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# Union Central Elementary



Dear Parents/Guardians and Students,

It is my pleasure to welcome you to Union Central Elementary School. The faculty and staff join me in saying we are happy to have you as part of the Union Central family. We hope that this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

This handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Union Central Elementary parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year and solicit your membership in the P.T.O. Working together we will be able to reach our collective and individual goals. We look forward to celebrating the achievements of our students with you.

Sincerely,

Rebekah Meredith, Principal

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## MISSION STATEMENT

Union Central Elementary School will set high and challenging standards for all students to help them to achieve their maximum potential.

## CALDWELL PARISH PHILOSOPHY

### *PHILOSOPHY*

The Caldwell Parish School Board recognizes that public education should constantly strive to improve its effectiveness as well as its image; that children of Caldwell Parish deserve the very best education available; and that in order to achieve these goals the efficiency and effectiveness of school personnel at all levels is a primary factor.

The focus of the Caldwell Schools is on the learner; the educational development of his maximum potential is the central concern. The teacher is a key figure in this development. Therefore, Caldwell Schools provide for an on-going program for staff development. Since the teacher cannot effectively achieve these goals alone, various administrative departments and support programs must provide conditions in the school which permit teachers to work with the maximum integration of the education efforts. Caldwell Parish addresses coordination of all programs impacting instruction.

Also central to the student's academic progress, and to the progress of the school system, is parent and community support. This is actively sought at all levels.

## *PURPOSES*

1. To implement on-going articulation, implementation, evaluation, and revision of a parish-wide program of instruction aimed at meeting the needs of all students.
2. To provide a continuous program of staff development centered on constant improvement of the program of instruction.
3. To correlate all program services to complement each other in meeting the needs of students.
4. To provide a safe, healthful and comfortable environment which should be conducive to a student's achievement.
5. To actively involve parents and community in all aspects of the school program.



## **UNION CENTRAL ELEMENTARY**

### **GENERAL INFORMATION**

#### **SCHOOL HOURS**

School hours are from **7:50 AM** until **4:20 PM** each day. Please have your child at school no later than 7:50 AM each day. Children should NOT arrive earlier than 7:20 AM or remain on the campus later than **4:20 PM** unless they are participating in a supervised activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:15 AM EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:20 AM or remain later than 4:20 PM. The above procedures are designed for the safety and well-being of your children.

#### **PROCEDURES FOR STUDENT ENROLLMENT**

Basic requirements for student enrollment:

1. Copy of birth certificate
2. Copy of social security card
3. Original health card for school enrollment
4. Copy of records request for transfer students (request should show enrollment date and parent/guardian signature if possible)

A registration packet for a student enrolling will contain:

1. Student Information Enrollment Form
2. Copy of Student/Parent Handbook (\*Kindergarten and new students only)
3. Copy of bus regulations and assignment
4. Student insurance Information
5. Lunch application form
6. Health check list and emergency information sheet
7. Attendance requirement form

A student folder will be established and maintained on every student.

#### **PERMANENT RECORDS**

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.



### **SCHOOL BREAKFAST AND LUNCH**

In order to pay for your child's meals, send your check or money in a sealed envelope to the cafeteria. Please write on the student's name, the homeroom teacher's name, and the amount enclosed on the outside of the envelope. If writing a check for more than one child, list each child's name, each homeroom teacher's name, and the amount of the check.

Meals will be \$.75 for breakfast and \$1.75 for lunch. To help our lunch program operate efficiently, it is requested that your child's lunches be purchased on a weekly or monthly basis. We will be happy to accept your check, however if two or more checks are returned for insufficient funds, then only cash will be accepted for payment for school lunches. Free and reduced lunch prices are available to students who qualify. Extra milk is \$.50. Reduced prices are \$.30 for breakfast and \$.40 for lunch. Guest lunches are \$4.50. Teacher lunches are \$2.75.

\*\*Students are not allowed to charge meals. Parents will be notified weekly in the Tuesday Test Folder of their child's balance.

### **SCHOOL BUS CHANGE POLICY**

The Caldwell Parish School Board requires students to have written permission from parents to get off at a bus stop other than their own. **Phone calls requesting bus changes are not accepted.**



Upon receiving written notice from a parent that a bus change should be made, the principal or principal's designee will complete a duplicated Bus Destination Change form that the student will submit to the bus driver.

