIEVER Medication

You have ANY of these:

- Cough
- Mild wheeze
- Tight Chest
- Waking at night due to asthma
- First sign of a cold
- Exposure to known trigger
- Can do some, but not all usual activities

This is not where you should be every day. Take action to get your asthma under control.

If peak flow meter used:
 _____ to _____
 (50% to 80% of personal best)

Continue DAILY Green Zone Controller Medications and ADD QUICK-RELIEVER:

- Albuterol (ProAir, Proventil, Ventolin) Levalbuterol (Xopenex)
 2 puffs 4 puffs 1 nebulizer treatment

If better in 20 minutes, continue Quick-Reliever every 4-6 hours for 1-2 days and

- Change controller: _____ for _____ days

If not improving:

- Take oral steroid _____ for _____ days
 Call your provider at 24 hours 48 hours

If getting worse or not better by 1 hour, use Red Zone plan

Red = Danger Zone Take these Medicines and GET HELP NOW

Your asthma is bad

- Medicine is not helping within 10 to 20 minutes
- Breathing is hard and fast
- Nose opens wide
- Ribs show
- Trouble walking
- Trouble talking

If peak flow meter used:
 Peak flow below: _____
 (below 50% of personal best)

Use QUICK RELIEVER

- 2 puffs 4 puffs 6 puffs 1 nebulizer treatment

If not better in 20 minutes, repeat quick reliever while going to the hospital or provider's office - dial 911 if necessary

My Asthma Triggers:
 Colds Smoke Weather Food Grass/Trees Cockroach Particles
 Exercise Dust Air Pollution Animals Mold Fragrances
 Alcoholic Beverages Other _____