### **CHECK-OUT PROCEDURES**

Union Central Elementary requires that students only be checked out by persons listed in the student's data information. The principal, or principal's designee, can access this information immediately from the Principal's Administrative Management System. Written permission is required for any persons not listed in this data information.

### **VISITORS**

Visitors are **required** to sign in the office upon arrival. Only the front entrance shall be used. Although visitors are discouraged from interrupting classes, conferences or meetings can be scheduled during the teacher's P.E./Planning time. If the principal approves the visitor's reason for visiting any location within the school, the principal, or principal's designee, will have the visitor sign the Visitor's Log in the office and then issue a Visitor's Pass.

### **EDUCATIONAL FIELD TRIPS**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent/guardian is required for all field trips.

### **TEXT BOOKS**

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

### **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent/guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcasted between 6:00 AM and 6:15 AM.



The TV stations will be notified as soon as possible. Those TV stations contacted include channels 8 and 10. In addition, parents will be notified via telephone by the Caldwell Parish School's automated notification system. *\*Please be sure that all phone numbers are kept current in your child's records.*

### **FIRE DRILLS/TORNADO DRILLS/CRISIS DRILLS**

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire, tornado, and crisis drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **ABSENTEE MAKE-UP WORK**

When your child is absent from school and needs his/her homework assignment, please telephone the school office in the morning. The homeroom teacher will be notified and will make a folder which includes all homework from each of your child's teachers. Appropriate books will be sent home when necessary. Homework assignments can be picked up in the office at the end of the school day or sent home with another child, if requested.

## **School Board Policies Relative to Pupil Progression**

### **Promotion Policies**

#### **Promotion K-5**

Promotion from one grade to another will be based on:

- a. Attending at least 60,120 minutes (equivalent to 167 six-hour school days) during the school session as slated in Bulletin No. 741.
- b. Meeting the requirements for program of studies and approximate time allotments for a 360 minute school day as listed in Bulletin No. 741.
- c. Making a satisfactory score on the Louisiana Minimum Competency test when it is administered.
- d. Meeting the following local standards:

Promotion from first to fifth grade is based on 67% mastery of listed minimum competencies at each grade level in reading, writing (language arts and spelling) and math. Skills lists in these subject areas at each grade level have identified the Louisiana minimum competencies which must be mastered to meet the Caldwell standard for promotion.

For grading and promotion purposes:

- a. Grades in reading can be based on an average of a basal reading and a phonics grade when phonics is graded as a separate subject, or on basal reading alone.
- b. Writing grades are to be assigned in language arts, spelling, and composition (optional), and the average of these stated as writing grade.
- c. A math grade is to be assigned based on the math curriculum for that grade.
- d. Additionally, any student 4-5 must pass science and social studies to be promoted.

### **STUDENT PERFORMANCE & EVALUATION**

Report Cards will be sent home at the end of each six (6) weeks. This is a means of informing parents/guardians of the student's progress in each subject.

#### **GRADING SCALE:**

A	93-100	Excellent	I	Incomplete
B	85-92	Good	S	Satisfactory
C	75- 84	Average	N	Needs Improvement
D	67-74	Poor	U	Unsatisfactory
F	0- 66	Failing		



## **PROGRESS REPORTS**

Progress Reports are means of communicating to parents/guardians that their child is or is not progressing satisfactorily, either academically or behaviorally. We will send a Detailed Progress Report to parents/guardians on the Tuesday following the 4<sup>th</sup> week of every 9 weeks to let you know your child's progress.

### **STATE OF LOUISIANA DEPARTMENT OF EDUCATION**

#### **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, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- *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 of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

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 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. 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 School Board's authority may extend beyond the limits set forth above, in accordance with state law.

## STUDENT ABSENCES AND EXCUSES

The Caldwell 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.

### 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.
- 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; or
5. Observance of special and recognized holidays of the student's own faith.
6. Visitation with a parent who is a member of the United States Armed Forces or 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.

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.

#### SCHOOL-APPROVED ACTIVITIES

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.



#### CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

#### 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. An original 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 three (3) 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. It is the sole responsibility of the parent to see that all excuses are turned in on time.

#### 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.

#### PRE-KINDERGARTEN ATTENDANCE

The Caldwell Parish School Board believes that regular attendance in school begins with the Pre-Kindergarten program where patterns of attendance are established and that regular attendance is essential. Therefore, attendance at the Pre-Kindergarten level will be monitored and excessive absences reported to the Supervisor of Child Welfare and Attendance upon the fifteenth day of absence. Failure to abide by required school attendance will result in a hearing with the Supervisor of Child Welfare and Attendance and could result in dismissal from the program.

### **EQUAL OPPORTUNITY NOTICE**

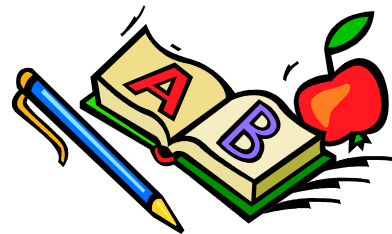
Caldwell Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); Sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973); or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies -and procedures. Anyone with questions regarding this policy may contact Karla Tollett, Superintendent at P.O. Box 1019, Columbia, LA 71418 or (318) 649-2689.

## STUDENT DRESS CODE

All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cooperation of parents is expected.

The policy of the Caldwell Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration.

Any substantial complaint concerning the dress code will be dealt with by the school administration.



### BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus.

*Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

The School Board shall notify all students of the provisions of this policy.

### SCHOOL UNIFORMS

The School Board shall require students to wear a school uniform to school that consists of a solid red collared shirt, solid white collared shirt, or solid navy collared shirt (no sleeveless shirts) and any khaki/tan (not white) or navy bottoms (not denim). The School Board shall notify, in writing, the parent or guardian of each school student of the dress code and uniform specifications.

#### School Uniform Regulations

The following regulations apply to all students:

1. A solid red collared shirt, solid white collared shirt or navy collared shirt (no sleeveless shirt) must be worn. **No logos are permitted.**
2. Bottoms shall be khaki/tan (not white or light) or navy.
3. Any khaki/tan or navy pants (not denim) shall be allowed.
4. Cargo pants or carpenter pants shall be permitted without colored or extra zippers.
5. No parachute pants or overalls shall be permitted.
6. Corduroy pants in khaki/tan or navy may be worn in cold weather.
7. Red, white or navy sweaters or sweatshirts, or red, white, or navy sweaters or sweatshirts with a school sponsored logo on them, if they have a collar, may be worn without a uniform shirt, or if they have no collar, over a red, white or navy collared shirt or turtleneck. No pullover hoodies are permitted.
8. Jackets of choice including those with a school-sponsored logo may be worn during cold weather, provided the jacket buttons or zips completely. Jackets shall be unzipped and hoods shall not be worn on/over the head while in the building.
9. No long coats, dusters, or trench coats shall be permitted.
10. Free dress days shall be designated by the principal.

## GENERAL DRESS CODE REGULATIONS

General requirements for a student's dress and appearance shall include the following:

1. Caps or hats shall not be worn.
2. Appropriate footwear shall be worn.) No swim or beach footwear (rubber flip-flops, shower shoes, crocs) is allowed.
3. Leggings or tights shall not be worn as outer clothing.
4. Pierced jewelry may only be worn in the ears.
5. P.E. uniforms are restricted to P.E. classes.
6. All clothing shall be hemmed and fit appropriately. Clothing shall not be defiled or have any type/size holes.
7. All shirts must be tucked in.
8. Pants must be belted through the loops with a traditional belt (no strings, wires, or tie-downs, etc.)
9. Hair is to be kept neat and clean.
10. Only clear or mesh bookbags shall be allowed.

No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.

## **ELECTRONIC TELECOMMUNICATION DEVICES**

Revision to CPSB Policy File: JCDAE: Electronic Telecommunication Devices

FOR ELEMENTARY SCHOOLS (K-5) ONLY:



No electronic telecommunications device may be brought to school by an elementary student in grades K-5. The following consequences will be imposed for violations of this policy.

- |                 |  |
|-----------------|--|
| First Offense:  | The electronic telecommunication device will be taken by the principal for two school weeks. At the end of the two school week period, the parent/guardian <u>must</u> have a conference with the principal and sign a form regarding future consequences for violation(s) of this policy. |
| Second Offense: | The electronic telecommunication device will be taken by the principal and kept permanently, or if the parent wants to keep the device, then the student will be assigned to the alternative school in accordance with the school handbook.  |

### **Caldwell Parish School District Parental Involvement Policy**



The Caldwell Parish School Board recognizes that parental involvement must be a priority of the Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of *parental involvement* shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Caldwell Parish, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

### **DISTRICT LEVEL RESPONSIBILITIES**

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
  - a) appointing to, and interacting with, each school's *School Improvement Team*, which is actively involved with assessing needs and addressing these needs in the school;
  - b) Conducting open public workshops on major issues;
  - c) Holding regular School Board meetings, with opportunities for the Board to receive public input and comments;
  - d) Requiring each school to conduct an annual open house meeting;
  - e) Encouraging school based parental organizations, such as PTA, PTO, TEAM, etc.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Caldwell Parish in planning and implementing effective parental involvement programs and strategies.
3. Coordinate and integrate parental involvement programs with other programs that promote parental involvement.
4. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of components and strategies of the Board's parental involvement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.
5. Distribute to parents information about the Caldwell Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.
6. Submit with the *No Child Left Behind (NCLB) Consolidated Application* plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.
7. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

## **SCHOOL LEVEL RESPONSIBILITIES**

As part of the parental involvement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Caldwell Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parental involvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the schoolwide parental involvement program plan.
4. Provide parents, especially those of participating children in NCLB programs:
  - a) timely information about educational and parental involvement programs;
  - b) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
  - c) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the school-wide parental involvement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

## **SHARED RESPONSIBILITIES**

As part of the parental involvement program, to build a capacity for involvement, the School Board *and* each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public preschool and other programs, and conduct other activities, such as parent resource

centers, that encourage and support parents in more fully participating in the education of their children.

5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.
13. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
14. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
15. Shall provide such other reasonable support for parental involvement activities as parents may request.
16. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

### **PARENTS' RESPONSIBILITIES**

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the uniform or dress code.



5. Make sure that children get adequate amounts of sleep nightly.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.
8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.

### Statement of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*, in accordance with state law. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

### SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - a) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - b) frequent reports to parents on their children's progress;
  - c) reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
  - d) parental activities and/or contributions away from the school site that enhance academic achievement.

### OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Caldwell Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Caldwell Parish public schools.

Revised: February, 2003

## **UNION CENTRAL ELEMENTARY PARENT INVOLVEMENT POLICY**



In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, Union Central Elementary encourages involvement of parents through an active Parent Volunteer Program and an active P.T.O. Parents are encouraged to assist in numerous school activities.

In order to build an effective home-school partnership, Union Central Elementary will provide the following:

1. An annual orientation meeting will be held where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.
2. A flexible number of meetings and activities will be held throughout the year to assist parents in the understanding of the federal and state academic content and student achievement standards, as well as local academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the child's progress in order to improve student achievement.
3. A varied schedule of meetings and conferences will be held in order to accommodate the needs of parents.
4. Scheduled parent conferences may be provided where the progress of the student will be discussed as well as expectations for the grade level, school curriculum, test information and any other concerns that the teacher or parent may have at that time.
5. Continuous communication will be provided to assist parents in understanding the school curriculum and student achievement through the UCES monthly newsletter, UCES report card, three-week reports, handouts, mailings and student achievement reports. Handouts will include parenting tips and follow-up reminders.
6. A school-parent contract designed by parents and school staff shall be conducted to collect opinions and concerns for improvement and topics for meetings that meet the needs of parents. \*Attached is a list of parent involvement activities.

Every effort will be made to communicate with parents in a format and language that is free of educational jargon and easily understandable to all. Parents and community members are always made welcome at Union Central Elementary School.



## **UNION CENTRAL ELEMENTARY PARENT INVOLVEMENT ACTIVITIES**

It is the strong belief of the principal, Mrs. Rebekah Meredith, and the faculty of Union Central Elementary that parental involvement in daily school activities is an essential component of the overall success of the school as well as the academic achievement of individual students. Thus, parents are encouraged to participate in the following school activities:

1. Principal's Open Door Policy to discuss any needs or concerns by parents or guardians
2. Open House
3. Parent conferences as requested
4. Parents are encouraged to volunteer as coaches for UCES extra-curricular activities
5. Family Education Night
6. PTO
7. Scholastic Book Fair volunteers
8. Spring Fling
9. Spring Picnic
10. Monthly Movie Days and Family Movie Nights
11. Breakfast with Santa
12. Monthly Parent/Grandparents' Lunches
13. Fifth Grade Graduation and Reception
14. Field Trips
15. Literacy Week
16. Field Day



The principal and faculty of Union Central Elementary School strive diligently to promote a friendly and positive environment for students, parents and other guests. UCES encourages parental involvement in daily activities and welcomes any suggestions to increase or improve that involvement.

### **PARENT & TEACHER ORGANIZATION (P.T.O.)**

The P.T.O. is a vital part of our school program. We encourage parents to support the P.T.O. by becoming ACTIVE members. A successful school needs the services of the P.T.O. Meetings are usually scheduled September through May on the second Tuesday of each month.

### **PARENT-TEACHER CONFERENCES**

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office at 649-2569. At this time, the secretary will assist you in arranging a conference with your child's teacher.

**Conferences are held during the teacher's P.E./Planning time.** To assist you in conducting a productive conference, the following guide is available for your use:

#### **Before the conference:**

Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Discuss concerns with your spouse. Ideally, both parent/guardians should attend the conference. Attempt to get the facts about a school situation before reacting to it.

Determine what you can tell the teacher about your child. The teacher sees only one side of your child and there may be things you know that could help the teacher better understand certain behaviors or problems.

The teacher only has 30 minutes without her students, so it is imperative that you arrive on time.

**After the conference:**

Discuss the conference with your child. Be positive. Point out good points before discussing areas that may have been identified for improvement.

**BEHAVIOR EXPECTATIONS**

Each staff member at Union Central Elementary accepts responsibility for student behavior, discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

**STUDENT CONDUCT**

The Caldwell Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, 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.

**STUDENT CODE OF CONDUCT**

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

Prior to the beginning of each school year, all schools of the Caldwell Parish School District shall provide each student, and his/her parent, tutor, or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or Board policy.

#### ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

#### STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

Revised: September, 2008

Revised: November, 2012

### **UNION CENTRAL ELEMENTARY SCHOOL** **STUDENT CODE OF CONDUCT**

All student behavior shall be based on respect and consideration for the rights of others. Students shall be expected to conduct themselves at all times in a manner that will enable him or her to be a responsible, contributing member of society: Students have the responsibility to know and respect the rules and regulations of the school system.

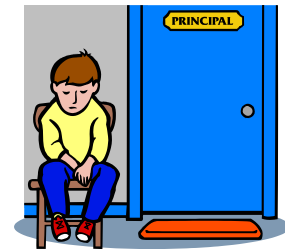
The code of student behavior shall require students to maintain order and control and alleviate interference with the students' learning experiences.

As a part of each school's code of student behavior, the Board expects each student to:

- a. Comply with all regulations.
- b. Recognize the authority of all teachers and other school personnel.
- c. Abstain from gambling, immorality, inappropriate sexual behavior, profanity, bullying, hazing, lighting, extortion, use of or possession of tobacco, narcotics, at intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
- d. Refrain from willfully damaging, defacing, or destroying school property or illegally entering school buildings.
- e. Be regular in school attendance and on time; strive to do his best in all areas of school life.
- f. Wear appropriate dress and conform to acceptable standards of appearance as established by each local school.
- g. Abide by regulations set by the School Board concerning travel to and from school on school buses and use and operation of private vehicles on tire school grounds.
- h. Comply with regular rules and regulations of the School Board while attending any activities sponsored by the school or Board.
- i. Students are not allowed to leave the campus during school hours unless authorized by the principal.



Students shall comply with all Board policies and regulations, each school's code of student behavior, and directions of principals, teachers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Alleged misconduct shall be dealt with by the principal:



- a. Whenever a teacher considers a problem of classroom discipline to be so serious as to warrant the principal's attention; or
- b. Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct; or
- c. Whenever the principal deems it advisable that he deal personally with the misconduct.

### **CALDWELL PARISH DISCIPLINE POLICY**

It is the purpose of the Caldwell Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Every teacher and other school employees in the public school system shall endeavor to hold each student to a strict accountability for any disorderly conduct in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function. To assist the teacher, the Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student (s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary

to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

#### STUDENT REMOVAL FROM CLASSROOM

A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of students or the teacher, when a student exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a student or teacher, when a pupil violates the school's code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property. The student should not be kept out of school past the suspension period imposed by the principal.

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

Any student removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent. Upon the student being removed from class and sent to the principal's office, the principal or designee shall conduct a counseling session with the student to discuss the particular misconduct. Once removed, the student shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

1. In-school suspension
2. Detention
3. Suspension
4. Initiation of expulsion hearings
5. Assignment to an alternative school
6. Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension.
7. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

#### Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the student to have a conference with the teacher in the presence of the principal or his or her designee before the student is readmitted. Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated

disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral may be made to the building level committee. In addition, a conference between the teacher or other appropriate school employee and the student's parent, tutor, or legal guardian shall be required prior to the student being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

#### STUDENT MISCONDUCT AT END OF YEAR

Any non-graduating student who commits offenses during the last ten (10) days of the school year which carry recommendations for suspension or expulsion beyond the end of the school year shall have such recommendation extended into the next school year.

Any graduating senior who commits a serious major or criminal infraction after the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year. Seniors shall be made aware of this policy prior to the final exam period and a notice of the policy shall be mailed to parents from the school.

#### PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to **require** the parent, tutor, or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

#### REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

#### DELINQUENT STUDENTS

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that 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 educational placement, or transfer to adult education if the student is:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;
2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or
3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

## RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of refusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

*Immediate family* means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students with disabilities shall be in accordance with applicable state or federal law and regulations.

## DEFINITIONS

*Suspension* shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.

*In-school suspension* shall mean (1) student is removed from his/her usual classroom placement to an alternative educational placement for a minimum of one complete school day, and (2) no interruption of services occurs. (An *alternative educational placement* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or their designees.)

*Detention* shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention shall subject the student to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the self-esteem of the student.

*Expulsion* shall mean the removal of a student from school for at least one school semester.

*In-school expulsion* shall mean (1) Student is temporarily removed from his/her usual classroom placement to an alternative educational placement for a period of time specified by the Office of Child Welfare and Attendance, and (2) no interruption of instructional services occurs. (An *alternative educational placement* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel of their designees.)

Revised: September, 2009

Revised: November, 2012

## **CORPORAL PUNISHMENT**

Corporal punishment for purposes and use in the Caldwell Parish School System is defined as, and limited to, punishment or correction of a student by spanking the student on the buttocks. When such punishment is administered to a student, it must be administered reasonably and not with malice or for the purpose of revenge. Consideration must be given to the age, size, emotional and physical health of the student.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

Parental approval of corporal punishment shall not be required prior to its administration; however, a parent's written request to restrict school authorities in the use of corporal punishment shall be honored.

Parents or guardians who restrict the school's use of corporal punishment shall assume all responsibility in assuring that the student's behavior at school is acceptable.

Corporal punishment should be administered as a matter of last resort after less stringent measures such as counseling and parental conferences have failed to produce the desired behavior changes.

Procedural due process, as in the case of other disciplinary measures, is required before the administration of any type of corporal punishment.

Corporal punishment may be administered by the principal or assistant principal or a classroom teacher after having obtained the permission of the principal. The administration of every act of corporal punishment requires that a witness be present and that the punishment not be done in view of other students.

A record of each incident of corporal punishment shall be kept which shall include the name of the student, the time, date, and details of the violation, form of discipline administered, the person administering such discipline and the witnesses thereto.

Upon request of the parent or legal guardian, the principal or assistant principal shall notify the parent or guardian of the student of such violation and punishment in accordance with established School Board policy.

#### IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment*. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated.

### **BULLYING AND HAZING POLICY**

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



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

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by



email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

- C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
  3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

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

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

#### NOTICE TO STUDENTS AND PARENTS

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

#### REPORTING

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

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

## Students and Parents

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

## School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

## False Reports

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

## INVESTIGATION PROCEDURE

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

### 1. Timing

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

### 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved

student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

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

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

#### 4. Documentation

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

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

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

#### APPEAL

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

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

## DISCIPLINARY ACTION

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

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

## PARENTAL RELIEF

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

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

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

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

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

## RETALIATION

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

## CHILD ABUSE

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

Revised: August, 2010  
Revised: November, 2012

### **ALCOHOL, TOBACCO, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM**

The Caldwell Parish School Board shall require a comprehensive alcohol, tobacco, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, tobacco, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades ten through twelve is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, tobacco, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the Board.

Each school shall have a *substance abuse prevention team*, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

#### DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

Revised: November, 2010

### **STUDENT ALCOHOL AND DRUG USE**

The Caldwell Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the

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

The principal shall notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

#### REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the *Substance Abuse Prevention Team* in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the appropriate person at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

#### DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Caldwell Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

Revised: November, 2010

#### **STUDENT SEARCHES**

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

The teacher, principal, administrator or school security guard employed by the School Board, may search the person or a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and considered in determining the manner in which searches may be conducted are:

1. Age
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of students or their personal effects may be conducted at any time provided they are conducted without deliberate touching of the student.

Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as documentation shall be made of all searches. Notification of the search shall be sent to the parents of the student involved, if requested.

### **WEAPON/AUTOMOBILE SEARCHES**

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have articulate facts which lead them reasonable to believe that items in violation of state law, School Board Policy of school rule are contained therein. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

No action taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate and student.

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, catalogued, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement of material is given to the enforcement personnel for disposal. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to properly secure any weapon or confiscated material or implement shall be appropriately disciplined as may be determined by the superintendent.

Nothing in the above should be construed to preventing the teacher, principal or administrator from taking immediate action to take whatever reasonable steps necessary to safeguard the health and welfare of all students.

The Board shall in accordance with state law, indemnity and defend employees who follow this and subsequently are involved in litigation as a result of compliance.



### **Caldwell Parish Schools School Health Services**

Dear Parents/Guardians,

Greetings from Deborah McKeithen, RN and Janice Walker, School Nurse Assistant! We would like to welcome all families and provide important health information regarding entrance and attendance policies. We have the very special privilege of assisting with the care of your child during school hours and would like to provide the BEST care possible. Please take the time to review the summarized health policies of our schools and retain these for future use.

### **Immunization Requirements for School Entry**

In accordance with Louisiana State Law, students must have the following before they may enroll and attend school.

**Diphtheria/tetanus (DTP, DTaP, Tdap)** – Five doses with the last one given on or after the 4<sup>th</sup> birthday; then one dose of Tdap after 11<sup>th</sup> birthday and/or entry into 6<sup>th</sup> grade.

**Polio (OPV, IPV)** - Four doses with the last one given on or after the 4<sup>th</sup> birthday.

**Measles, mumps and rubella (MMR)** – Two doses after the 1st birthday.

**Hepatitis B** – Three doses.

**Meningococcal (MCV4)** – One dose before entry into 6<sup>th</sup> grade and/or after 11<sup>th</sup> birthday.

**Varicella (Chicken Pox)** – Two Doses. The vaccine or history of the disease must be noted on your child’s record.

***Students with religious or medical exemptions may obtain the needed forms from your healthcare provider or the Caldwell Parish Health Unit (649-2393). Please note that in the event of a vaccine-preventable outbreak, unimmunized students will be excluded from school until the incubation period has expired or the person submits proof of immunization. In addition, acceptable documentation is the State of Louisiana Universal Certificate of Immunizations. If your child’s records are recorded on another form, you may go to the Caldwell Parish Health Unit or your primary healthcare provider for transcribing onto the Universal Certificate.***

### Medications

We are happy to assist students with chronic health problems who need medications at school. Louisiana State Law and the Caldwell Parish School Board Policy regarding the Administration of Medication will be strictly followed. *Medications, both prescription and over-the-counter (Tylenol, Advil, cough syrup, cough drops, etc) require parental written request and an order by your child’s healthcare provider.* In addition, an assessment by a Registered Nurse prior to administration **must** be performed. Medications must be brought to school by a parent, guardian or responsible adult and checked in at school. Only personnel trained by a School Board Employed Registered Nurse in the administration of medication may handle/check in medications in the school setting. Medications must be in the original, properly labeled container (preferably unit dose packaging) with the label matching the order exactly. Please do not send any medicine to school with your child. *It will not be administered, and you will be required to retrieve it from the school until ALL appropriate paperwork is completed. **Please note: most medications, even those labeled three times a day, can be given outside of school hours. Only oral, inhalant, topical ointment for diaper rash and emergency medications shall be administered at school. Medication administration in the school setting is intended for children with chronic conditions such as asthma, diabetes and allergies. Also please note that PDR and FDA guidelines for appropriate age dosage will be strictly adhered to. In the event your child requires medication, please contact our office as soon as possible to obtain the appropriate paperwork 649-8983.***

### Attendance Policy for Communicable Disease

A communicable disease shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual. Infected individuals shall inform appropriate school officials (principal, school nurse) of the infection in order to protect the health of other students and employees.

### Guidelines for Exclusion From School (adapted from the Louisiana Immunization Program Manual 2011)

<u>Illness/Symptom</u>	<u>Exclude Until</u>
Diarrhea (two or more loose stools)	Diarrhea resolved or controlled
Fever (100 ° F oral or greater) and behavioral signs of illness	Fever resolved or cleared by child’s physician/healthcare provider
Chickenpox	Skin lesions (blisters) all scabbed over
<i>Hepatitis A</i>	One week after illness started and fever resolved



Undiagnosed generalized rash	Well or cleared by child's physician as non-contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared by child's physician/healthcare provider
Meningococcal Disease	Well & proof of non-carriage
Hib Disease	Well & proof of non-carriage
AIDS (or HIV infection)	Until child's healthy neurologic development, behavior, and immune status is deemed appropriate by qualified persons.
Suspected impetigo, scabies or lice	Until cleared by school nurse after treatment (no nits present for lice)

Please contact the school nurse when you are not sure if your child is well enough to attend school. Be sure to let the school know where you may be contacted in case your child's condition worsens.

### **First Aid for Illness and Injury**

We make every effort to safeguard your child's health at school. In the event of a serious accident or emergency, you will be contacted immediately. When a parent or guardian cannot be reached, the student will be transported by ambulance to an appropriate medical facility and accompanied by a nurse, administrator, or designated faculty member. You will be responsible for payment of emergency services provided by emergency transportation and medical facilities for your child. To ensure optimum care and limit medical costs to you, it is important to update us continually with new phone numbers, changes in your child's health, new medications or anything else that impacts his/her well-being at school.

### **Health Screenings**

Vision and hearing screenings are performed on all preschool, kindergarten, first, third, fifth, seventh, ninth, and eleventh graders in the parish and new-to-district students in accordance with Louisiana guidelines. These screenings will be performed during the first semester of the school year. If your child is found to have a potential problem, a referral for further medical evaluation will be sent home. Please have your child evaluated as soon as possible. This can help alleviate any potential learning difficulties for your child due to deficiencies in hearing or vision. Dental Hygiene Education is taught to all first graders. Referrals for dental evaluation will be made on an as needed basis. Scoliosis screenings are provided in the spring to all fourth and seventh graders with parental permission. Again, referrals will be made with a request for your healthcare provider's recommendations. Throughout the school year, students are screened for the presence of lice/nits. It is the Caldwell Parish School Board's policy that no child with lice and/or nits (eggs) shall attend school until treated and no nits (eggs) remain. You must bring your child to our office for evaluation and a School Re-Entry Form prior to return.

You are encouraged to share any concerns or problems relevant to your child's health. If you have any questions or would like to meet with one of us, please call 649-8983.



Best wishes for a fantastic school year!

Deborah McKeithen, RN

Janice Walker, SN Assist.